

# **Town of North Hempstead**



## **REQUEST FOR PROPOSALS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE DESIGN OF A BOATHOUSE AT THE NORTH HEMPSTEAD BEACH PARK**

**April 1, 2013**

# **TOWN OF NORTH HEMPSTEAD**

## **REQUEST FOR PROPOSALS FOR ARCHITECTURAL AND ENGINEERING SERVICES**

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### **I. INTRODUCTION**

The Town of North Hempstead (the “Town”) is a municipal corporation under the General Municipal Law and the Town Law of the State of New York (the “State”) serving a jurisdiction of 220,000 residents, located in northwestern Nassau County, New York.

### **II. PROCEDURES**

#### **A. SUBMISSION PERIOD**

Respondents must submit their Proposals on or before 4:00 p.m. Monday, April 29, 2013. The Town’s governing body, the Town Board, expects to select the Awardee from among the respondents on or about Tuesday evening, June 4, 2013.

#### **B. PREPARATION OF PROPOSAL**

Each Proposal must be prepared concisely, avoiding the use of elaborate promotional materials. For ease of review, the Proposal must follow the outline in Section III of this RFP, entitled **Requirements**. Each Proposal must fulfill the stipulations outlined in Section III, be clearly numbered, and completely answer all questions listed.

#### **C. NUMBER OF COPIES OF PROPOSAL**

Six (6) copies of the Proposal should be submitted to the Town.

#### **D. INQUIRIES AND SUBMISSION OF PROPOSALS**

Questions about the RFP and the submission of Proposals shall be directed to:

Department of Planning and Environmental Protection  
210 Plandome Rd  
Manhasset, NY 11030  
Attn: Wes Sternberg  
sternbergw@northhempsteadny.gov

All Proposals must be received at the above address before the end of the submission period, either by hand delivery, courier or by certified mail in a sealed envelope, to the above office. The Town is under no obligation to return Proposals. It is requested that any and all contact with the authorized contact person be made by fax or e-mail. No contact with any other Town personnel other than the authorized contact person is allowed until such time as an award has, or awards have, been made. Violation of this provision may be grounds for immediate disqualification. Questions about the RFP, and the submission and content of the Proposal must be directed to the authorized contact person.

Selected Proposers may be contacted by the Town's authorized contact person with questions aimed at clarifying their submission.

#### **E. LONGEVITY OF PROPOSALS**

A Proposal may be withdrawn at any time prior to the date specified as the closing date for acceptance. However, no Proposer may withdraw or cancel a Proposal for a period of forty-five (45) days following the closing date for acceptance, nor shall the successful Proposer withdraw or cancel or modify the Proposal, after having been notified that the Proposal has been accepted by the Town, except at the request of the Town, or with the Town's written consent.

#### **F. METHOD OF SELECTION OF AWARDEE**

The Committee will evaluate each Proposal with emphasis on the following factors:

- Demonstrated relevant experience in performing projects of comparable value and scope to the type contemplated by this RFP
- Quality of Schematic Design Concept and Interview/Presentation
- Reasonableness of fees and costs

- Expertise and technical approach of the Proposal, explaining the degree to which the Proposer's interpretation of the work meets the needs and goals of the Town
- Quality of project team's overall organizational strength
- References, reputation, past history completing similar projects, and strength of current team financials
- Quality of the Proposal – adherence to Section III – **Requirements** (following), to include conciseness, clarity and readability

#### **G. RIGHT OF REJECTION BY THE TOWN**

Notwithstanding any other provisions of this RFP, the Town reserves the right to select the respondent that best meets the requirements of the RFP, and not necessarily to the lowest bidder. Further, the Town reserves the right, for any or no reason and in its sole and absolute discretion, to (1) amend, in whole or part this RFP, (2) withdraw or cancel this RFP, and (3) accept or reject any or all Proposals prior to execution of the contract for the Project for any or no reason and with no penalty to the Town.

