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**TOWN OF NORTH HEMPSTEAD
DEPARTMENT OF PUBLIC WORKS**

**285 DENTON AVENUE
NEW HYDE PARK, NY 11040
(516) 739-6710
FAX (516) 739-6717**



Commissioner
PAUL J. DiMARIA, P.E.

Deputy Commissioner
JILLIAN GUINEY, P.E.

June 19, 2015

Re: Request for Letter Proposal
Improvements at Clinton G. Martin Park Facility
1650 Marcus Ave., New Hyde Park, NY 11040
DPW Project No. 15-15

To whom it may concern,

The Town of North Hempstead, Department of Public Works is requesting a proposal from your firm in regards to the improvements of Clinton G. Martin ("CGM") Park Facility. The CGM facility consists of a main office building, a 630,000 gallon main pool, a 15,000 gallon wading pool, mechanical room, chlorine room, men's and woman's locker rooms, lifeguard offices, and a concession stand. A site map of the facility is attached to this RFP.

Consultant will provide following services:

Task 1

1. Preparation of engineering report for CGM facility. The engineering report to consist of following:
 - Evaluation of existing conditions at facility including but not limited to: main entrance to facility, main office building, pool structures, pool mechanical/electrical components, pool controls, shade structures, men's and woman's locker rooms, lifeguard offices, concession stand, site work (existing concrete deck and retaining walls), facility site lighting, tennis courts and lighting, water fountains, landscaping and etc.
 - Evaluation of HVAC and lighting systems within facility.
 - Structural analysis of steel beam support system in mechanical room, located in sub lower level.

- Asbestos and environmental analysis/testing where applicable.
- Generator and electrical analysis for capability to power pool mechanicals and controls during loss of utility power.

The engineering report is to provide synopsis of existing conditions, recommended repairs/improvements, budgetary construction cost estimates for recommended repairs and improvements along with anticipated construction schedule to complete repairs/improvements.

2. Two (2) meetings to discuss report with TONH staff and elected officials.
3. Outline any additional items necessary to complete Task 1.

Task 2

1. Recommendations how to maximize and reconfigure space utilizing existing facility footprint, specifically men's and woman's locker rooms.
2. Three (3) meetings with DPW and Park's staff to review proposed project design.
3. Two (2) meetings and a presentation to discuss project design with park district members and elected officials. The presentation and renderings will be prepared by consultant.
4. Include and identify all services required to complete engineering report (ie. CCTV inspections, testing, survey, etc.).
5. Utility coordination as required.
6. Prepare and file all applicable permit applications (Identify permits in proposal).
7. Prepare construction bid documents (Plans and specifications with the TONH boiler plate).
8. Prepare construction cost estimate and anticipated construction schedule.
9. Conduct pre-bid and bid phase activities up to contract award.
10. Outline any additional tasks to complete Task 2.

- * All proposed rehabilitation improvements to comply with federal ADA guidelines, Nassau County Department of Health, Nassau County Fire Marshall, and the New York State Department of Health Sanitary Code Subpart 6-1 regulating Public Swimming Pools and Aquatic Facilities.

Task 3

1. Provide construction administration services. Services to include but not limited to; Contractor shop drawing review, RFI's, attending weekly construction progress meetings, punch list administration, provide final project completion certification.
2. Outline any additional tasks to complete Task 3.

Please forward your response regarding your interest in performing this work, including a Proposal for completion of the work with details regarding your technical approach, qualifications, project team, and fee. Your fee shall be a "Not-to-Exceed" fee based on hours billed by only technical personnel. All administrative and clerical costs must be included in your billing rate or multiplier. The proposal must contain a task by task cost summary with estimated hours of effort. Also provide detail schedule to complete each respective task as stipulated in RFP. It is anticipated that construction will commence in September 2016.

Proposals shall be delivered (three hard copies with electronic copy) to this office, the Department of Public Works by Friday, July 24, 2015 at 3:30 pm.

Note that the following conditions apply to this RFP:

1. There is no express or implied obligation for the Town to reimburse responding firms for any expenses incurred in preparing proposals in response to this RFP, and the Town will not reimburse such expenses.
2. During the evaluation process, the Town reserves the right, where it may serve the Town's best interest, to request additional information or clarification from a proposer, or to allow corrections on non-material errors or omissions or waive non-material requirements.
3. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the firm selected.
4. The Town reserves the right, as best serves its interest, to change the due date for receipt of proposals.
5. The Firm selected to perform the services requested in this letter will be required to execute an agreement with the Town for the services on the Town's standard form. The selected firm will be required to, to the fullest extent provided by law, defend and indemnify and save harmless the Town from claims, suits, action, damages and costs of every nature, kind, name and description resulting from the negligent performance of the services. Such defense and indemnity shall not be limited by reason of enumeration of any insurance coverage provided by the firm. Negligent performance of service shall include, in addition to negligence founded upon tort, negligence based upon the firm's failure to meet professional standards and resulting in obvious or patent errors in the progression of its work. Nothing shall create or give third parties any claim or right of action against the firm or the Town

beyond those provided by law. In addition, the selected firm will be required to procure and maintain during the term of any such agreement, with a carrier holding an "A" rating from AM Best Company, or its equivalent, and furnish certificates of insurance evidencing its procuring, the following insurance policies:

