

Tracy Yogman
Commissioner



Mark Zulli
Deputy Commissioner

REQUEST FOR PROPOSAL Specification # 5171

CONSULTING SERVICES Architectural and Engineering Services Qualified Service Provider List

1) INTENT

The City of New Rochelle is soliciting proposals from qualified firms or individuals to be included on a Qualified Service Provider List for ARCHITECTURAL and ENGINEERING SERVICES. The Architectural services will include, but not be limited to, development, design and supervision of construction of building, landscaping and park design. The Engineering services will include, but not be limited to, services of Civil, Mechanical, and Marine Engineering.

It is the City's intent to select consultants or consulting firms from the award list to provide project specific proposals for services based on as outlined in this Request for Proposal.

2) PROPOSAL DUE DATE

Proposals will be accepted up until **April 25, 2017** in the Purchasing Office, City of New Rochelle, City Hall, 515 North Avenue, New Rochelle, New York 10801 and must be mailed to the attention of Mark Zulli, Deputy Finance Commissioner. Please include Spec **#5171** on the mailing label.

3) CITY CONTACT PERSON

All **questions** regarding this Request for Proposals shall be submitted in writing, via e-mail to: Mark Zulli, Deputy Finance Commissioner mzulli@newrochelleny.com and Jim Moran, Deputy Public Work Commissioner/City Engineer jmoran@newrochelleny.com no later than **April 3, 2017 by 11:00am**. Please use SPEC. 5171 as your subject line. Verbal answers shall not be binding.

All questions and answers will be posted on the City's website no later than 3pm **April 6, 2017**. It shall be the vendor's responsibility to check the website; we will not be sending emails to each proposer.

The City reserves the right to amend the RFP based on questions and issues raised at any time prior to the RFP submission deadline.

4) GENERAL INFORMATION

The City of New Rochelle is located along the Long Island Sound north of New York City. The City has a population of 80,000 (2010 census) and is approximately 11 square miles. Additional information is available on our website at www.newrochelleny.com.

The City is issuing this Request for Proposals in connection with the City's Council's recent approval of a \$50 Million Capital Plan for 2017 and a \$150 Million Ten Year Capital Plan. Details of the plan are available for your review on page 253 of the City's 2017 Adopted Budget, which can be viewed on the City's website at <http://newrochelleny.com/DocumentCenter/View/6691>. Please note that not all projects in the capital plan will require architectural or engineering service.

Some of the 2017 projects that may require architectural or engineering service with a wide variety of required expertise are as follows:

2017 PROJECTS	2017 BUDGET
Beechwood Transfer Station Improvements	\$600,000
Relocation of Public Works Facility	\$28,000,000
Fire Station Upgrades	\$10,000,000
North Ave Bridge Replacement	\$1,000,000
Main and Huguenot Traffic Signal Project	\$5,792,000
Road Design, Maint., and Improvement Projects	\$2,130,000
Pinebrook Ramp Repairs	\$200,000
Various Lake, Dam, Bulk Head and Flood Mitigations Projects	\$500,000
Various Park Improvements	\$1,000,000

The Department of Public Works and other City agencies, will be utilizing the list of qualified engineering firms to submit project specific proposals on an as needed basis.

5) SCOPE OF WORK

The scope of work will be determined on a project specific basis. The architectural and/or engineering firm(s) responsibilities may include, but not be limited to, the following:

- Provide design concepts and design alternative
- Project/facility assessment
- Conduct environmental studies, assessments and impact statements
- SEQR documentation
- Surveys as maybe required
- Comprehensive engineering services (site, civil, structural, mechanical, geotechnical, traffic, etc.) for the preparation and support of complete drawings and specifications for formal bidding.

- Contract administration, project inspection and construction management as may be required.

6) QUALIFICATIONS AND EXPERIENCE

Qualification requirements will include, but not be limited to:

- At least 5 years architecture or engineering experience providing similar services as outlined in the scope of services;
- Provide detail information regarding the firm's areas of expertise;
- Firms must be in business for at least 5 years to be considered qualified;
- At least 3 references for clients with similar size and scope of projects. At least one of the references must be from a New York State city/county/state project. All references should be for projects completed within the last three years.

