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City of New Rochelle  
New York

## **REQUEST FOR PROPOSAL Specification No. 4731**

### **CONSULTING SERVICES for DESIGN, ENGINEERING, PERMITTING and CONSTRUCTION COORDINATION of the CITY (FLOWERS) PARK ATHLETIC COMPLEX**

#### **1) INTENT**

The City of New Rochelle is soliciting proposals from qualified firms to provide consulting and engineering design services for the renovations and expansion of facilities located at the City (Flowers) Park athletic complex, located on Fifth Avenue, New Rochelle, NY.

#### **2) PROPOSAL DUE DATE**

Proposals will be accepted up until **3:00 pm on December 12, 2007** in the Purchasing Office, City of New Rochelle, City Hall, 515 North Avenue, New Rochelle, New York 10801 and should be mailed to the attention of Mark Zulli, Deputy Finance Commissioner. Please include "RFP-NR-4731" on the outside mailing label of your response package.

#### **3) OVERVIEW**

The project goals include the renovation/replacement, relocation, construction and expansion of five athletic fields within an existing athletic complex. The major change will be the relocation of the current 90' baseball field, focusing on improved orientation with the creation of a regulation sized baseball stadium with lights, artificial turf, grandstands and a field house. Repositioning a lighted adult softball field to standard 300' foul line dimensions. Relocating a youth baseball/softball field to create standard 200' foul line dimensions, adding a new multi-purpose synthetic turf practice field and the replacement playing surface and lighting of the artificial turf soccer field. Design an indoor multi-purpose athletic /ice rink facility. Additional improvements include an enlarged, relocated playground, expanded site parking, at least one lighted basketball court, a spray playground, restrooms, storage and a concession stand within formalized plaza area that allows spectator viewing. The firm should demonstrate expertise in civil, geotechnical, environmental and electrical engineering and landscape architecture. This includes experience in artificial turf installations and indoor multi-purpose recreational/ice rink facilities.

The total estimated project budget is approximately \$8 million.

Base map field surveys of existing conditions to a certain extent are available in Department of Public Work office. Please contact DPW at 914 -654-2131 to arrange to review available info.

Current information must be augmented by field inspection and or additional survey to bring conditions up to date.

#### **4) AWARD CRITERIA**

The City of New Rochelle reserves the right to award the contract generated from this RFP to the respondent who presents a proposal that best meets the specifications 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 and shall be based on the respondents qualifications including, but not limited to the following: references, knowledge and interpretation of the City's needs, experience with similar projects.

Proposals will be evaluated on the basis of the following criteria:

##### **A. Experience and Qualifications of the Proposer (50 points)**

Consideration will be given to firms (including the individuals assigned to the project) demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP.

The firm should demonstrate specific expertise in civil, geotechnical, environmental and electrical engineering and landscape architecture. This includes experience in artificial turf installations, indoor multi-purpose recreational/ice rink facilities and the personnel assigned to this project.

##### **B. Proposal Completion (25 points)**

Proposal responses will be evaluated on completeness, clarity/accuracy of the information requested, technical approach, and proposal presentation.

##### **C. Financial Terms (25 points)**

Consideration will be given to proposals that present the most cost efficient terms to the City over the term of the contract based on the cost and time schedule presented.

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 of 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.

## 5) SCOPE OF WORK

The City is seeking a firm to perform an evaluation of and prepare detailed design and full construction documents for the following:

1. Review all available park facility documents, site plans and existing utilities plan.
2. Conduct a topographical survey at a one-foot contour interval.
3. Conduct a geotechnical investigation as required.
4. Documentation of any wetlands and filing of statement(s) of intent with appropriate agencies.
5. Determination of various permits required from local, state and federal agencies for planning and project construction.
6. Preparation of any necessary storm water permits.
7. Preparation of quality (presentation type) drawings for local committee and board presentations and all other required environmental presentations as may be necessary.
8. Preparation of schematic designs for all proposed improvements. The consultant will define the City's requirements and develop a preferred surface (artificial or natural grass) design, an indoor multi-purpose recreational/ice rink facility design, field lighting specifications and performance requirements.
9. Preparation of preliminary project schedule and cost estimates.
10. Preparation of design development drawings for all proposed improvements. Designs shall include, but not be limited to: geotechnical engineering, site design (indoor multi-purpose recreational/ice rink building, perimeter drainage system, field drainage system, site grading and layout), field designs, artificial turf plans and elevations (turf penetration, line marking layout, sub-base), bleachers, refrigeration, air conditioning, heating, ventilation, dehumidification and lighting design, associated controls, water, sewer and electrical services.
11. Preparation of intermediate and final project schedules and cost estimates.
12. Preparation of presentation quality drawings to the City.
13. Preparation of contract drawings and bid documents. It should be noted that the project may be bid in multiple contracts, which the consultant will be required to administer and coordinate during construction. Consultant shall provide artificial turf and indoor multi-purpose recreational/ice rink specifications that set forth contractor performance guarantees and warranties.
14. Provide construction coordination services.
15. Meet with City representative(s) on a weekly basis during the design phase and weekly project meetings during the construction phase. The consultant shall prepare minutes of each meeting for distribution.
16. Formal presentations to the City will be made by the consultant. The consultant will be required to attend meetings with locals boards and committees when so requested by the City.
17. The consultant shall prepare presentation quality drawings for the above meetings, as required. At the appropriate levels of schematic design, design development and construction documentation, the consultant shall provide five-hard copies and one electronic copy of all documents outlined above, excepting the presentation documents. All reports shall be prepared in the Microsoft Office format. All electronically generated drawings shall be submitted in .dwg, .dxf and AutoCAD formats.