- a. Commercial General Liability insurance covering the liability of the firm, and indemnifying and holding harmless the Town, its agents, employees and representatives from any and all loss and/or damage arising out of the performance of the services with a combined single limit (bodily injury/property damage) of One Million Dollars (\$1,000,000). The Town shall be named as additional insured on said policy.
- b. Professional Errors and Omissions insurance in the minimum of One Million Dollars (\$1,000,000). The Town shall be named additional insured in such policy.
- c. Automobile Liability combined single limit of One Million Dollars (\$1,000,000). The Town shall be named additional insured in such policy.
- d. Excess Liability in the form of umbrella form of Four Million Dollars (\$4,000,000). The Town shall be named additional insured in such policy.
- e. Worker's Compensation insurance or proof of its not being required to secure same, as evidenced by certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law §57(2); and
- f. Disability benefits insurance or proof of its not being required to secure same, as evidenced by certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law §220(8).

Please contact me if you have any questions or require any other information.

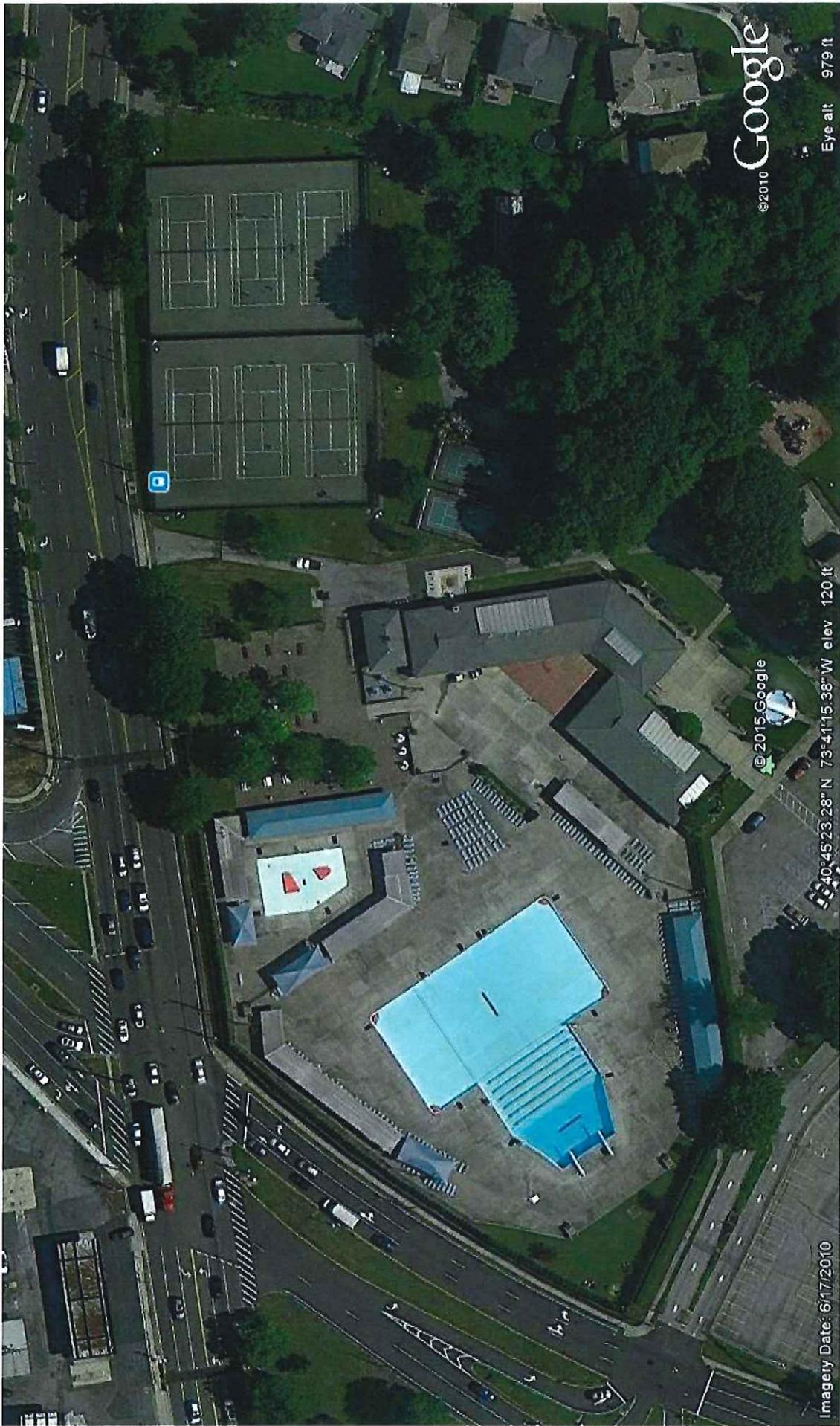
Please contact me if you have any questions or require any other information.

Sincerely,



Paul J. DiMaria, P.E.
Commissioner

Cc: Jill Guiney
Cc: Rob Fazio



©2010 Google

Eye alt 979 ft

©2015 Google

40°45'23.28" N 73°41'15.38" W elev 120 ft

Imagery Date: 6/17/2010