Please include:

- Project Name
- Client (corporation, public agency, etc)
- Special features, accomplishments or problems
- Specific services provided
- Dates of service
- Approximate contract value
- Individual references. Include contact addresses and telephone numbers. A minimum of one reference shall be included for each project.
- Demonstration of all licenses and certifications required to perform the required work.
- Include the name, resumes and detailed qualifications of principals and associates that may be assigned to City projects.
- Please provide specific examples of your experience with project types and project budgets as detailed in Section 3. (2017 PROJECT CHART).

Responses must clearly show compliance to these qualifications. Proposals that are not clearly responsive to these qualifications may be rejected by the City.

7) RATES AND EXPENSES

Each proposal shall include a rate sheet (sample attached as Exhibit B) for each job title/personnel that is proposed to work on City projects. This rate sheet shall be used as the basis of negotiation for projects assigned or quoted during the first year of the term of the Qualified Service Provider's List.

Please include all travel and related costs, including any equipment needed to support the management of a project (personal computers, printers, copies, cell phones, etc.) in your proposed rates.

Hourly rates are to be listed as direct hourly rate, multiplier and hourly rate charges (including profit and overhead). All extraneous expense such as additional printing, or increase in deliverables beyond that listed in the project specific scope of work are to be

reimbursed by the City at direct costs. Travel, lodging, meals and other personal costs are considered to be incidental to the contract and are not reimbursable. The City will not reimburse for these costs.

In year two of the Qualified Service Provider's List, as well as the option years, if exercised, firms named to the Qualified Service Provider's List may request an increase in the original hourly rates. Any such increase is subject to the approval of the City and in no event shall exceed the Consumer Price Index – New York-Northern New Jersey-Long Island, NY-NJ-CT-PA for the previous 12-month period.

The rate sheet must be sufficiently detailed to include any and all type of architects or engineers that may be required to do the proposed work. Proposals submitted without the required rate sheets shall be deemed non-responsive.

Additionally, firms should propose a cost structure based on percentage of construction costs (sample attached as Exhibit B). Please provide this information using a sliding scale based on construction cost ranges (example: X% for projects under \$ X, y% for projects over \$Z, etc.).

8) PAYMENT

The awarded firm shall be paid after acceptance of the completed deliverables by the New Rochelle Department of Development and receipt of invoice. The City of New Rochelle is moving toward ACH payment; the awarded vendor is requested to complete our ACH Authorization Form which will be provided upon award.

Additionally, awarded vendors must supply the City with your completed W9 tax form.

9) PROPOSAL FORMAT

Your proposal shall include the following and clearly label all sections to coincide with the RFP:

- a) Detailed information on how the firm meets the qualifications and Scope of Work requirements as requested in Section 4 & 5 herein.
- b) Name and resumes of principals and associates that may be assigned to City project.
- c) Copy of your firms most recent audited financial statement in a separate envelop mark as "Financial Statement/Confidential"
- d) A completed and signed Exhibit A attached hereto.
- e) A completed and signed Vendor Responsibility Form as provided
- f) Cost proposal as requested in Section 6.
- g) Provide one (1) original and Three (3) copies of your proposal response. Please provide your proposal response on a "flash drive". Emailed responses will not be accepted
- h) Proposal must remain valid for ninety (90) days.

10) AWARD CRITERIA

The City of New Rochelle reserves the right to award inclusion on the "Qualified Service Provider List" from this RFP to the respondent who presents a proposal that best meets the requirements as listed herein and represents the most beneficial procurement as determined by the City. The award will be made by the City's RFP Evaluation Committee to

at least the three firms and shall be based on the respondent's qualifications including, but not limited to the following: references, knowledge and interpretation of the City's needs, experience with similar type and size projects. Proposals will be evaluated and scored on the basis of the following criteria:

a. Experience and Qualifications of the Respondent (maximum 50 points)

