



**TOWN OF RYE, N.Y.**

**REQUEST FOR PROPOSALS:**

**ARCHITECT/ENGINEERING SERVICES**

**PRE-SUBMISSION MEETING**

**4pm, July 28, 2016**

**DEADLINE FOR PROPOSALS**

**4pm, August 9, 2016**

**TOWN OF RYE**

**Gary Zuckerman, Supervisor**

**William J. Villanova, Deputy Supervisor**

**Anthony Baxter, Councilmember**

**Lindsay A. Jackson, Councilmember**

**Thomas F. Nardi, Councilmember**

## **SUMMARY**

The Town of Rye seeks Architect/Engineering Services to:

- Prepare construction plans and specifications
- Prepare bid documents
- Provide construction supervision

for a major rehabilitation of the mansion at the Town-owned Crawford Park located in Rye Brook, New York (<http://www.townofryeny.com/crawford-park.html>)

The Town encourages firms that have been certified as Minority and Women Business Enterprise to submit a proposal – specifically, firms that are listed on HUD’s Section 3 Business Registry and New York State M/WBE Directory of Certified Firms.

The contact person for this RFP is Deborah Reisner, Chief of Staff/Confidential Secretary, [dreisner@townofryeny.com](mailto:dreisner@townofryeny.com), 914-939-3075, 222 Grace Church Street, Port Chester 10573.

## **SCOPE OF WORK**

The Town is interested in making two types of improvements to the mansion.

The first type of improvement is to make the entrance and bathrooms on the first and second floors handicapped accessible, including installation of an elevator. The cost of these plans and rehabilitation would be paid for – in part – by a \$398,326 grant from New York State under its Community Development Block Grant Program. Preliminary design and cost estimates for this work were included in the Town’s grant application to New York State - please see <http://www.townofryeny.com/2015-cdbg.html> -and should be seen as the basis for future designs and costs. The preliminary budget for this work, including architectural services, is \$ 255,481.

The second type of improvement is contained in Attachment A - a preliminary analysis of the needs of the Crawford Park Mansion completed by the Town in 2011.

The intent of this RFP is to obtain information from a number of firms which would enable the Town Council to select one firm to provide the following services related to the Mansion:

- a) Prepare detailed engineering and construction drawings and specifications that will serve as the basis for both bidding and construction by a general contractor.
- b) Preparation of necessary bid documents to be included in a bid package for construction services.
- c) Review of the bids received to assess the relative merits of each and assist the Town in awarding the contract.

- d) Assistance, where necessary, with the government approval process (i.e., permits)
- e) Regular site observations and record of the contractor and subcontractors during the construction phase, and sign off on construction draws to assure that scheduled payments are made, with appropriate holdbacks.
- f) Preparation of periodic documents for review by New York State under its Community Development Block Grant Program.
- g) Final sign-off on the project, assuring that the “as-built” construction meets the plans and specifications.

### **PRE-SUBMISSION MEETING/SITE INSPECTION**

A pre-submission meeting and site tour will be conducted by Town officials and members of the Friends of Crawford Park on Thursday, July 28, 2016 at 10am at Crawford Park, 122 North Ridge St, Rye Brook, NY 10573.

### **SCHEDULE**

Town Approval to Issue RFP	July 11
Town issues RFP	July 15
Pre-submission Meeting	July 28
Proposals due	August 9
Town Council Meeting/Selection of Consultant	August 16
Expected Completion of Construction Documents	December 15
Expected Beginning of Construction	April 1, 2017

### **SUBMISSION REQUIREMENTS**

Submit two hard copies and one electronic version of your response to “Specific Requirements 1-7” below in a sealed envelope, addressed to: Hope Vespia, Town Clerk, Town of Rye, 222 Grace Church Street, Suite 300, Port Chester, New York 10573 and marked on the outside as "Architect/Engineering Services, Crawford Park Project" with the Proposer's name and address.

**In a separate envelope**, provide two hard copies and one electronic copy of information on your response to Specific Requirement # 8” below, including anticipated reimbursable costs and a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

#### **Specific Requirements**

##### **1. Basic Information.**

Include firm name and FIN, mailing address, website, contact person’s name/telephone number/e-mail address.

2. Understanding of Scope of Project.

Describe your firm's understanding of the scope of the project, including any recommended approaches.

3. Experience of firm.

Describe your firm's involvement in projects similar to this one and include information about the timeliness of your work and the project, number of change orders and actual cost versus budget. Describe your firm's experience with the Americans with Disabilities Act (ADA).

4. Project Manager and Staff.

Identify those staff from your firm who would be assigned to this project highlighting their experience on projects similar to this one and including their resumes.

5. Consultants.

Identify any consultants your firm anticipates would provide services under this contract. Provide specific information on their work on similar projects.

6. Legal Concerns.

Identify any outstanding litigation, arbitration, or claims against your firm. Identify your general liability and professional insurance coverage

7. References.

Include all appropriate information to contact at least three clients with whom you have worked on similar projects.

8. Fees.

Include your fee structure based on the above scope, including anticipated reimbursable costs and a schedule of hourly rates by employee classification..

**ATTACHMENT A**  
**PRELIMINARY ANALYSIS OF NEEDS: CRAWFORD PARK MANSION**

<b>Address All Code Deficiencies</b>
<b>Electrical System Upgrade</b>
<b>Emergency Lighting &amp; Exit Sign Upgrade</b>
<b>Exterior Lighting Upgrades</b>
<b>Gutter Replacement (simultaneous with new roof)</b>
<b>Lighting Upgrades</b>
<b>Propose Simplified Solution to Conceal Building Service Trenches</b>
<b>Propose Solution to Encase Exposed Wiring &amp; Cables at Exterior</b>
<b>Provide Aesthetically Appropriate Solution to Conceal Radiators</b>
<b>Provide ANSUL Fire Suppression System in the Kitchen</b>
<b>Provide Code Compliant Second Means of Egress</b>
<b>Provide Simple Mounting System for Attachment- All Walls in Main Function Rooms (to allow for individual decorating ideas without damaging the wall surfaces)</b>
<b>Reactivate Fountain in Solarium/Porch</b>
<b>Repair &amp; Select Area Rebuild Brick Steps and Patios</b>
<b>Repair &amp; Select Area Replacement of Hardware</b>
<b>Repair/Replace Windows and Doors</b>
<b>Repair/Restore Windows, Doors &amp; Make Hardware Operable at Solarium</b>
<b>Restore Stave Columns at Porch</b>
<b>Roof Replacement (+/- 10 to 15 years left)</b>
<b>Security System Upgrade</b>
<b>Upgrade Finishes</b>

**Wood Floor Replacement; First Floor Main Function Rooms**