

Request for Proposals Design and Architectural Services Crawford Park Pavilion

INTRODUCTION

The Town of Rye seeks a qualified consultant to provide design services for the renovation and upgrading of an existing covered Picnic Pavilion with a capacity of about 160 persons.

BACKGROUND

The Town of Rye was deeded a private residence (Mansion Building) back in 1970 as a gift. The building (built circa 1895) and property served as the personal home of Mrs. Edna Crawford. Since that time the property has been upgraded to a public park. The covered picnic pavilion with a capacity to serve approx. 160 people along with related storage and bathroom facilities was built in the early 90's. Over the years these facilities have become public use buildings. However, they have never been fully upgraded to public use specifications.

PROJECT GOALS

The Town of Rye is seeking an experienced, qualified firm to provide design, engineering and construction administration services for the building remodel of the picnic Pavilion to modern day public use standards, mainly renovating the restroom facilities and improving public access and safety. The Town's schedule is to have plans and specifications ready for contractor bidding by September 2015 and construction completion as soon as possible thereafter.

SCOPE OF SERVICES

The selected consultant will prepare construction plans and specifications for all improvements to the site including, but not limited to, site utilities, electrical, plumbing, wastewater management, ADA compliance and lighting. Plumbing revisions/additions and modifications to the building core may be required. In addition we desire a redesign of the perimeter walk around the pavilion to improve public safety and access.

PROPOSAL REQUIREMENTS

Proposals should not include any materials to be returned to the Architect and should be a concise statement. Each proposal must include the following information:

1. Organization, Credentials and Experience. Provide a summary of the consultant's qualifications, listing credentials and related past experience, particularly that relating to municipal building design and renovation experience. Selected consultant should have experience in the design and renovation of municipal buildings. Priority consideration will be given by the Town to those firms whose lead architect has substantial municipal building design experience.
 - a. Provide a list of the firm's three (3) most recent municipal projects completed including the names, titles, addresses, and telephone numbers of the appropriate persons which the Town can contact.

- b. Provide a list of the firm's three (3) most recent similar renovation projects completed including the names, titles, addresses, and telephone numbers of the appropriate persons which the Town can contact.
2. Understanding of the Scope of Work/Project. Provide a narrative of the Consultant's understanding of the Scope of Work and proposal to complete the project.
3. Consultant Staff. Describe the size of your firm; indicate the principal, company official, project manager, as well as other personnel who will be assigned to the project. Submit a background of their qualifications, education, and representative experience. Indicate your ability to staff the project and how you will ensure the availability of the proposed team members to work on the project through completion. Priority consideration may be given by the Town to those firms whose staff have comparable municipal building design experience.
4. Sub-consultants. Submit a list of the sub-consultants who will be used on the project, including individuals who will work on the project, their background, education, and representative experience. Include an organization chart depicting the organization concept and the roles of each firm. Sub-consultants should include, at a minimum, those necessary to provide for a complete project. Priority consideration may be given by the Town to those firms whose sub-consultants have comparable municipal building design experience.
5. Design Schedule. The Request to Proposal must include a schedule for the completed design work to be accomplished within a time frame acceptable to the Town. The schedule shall include an estimate for the total person-hours required to complete each task.
6. Compliance: A written statement that the Consultant shall comply with the New York Labor Code. Pursuant to said regulations entitled: Federal Labor Standards provisions; Federal Prevailing Wage Decision; and State of New York Prevailing Wage Rates, respectively.
7. Copeland Antikickback Act: A written statement that the Consultant shall comply with the Copeland Antikickback Act (18 USC 874 C) and the implementation regulation (29 CFR 3) issued pursuant thereto, and any amendments thereof.
8. Litigation. Firms are required to list past, current, or pending litigation resulting from professional services rendered over the past five years. If a court or an arbitrator rendered a decision, state the results.
9. Fees. Sealed Under Separate Cover. The responder shall provide a copy of the Consultant's hourly rate schedule for each discipline and a total fee schedule with cost for each milestone. The responder shall also provide a written statement that said hourly rate schedule is part of the Consultant's quote for use in performing extra work incurred that is not part of this RFP. Since the scope of work is quite limited, fixed fee proposals are welcomed.

APPLICATION PROCEDURE

Registration: Interested parties must notify the Town of Rye via email at hvespia@townofryeny.com of their intent to propose no later than July 2nd, 2015. Failure to notify may result in missed notification of any RFP addendums.

Building Tour: There will be a pre-proposal meeting on Thursday June 25th at 10:00 a.m. at the Crawford Park Pavilion, 122 North Ridge Street, Rye Brook NY 10573.

Clarifications: The Town will respond to any requests for clarification to the Request for Proposal in RFP Addendum(s) as needed. Inquiries should be directed by email only to bnowotnik@townofryeny.com. No verbal requests will be accepted. All requests for clarification must be received by noon, 7/6/2015.

Professional Services Agreement: Provide a sample copy of the Agreement for Professional Services you propose to use for the Town to review this agreement.

Submission Requirements: Proposals must be submitted in a sealed envelope, addressed to the Town of Rye at the address listed below. The sealed envelope containing a Proposal must be plainly marked on the outside as "Crawford Park Pavilion Renovation" and Proposer's name and address. If proposals are submitted in more than one envelope, each envelope shall be marked as above, and numbered "1 of XX", etc.

Consultant's fee schedule and reimbursable costs shall accompany the proposal but must be in a separate sealed envelope clearly marked "Cost Proposal". Only one (1) copy of the cost proposal is required.

Please submit six (6) copies of your proposal to:
Hope Vespia – Town Clerk
Town of Rye
222 Grace Church Street – Suite 300
Port Chester, New York 10573

All proposals are due no later than **NOON on Thursday, July 16, 2015.**

Response Preparations: No reimbursement will be made by the Town for costs incurred in the preparation of the response to this Request for Proposal. Submitted materials will not be returned and become the property of the Town of Rye.

Bishop M. Nowotnik – Director of Purchasing/Facilities
Town of Rye
222 Grace Church Street – Suite 302
Port Chester, New York 10573