Consideration will be given to respondents demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP and as outlined in Sect 5 of this RFP including:

- Experience and expertise in similar sized construction projects.
- Experience with projects in Westchester County and New York State.
- Ability to accomplish projects in a professional, thorough and timely manner.
- Qualifications of people and resources that may be assigned to City projects.

b. Quality of Proposal/Interview and Proposal Completion (maximum 30 pts)

Proposal responses will be evaluated on completeness, clarity/accuracy of the information requested, and proposal presentation. The ability of the Consultant to clearly articulate the need of the City and the capacity of the Consultant to address that need will also be a factor in the selection process.

c. Financial Terms (maximum 20 points)

Consideration will be given to proposals that present the most cost efficient terms to the City over the term of the contract as detailed in your Cost Proposal Rate Sheet.

The City reserves the right to waive any minor deviation in proposal responses received when such waiver is in the best interests of the City, and reserves the right to modify any requirements, terms or conditions as outlined in this request for proposal (RFP) when such modification(s) is in the best interests of the City.

Proposals will only be accepted from thoroughly competent, experienced and financially qualified individuals or entities as determined solely by the City of New Rochelle. Respondents are responsible for submission of accurate, adequate and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall not be interpreted in favor of the bidder and shall be grounds for bid rejection.

This document is not an offer to contract but is an RFP as defined herein, to satisfy specific user requirements of the City of New Rochelle. Neither the issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of New Rochelle, will commit the City to award a contract to any vendor even if all the user requirements in the RFP are met. The City may modify these requirements in whole or in part and/or seek additional vendors to submit quotations. Only the execution of a written contract will obligate the City in accordance with the terms and conditions contained in such contract.

Respondents may be required to make a presentation of their qualifications to the committee.

11) LIABILITY REQUIREMENTS

The successful bidder shall supply and maintain insurance which defends, indemnifies and holds harmless the City of New Rochelle, its officers, employees and agents from and against all liability, damage claims, demands, costs, judgments, fees, attorney's fees or loss arising directly out of acts or omissions hereunder by the contractor or third party under the direction or control of the contractor. The successful bidder must furnish the City with Certificate of Insurance and Endorsement prior to commencement of work. The required coverage shall not be less than the following:

Workers Compensation	Statutory Requirements
NY State Disability	Statutory Requirements
General Liability	\$2,000,000
Automobile Liability	\$1,000,000
"Contractual Liability"	Must be printed on Certificate
Errors and Omissions	\$1,000,000

Insurance certificates and endorsement shall name the city of New Rochelle as additional insured party and shall state that all coverage shall be primary to any other insurance coverage held by the city.

New York Law and Venue. The contract shall be construed under the laws of the State of New York. All claims, actions, proceedings, and lawsuits brought about, arising out of, related to, or seeking enforcement of a contract shall be brought in the Supreme Court of the State of New York, Westchester County.

In addition, all City contractors not incorporated in the State of New York shall produce a **Certificate to Do Business in the State of New York from the New York Secretary of State** prior to executing their contract with the City.

12) CANCELLATION

Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFP shall result in immediate cancellation. The agreement may be canceled by the City for any other reason(s) upon 30 days written notice.

13) GENERAL TERMS and CONDITIONS

- a) Proposal packages shall be submitted in a sealed envelope marked with the name of the vendor and the words "**SEALED PROPOSAL Spec # 5163 – CONSULTANT SERVICES – Architectural and Engineering Services**" marked on the outside of the envelope. Submit one original, with all original signatures on required forms, three copies and one electronic copy on a "flash drive". Emailed proposals will not be accepted.