**PROJECT SCHEDULE:** This is a high priority project for the City of New Rochelle and time is of the essence because the successful completion of the athletic complex is critical to the community athletic sports schedule.

Projected project milestones are as follows:

- Proposals Due – December 13, 2007
- Award of Design Contract – December 20, 2007
- Completion of Preliminary Design – February 7, 2008
- Completion of Phase 1 (Skidelsky Field) Construction Documents Turf & Lights – March 3, 2008
- Award Phase 1 Construction Contract – April 15, 2008
- Complete Phase 1 Construction – August 15, 2008
- Total Project to be Completed by September 2009

The foregoing requires extensive topographic and site survey work, the consultant will be expected to possess the ability to provide those licensed services.

## **6) PROPOSAL CONTENT/FORMAT**

The proposal should include all of the following elements to coincide with the RFP:

1. A history and description of the firm indicating principal business of firm and complete description of in-house services. Include detailed information on how the firm meets the qualification and scope of work requirements as listed herein. Include the resumes of the individuals that will be assigned to the project.
2. List the artificial turf and ice rink consultant(s) and any other specialists that will be utilized on this project as a sub-contractor to the firm. Submit complete description of the consultant firms, resumes of their key individuals who will be assigned to this project and their specific roles in the project.
3. Provide a list and description of similar project experience on artificial turf, indoor multi-purpose recreational/ice rink buildings and drainage/utility designs for the primary firm that demonstrate the firm's qualifications for this project.
4. Provide a list of current clients including the name of the principal-in-charge, their mailing and e-mail addresses and telephone number.
5. Provide a detailed schedule for accommodating the project work with the schedule outlined in the RFP. Describe the organization and responsibilities of the primary firm and the consultants.
6. Provide a fee proposal for work outlined in Section 5, Scope of Work.
7. Provide one (1) original and five (5) copies of your proposal response.

## 7) CITY CONTACT PERSON and PROJECT TEAM

The project team for the City includes the following:

- City Manager - Clerk of the Works
- Commissioner of Parks & Recreation – Project administration, community liaison and interagency coordination
- Deputy Commissioner of Public Works/ City Engineer – Construction supervision and technical guidance
- Engineering /GIS Technician – Research of in-house historical records and document search

If there are any questions concerning this Request for Proposal, please contact Bill Zimmermann, Commissioner of Parks & Recreation at (914) 654-2092.

## 8) 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 any and 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 prior to commencement of work. The required coverage shall not be less than the following:

<b>Workers Compensation</b>	<b>Statutory Requirements</b>
<b>NY State Disability</b>	<b>Statutory Requirements</b>
<b>General Liability</b>	<b>\$2,000,000</b>
<b>Automobile Liability</b>	<b>\$1,000,000</b>
<b>“Contractual Liability”</b>	<b>Must be printed on Certificate</b>
<b>Errors and Omissions</b>	<b>\$1,000,000</b>

INSURANCE CERTIFICATES 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

“The City of New Rochelle is named as an additional insured party for all general and excess liability coverage based on the contractual liability of the named insured. Such general and excess liability coverage shall be primary to any other coverage carried by the City of New Rochelle with respects to acts or omissions of the named insured.”

It is intended by the parties hereto that the general and excess liability insurance provided by the contractor shall be primary to any other coverage carried by the City of New Rochelle with respect to liability coverage arising out of any act or omissions by the contractor. The City of New Rochelle will be named as an additional insured. Nothing contained herein shall be construed as making said general and excess liability insurance primary insurance for acts or omissions of the City of New Rochelle.”

**New York Law and Venue.** This contract shall be construed under the laws of the State of New York. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of this 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.

## **9) 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.

## **10) ADDITIONAL TERMS and CONDITIONS**

- a) The successful bidder must comply with all Federal, State, and City of New Rochelle statutes and codes as may be applicable to the scope of work detailed herein, including all labor laws.
- b) All bidders must quote their fees in the proposal response clearly labeled "Cost Summary Section".
- c) Proposals and prices must remain valid for three (3) months.

**EXHIBIT A: REQUEST FOR PROPOSAL SPECIFICATION #4731**

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. # 4731 except as identified.**

**Company Name and Address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name and Title**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Fax Number**