#### **H. NOTICE OF AWARD**

The Town shall inform the Awardee that they have been selected by means of a Notice of Award issued by the Town. Neither the selection of a Proposer as the Awardee nor the issuance of a Notice of Award shall constitute a binding commitment on behalf of the Town to enter into any contract with the Awardee, as any binding arrangement must be set forth in definitive documentation negotiated between and signed by the Awardee and the Town.

#### **I. CONTRACT NEGOTIATIONS**

The Town intends to enter into contract negotiations with the firm or firms selected, who shall be required to enter into a written contract or contracts (hereinafter, the "Contract") with the Town in a form satisfactory to the Town Board.

The Town reserves the right to negotiate the terms and conditions of the Contract(s) with the selected Proposer(s), if any. These negotiations could include all aspects of Services and fees. Neither the selection of a Proposer nor the negotiation of the Contract with such Proposer(s) shall constitute a binding commitment on behalf of the Town to enter into a Contract with such Proposer(s),

as any binding arrangement must be set forth in the Contract signed by both parties and is subject to all requisite approvals.

### **III. REQUIREMENTS**

#### **A. BACKGROUND**

The growth of high school and middle school rowing programs in the Town of North Hempstead has increased competition for suitably sized and conveniently located facilities for teams to store boats and launch boats. North Hempstead Beach Park is located on a body of water suitable for the rowing programs in the Town, and the park is also an ideal site to construct a boathouse suitable to accommodate the high school and middle school programs located within the Town.

The Town, in coordination with local rowing teams has established a committee to facilitate the development of rowing activities in the Town. The Committee has developed a preliminary building program for the Project. The tentative building program is not intended to be a rigid framework. However, it is intended as a guideline for the design process.

The awarding of the Contract shall go to the Proposer that best satisfies the requirements set forth in Subsections B, C, D, and Exhibit A. herein below.

#### **B. SCOPE OF SERVICES**

The exact Scope of Services required by the Town shall be set forth in the Contract. Generally, the Scope of Services shall consist of assisting the Town through the design and construction phases of the Project. It is expected that the Awardee will work within the defined budget.

The Scope of Services shall include, but is not limited to, the following phases of work and tasks:

1) Design Phase

- a) Develop preliminary site plans and floor plans for review. This shall include utilizing recently completed surveys provided by the Town. Plans/drawings of existing infrastructure shall be reviewed, where available.
- b) Perform an accurate, preliminary cost estimate based upon the preliminary site and floor plans.

- c) Submit the preliminary design to the Selection Committee (Town staff) for review, comment(s), and modification(s).
  - d) Make formal presentations of the preliminary design to the Selection Committee
  - e) Attend up to four meetings with Committee. Provide minutes to Town staff.
- 2) Final Plans, Specifications, and Construction Documents
- a) Prepare detailed site, floor, structural, electrical, and mechanical plans and specifications for bidding/construction purposes.
  - b) Prepare a final cost estimate prior to letting the Project for bid.
- 3) Bidding
- a) Prepare bidding documents to let the Project for bid. (Letting the Project for bid, along with advertising, shall be the responsibility of the Town. The Awardee shall be responsible for providing reproducible copies of the bidding documents [plans, specifications, etc.] )
  - b) Attend a pre-bid meeting with potential general and sub-contractors. Provide minutes to Town staff.
  - c) Answer questions related to the design documents.
  - d) Prepare any addenda documents that may be needed.
  - e) Review bid proposals and assist in the determination of the most qualified bidder within Town Code guidelines.
  - f) Attend a post-bid meeting, if necessary, to discuss alternate work items. Provide minutes to Town staff.

## **C. INTERVIEW AND PRESENTATION TO COMMITTEE**

Following the submission deadline for the written Proposal, Proposers shall be asked to attend a mandatory interview before the Committee, in which Proposers should be prepared to answer questions regarding their written Proposal, make a presentation of conceptual design drawings for the Project, and provide a cost estimate for the construction of the Project per the proposed design. The architect-in-charge for the Project must be in attendance for the interview.

Conceptual designs should demonstrate the relationships of internal spatial elements to each other (per the building program), and indicate the orientation of the building and its entrances in relation to other elements

on the rest of the site (e.g. parking, vehicle ingress/egress points, park operations, tidal wetlands, and floodplains, etc.)