- b) Vendor assumes the risk of any delay in the mail. Whether sent by mail or by personal delivery, vendor assumes responsibility for having the proposal deposited on time at City Hall Purchasing Office. All proposals received after the designated time stated will not be considered.
- c) Vendor shall execute Non-Collusive Bidding Certificate enclosed (Exhibit A)
- d) The proposal, as presented, shall remain valid for a period of ninety (90) days from proposal due date.
- e) No charge will be allowed for federal, state, municipal sales, and excise taxes from which the City is exempt. Exemption certificates, if required, will be forwarded.
- f) Any deviations from the specifications are to be so noted and fully explained. Deviations will be analyzed, and if deemed to be in the best interests of the City, specification requirements may be waived.
- g) It shall be the responsibility of each vendor to call to the attention of the City any apparent discrepancy in the specifications or any question of interpretation thereof. Failure to do so constitutes acceptance as written.
- h) The City reserves the right to “revise” or “amend” the proposal specifications prior to the proposal due date by “written addenda”.
- i) The City reserves the right to reject any or all proposals and to negotiate with any vendor.
- j) Proposals will be evaluated on the basis of qualifications, experience and cost. Contract will be awarded to the company who offers a proposal that appears to be in the best interest of the City.
- k) The apparent silence of the specification as to any details or the omission of a detailed description concerning any point shall be interpreted as meaning that only the best commercial practices are to prevail and that only first quality materials and work will be accepted.
- l) The successful vendor will be required to sign a Contract with the City of New Rochelle, NY; The City of New Rochelle, NY will not sign any company’s service agreement, contract or any other form of agreement. The City of New Rochelle, NY does reserve the right to extract certain language from a company’s agreement and incorporate it into a City of New Rochelle, NY contract if mutually agreeable to both parties.
- m) The vendor shall submit all confidential materials in a separate envelope, sealed with the envelope clearly marked with CONFIDENTIAL on the outside. All confidential materials submitted shall be so clearly marked on the top of each page a CONFIDENTIAL. All other materials submitted in response to the specifications and requirements contained herein shall be considered non-confidential.

- n) The insurance certificate required, as detailed herein, shall be submitted upon notification of award.
- o) All proposals submitted to the City of New Rochelle, NY become the property of the City and are subject to Public Information Policy.
- p) The successful bidder must comply with all Federal, State, and City of New Rochelle statues and codes as may be applicable to the scope of work detailed herein, including all labor laws.
- q) Awarded vendors must supply the City with your completed W9 tax form

14) IRAN DIVESTMENT ACT

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

EXHIBIT “A”: REQUEST FOR PROPOSAL SPECIFICATION #5171

All terms, conditions and requirements as set forth in this Request for Proposal are acceptable as specified therein. Yes _____ No _____

If “NO”, please provide a detailed description and/or explanation of any deviation in your proposal from the specification detailed in the Request for Proposal with your proposal response.

By submission of this proposal, each bidder, and each person signing on behalf of any bidder, and in the case of a joint bid, each party thereto as to its own organization, under penalty of perjury, certifies to the best of its knowledge and belief:

- A. The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder of any competitor; and
- B. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and
- C. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

The bidder certifies that this proposal is made without any connection with any other person making a proposal for the same purpose, and is in all respects fair and without collusion or fraud, and that no elected official or other officer or employee or person whose salary is payable in whole or in part from the City of New Rochelle treasury is directly or indirectly interested therein, or in any portion of the profits thereof.

As an authorized representative of the identified company, I accept all the terms and conditions identified in Request for Proposal Spec. #5171 except as identified.

Company Name and Address

Signature

Date

Name and Title

Phone Number

Email Address

Fax Number

EXHIBIT "B": REQUEST FOR PROPOSAL SPECIFICATION #5171

SAMPLE RATE SHEET

<i>Sample Title/Position</i>	<i>Hourly Rate</i>
Principal Engineer in Charge	
Project Director	
Engineer (identify expertise if rates are different: civil, environmental, geotechnical, etc)	
Assistant Engineer	
Principal Architect	
Assistant Architect	
Staff Associates	
Others as noted in your response	
Surveyor	

SAMPLE FEE SCHEDULE AS FLAT FEE or PERCENTAGE OF PROJECT COSTS

<i>PROJECT COST</i>	<i>FEE</i>
Less than \$25,000	Flat fee or Percentage
\$25,000 to \$250,000	X%
\$250,000 to \$1,000,000	Y%
\$ 1,000,000 to \$5,000,000	Z%