The estimated cost for the construction of the Project should be a best professional estimate including, but not exclusive to, the types of materials, per square foot unit cost (size), and functional elements proposed by the building program.

#### **D. WRITTEN PROPOSAL SUBMISSION ELEMENTS**

Satisfactory Proposals shall be comprised of the following:

- 1) Narrative Response: The Narrative Response must include all of the following information
  - a) Qualifications: Provide background information on your firm, including but not limited to:
    - i) business overview
    - ii) the age of the business
    - iii) names, addresses and position of all persons having a financial interest in the company
    - iv) state of formation (as applicable)
    - v) the number of employees
    - vi) annual revenue of the respondent
    - vii) summary of relevant accomplishments, particularly those involving services similar to those required for the Project.
    - viii) any other information that will permit the Town to determine capability of respondent to meet all contractual requirements.
    - ix) Identify:
      - (1) Has your firm has ever been cited by any authority for unscrupulous practice? If yes, provide details.

- (2) Does your firm have any past or present suits with any current or former customers? If yes, provide details.
- b) If available, a copy of the most recent Dun and Bradstreet Financial Report (complete full report) on your firm, as well as any updates subsequent to the date of the complete report.
  - c) If available, two (2) years most recent annual financial statements and all quarterly reports of financial statements since the last available annual financial statement, in form and content satisfactory to the Town.
  - d) Resumes: Please provide resumes of the individuals who would comprise your operational team and the principal-in-charge. Describe only the people who would actually work on the Town's account. Specify the role each would play, as well as what backup coverage would be available in time of conflicting engagements
  - e) A copy of the professional license(s) issued by the State Department of Education with respect to performing architectural and engineering services, and proof of licensure to do business in New York State.
  - f) A list of any sub-contractors who may be used to perform the Work.
  - g) Service Summary (to be included in the Proposal document near the beginning): This should provide a description of the key points of your Proposal, specifically addressing why your firm is qualified to provide architectural and engineering services in connection with the Scope of Services of the Project. The email address, telephone number, and facsimile number of your Proposal's contact person(s) must be included in your cover letter.
  - h) Design Context: Provide a statement explaining the design philosophy, use of materials, and environmental contextualization that your team intends to pursue for the Project. The focus should be on the site's location within a waterfront park and the relevant challenges and opportunities.
  - i) Fees/Costs: Provide information pertaining to fees or costs, including the fully burdened billable hourly rates charged for the services of employees of the firm. In addition to being organized pursuant to an employee roster, fees and costs should be listed for out-of-pocket expenses such as additional meetings. Any proposed

service classified as an out-of-pocket expense must be noted in the proposal. Provide a proposed cost to deliver the Scope of Services required for the Project.

- j) Additional information that you believe pertinent to the Town's requirements. (Please include your company/team internet links to websites.)
- 2) References: Names, titles, addresses and phone numbers of key contacts for five (5) customers, particularly those for whom the respondent has undertaken projects similar to the Project.
- 3) Identify all adverse determinations against your firm, or its employees or persons acting on its behalf, with respect to actions, proceedings, claims or complaints concerning violations of federal, state or municipal equal opportunity laws or regulations.
- 4) Has your firm, or any of its employees present or past, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of your firm's business, or has any of your firm's officers, director or persons exercising substantial policy discretion ever been convicted of any crime or offense involving business or financial misconduct or fraud? If so, please describe any such convictions and surrounding circumstances in detail.
- 5) A description of any action, suit, proceeding or investigation pending or threatened against your firm including, without limitation, any proceeding known to be contemplated by government authorities or private parties.
- 6) Has your firm, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your firm's business which is still pending, or has any of your firm's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving business or financial misconduct or fraud which is still pending? If so, please describe any such indictments or charges and surrounding circumstances in detail.
- 7) Has your firm, or any of its employees present or past, or anyone acting on its behalf, ever signed and sealed surveys for which your firm has not actively participated in the production thereof; or been investigated by the Department of State for such activity? If so, please describe any such circumstances in detail.

- 8) Organizational Chart: Please illustrate the relationship(s) of the individuals and firms to each other that would comprise your operational team and principal-in-charge on an organizational chart.
- 9) Conflicts of Interest:
  - a) Please disclose:
    - i) Any material financial relationships that your firm or any firm employee has that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town.
    - ii) Any family relationship that any employee of your firm has with a member, employee, or official of the Town that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town.
    - iii) Any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town.
  - b) Please describe any procedures your firm has, or would adopt, to assure the Town that a conflict of interest would not exist for your firm in the future.

#### **IV. ADDITIONAL CONDITIONS AND INFORMATION**

- 1) All materials submitted in response to this RFP will become the property of the Town.
- 2) The Town reserves the right to conduct discussions with, and to request additional information from, one or more respondents. No respondent shall have any rights against the Town as a result of such discussions.
- 3) The Town reserves the right to negotiate separately with any source whatsoever.
- 4) The Town reserves the right to waive any irregularity in any Proposal received or any other aspect of this procurement.
- 5) Respondents are advised that with respect to this RFP, no contact with the Town personnel in any way related to this solicitation is permitted, except

as shall be authorized by the employee designated herein as the Town's contact person as identified in Section II (D) hereof.

- 6) Each Proposal prepared in response to this RFP will be prepared solely at the cost and expense of the respondent with the express understanding that there will be no claim whatsoever for reimbursement from the Town.
- 7) Submission of a Proposal in response to this RFP shall constitute an offer on the part of the successful respondent to become the Awardee, and to enter into a contract to undertake or complete the Project.
- 8) News releases or other public announcements relating to this RFP shall not be made by any party receiving this RFP without the prior written approval of the Town.
- 9) The Town and its respective officials and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this RFP. Further, the Town does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFP once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the Webpage on which this RFP is posted, or in connection with any other electronic medium utilized by respondents or potential respondents in connection with or otherwise related to the RFP.
- 10) Proposals submitted to the Town in response to this RFP may be disclosed in accordance with the standards specified in the Freedom of Information Law, Article 6 of the State Public Officers Law ("FOIL. A respondent submitting a Proposal may provide in writing, at the time of its submission, a detailed description of the specific information contained in its submission which it has determined is a trade secret and which, if disclosed, would substantially harm such respondent's competitive position. This characterization shall not be determinative, but will be considered by the Town when evaluating the applicability of any exemptions in response to a FOIL request.
- 11) The Awardee providing the architectural/engineering services shall not be permitted to bid for the construction of the Project or propose to provide construction management services.

## **EXHIBIT 'A'**

### **BUILDING PROGRAM SUMMARY**

Please provide estimates for both scenarios.

Each building scenario shall be designed to maximize available space to store rowing equipment, and both scenarios should assume an 80ft x 200ft building footprint.

Option #1

Locker rooms with showers

Restrooms

Administrative office

Option #2

Locker rooms

Restrooms

H E M P S T E A D



MATCH LINE SEE SHEET 1 OF 3

LEGEND

- UTILITY POLE
- △ FLAGPOLE
- UNKNOWN MANHOLE
- SERIES
- POST
- LIGHTPOLE
- SIGN
- HYDRANT
- WATER VALVE
- TREE
- EVERGREEN TREE
- GRATE
- UTILITY BOX
- DEAN MANHOLE
- UNKNOWN MANHOLE
- UNKNOWN MANHOLE
- TELEPHONE MANHOLE
- DECIDUOUS TREE
- TREE LINE
- SPRINKLER CONTROL BOX
- △ WATER VALVE
- UNKNOWN MANHOLE
- MONITORING WELL
- ELECTRIC MANHOLE
- SANITARY CLEANOUT
- SINKER MANHOLE
- DEAN INLET
- CATCH BASIN
- CABLE PULL BOX
- WATER MANHOLE
- UNKNOWN MANHOLE
- UNKNOWN MANHOLE
- DEAN MANHOLE
- TRAFFIC CONTROL BOX
- TELEPHONE MANHOLE
- DECIDUOUS TREE
- TREE LINE
- DRAINAGE
- HYDRANT
- ELECTRIC JUNCTION BOX
- ELECTRIC METER
- EVERGREEN TREE
- WATER MAIN
- OVERHEAD WIRES

The locations of easements and lease parcels plotted hereon are approximate.

LILCO Easement Parcels I and II recorded in Deed Liber 9943 Page 3 were plotted using the location of the existing high tension towers.

25-Year Lease Parcel 1 and 2 and aerial easements Parcels A and B were plotted by assuming the location of the West Shore Road in 1942 and that aerial easement Parcel B terminated at the middle of the easterly terminus of LILCO Easement Parcel II.

LILCO easement for submarine electric easement recorded in Deed Liber 9000 page 49 was plotted by assuming the south line of said submarine easement was collinear with the south line of Easement Parcel I recorded in Deed Liber 9943 Page 3 and approximating the westerly line of Glen Cove - Roslyn Short Road on the easterly side of Hempstead Harbor.

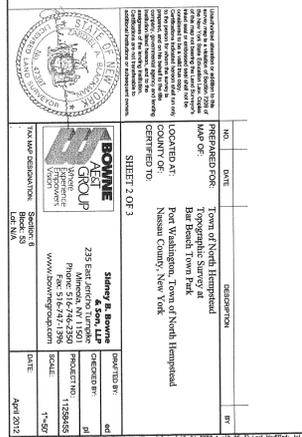
FOLI requests have been filed with New York State Department of Transportation and New York State Office of General Services to request maps referred to in various deeds related to the subject property. As of May 31, 2012, these requests have not been fulfilled.

No field work was performed to determine the locations of the aforesaid easements or lease parcels.

UTILITY STATEMENT

LOCATION OF ALL UNDERGROUND UTILITIES ARE APPROXIMATE. ALL LOCATIONS AND SIZES AS SHOWN ON THIS MAP ARE BASED ON RECORD DRAWINGS, MAPS AND VISIBLE ABOVE GROUND STRUCTURES ACCESSIBLE IN THE FIELD. SIDNEY B. BOWNE & SON, LLP DOES NOT GUARANTEE THE LOCATION OR DEPTH OF ANY UTILITIES SHOWN ON THIS MAP. TO EXCAVATION, ALL UNDERGROUND UTILITIES MUST BE VERIFIED AS TO THEIR LOCATION, SIZE AND TYPE BY THE RESPECTIVE UTILITY COMPANY.

NO.	DATE	DESCRIPTION
1		PREPARED FOR: Town of North Hempstead
2		PROJECT: Topographic Survey at Bar Beach Town Park
3		LOCATION: Bar Beach, Town of North Hempstead, Nassau County, New York
SHEET 1 OF 3		
DESIGNED BY:	DATE:	APPROVED BY:
DRAWN BY:	DATE:	DATE:
CHECKED BY:	DATE:	DATE:
PROJECT NO.:	SCALE:	DATE:
235 East Arthur Turnpike Roseton, NY 11570 Phone: 516-761-1396 www.sidneybowne.com	1"=50'	April 2012



NO. 123456789

Topography shown hereon is compiled from a topographic survey performed on the ground by Sidney B. Bowne & Son, LLP and from aerial photogrammetry performed by GeoMaps International. Ground control for the aerial survey was performed by Sidney B. Bowne & Son, LLP. Date of ground topographic survey is January 11, 2011. Date of aerial photography is March 14, 2012.

Elevations and contours are referenced to Nassau County Vertical Datum.

Benchmarks:  
Nassau County GIS Monument 06E  
19N Elevation: 17.64 feet  
Nassau County GIS Monument 06E  
19NAZ Elevation: 14.38 feet



MATCH LINE SEE SHEET 3 OF 3

Topography shown hereon is compiled from a topographic survey performed on the ground by Sidney B. Bowne & Son, LLP and from aerial photogrammetry performed by GeoMaps International. Ground control for the aerial survey was performed by Sidney B. Bowne & Son, LLP. Date of ground topographic survey is January 11, 2011. Date of aerial photography is March 14, 2012.