



Ontario County Public Works

William C. Wright, P.E.
Commissioner of
Public Works
Office: (585) 396-4000

2962 County Road 48
Canandaigua, New York 14424-9553
www.co.ontario.ny.us
email: dpw@co.ontario.ny.us

John E. Berry, P.E.
Deputy Commissioner
of Public Works
Facsimile: (585) 396-4283

HIGHWAYS ~ ENGINEERING ~ WASTEWATER SYSTEMS & SEWERS ~ BUILDINGS & GROUNDS ~ PARKS ~ PUBLIC WORKS FINANCE

REQUEST FOR PROPOSAL

Date: April 3, 2020

To: Prospective Proposers

Subject: Request for Proposal – Professional Services – Ontario County Court House – Alteration of Selected Spaces

INTRODUCTION

The County of Ontario, New York, a municipal corporation duly organized under the laws of the State of New York, is seeking proposals from qualified architectural firms to evaluate the existing building conditions in and in support of the areas to be considered for renovation and offer alternatives to achieve the project's desired goals. The selected professional's work is also to include the preparation of rough order of magnitude total project cost estimates for the alternatives proposed. The County wishes to consider the alteration of four interior spaces in the Ontario County Court House at 27 North Main Street, Canandaigua, New York. The project includes altering the two first floor public restrooms to meet the Americans with Disabilities Accessibility Guidelines (ADAAG), partitioning the basement storage room to be used as a locker and changing area for the security personnel, and partitioning the first floor Grand Jury Room to be used as two private offices and a public waiting area.

It is the County's intent to request a separate proposal from the selected firm for advancement of the selected alternative through design development and on to final design and construction documents.

Due to COVID-19 guidelines there will be no pre-proposal conference. Firms may make an appointment for no more than TWO (2) employees to visit the site.

All RFP materials are at <https://www.co.ontario.ny.us/1797/Ontario-County-Court-House-Alterations>

SUBMISSION OF PROPOSAL

Proposal shall be submitted in duplicate to:

Steven Vanderbrook, P.E.
Supervisor of Buildings and Grounds
Ontario County Department of Public Works
2962 County Road 48
Canandaigua, New York 14424

Proposal must be received no later than **4:00 PM on Thursday, May 7, 2020** at the Ontario County Department of Public Works, 2962 County Road 48, Canandaigua, New York 14424-9553.

GENERAL REQUIREMENTS

1. Proposal shall be executed by the firm's Chief Executive Officer.
2. Firm hired for the work, hereinafter referred to as the CONSULTANT, shall possess and maintain professional liability insurance in accordance with Schedule B of Ontario County's standard contract provision located at <https://www.co.ontario.ny.us/1797/Ontario-County-Court-House-Alterations>. Submission of proof of insurance from the CONSULTANT's insurance carrier shall accompany the proposal.
3. All work performed by the CONSULTANT for this project shall be reviewed and approved by duly licensed professionals.
4. The CONSULTANT is informed that the AGREEMENT shall include standard clauses regarding the following:
 - a. The CONSULTANT shall certify to the COUNTY it will meet all applicable local, state and federal requirements regarding employment and professional standards.
 - b. The CONSULTANT shall be responsible for the integrity of all work required by this Request for Proposal.
 - c. All verbal clarifications, changes, or modifications of the scope or details in work are to be followed up with written verification and agreement by both parties. The COUNTY reserves the right of final interpretation of any clarifications or modifications made, within the context of the AGREEMENT.
 - d. **This Request for Proposal and the CONSULTANT's proposal shall be considered part of the AGREEMENT for this project.** Unless otherwise specified by the CONSULTANT, it is assumed that all services requested in the Request for Proposal shall be included in the scope of work and fee proposal submitted by CONSULTANT.
 - e. The CONSULTANT shall sign and return the non-collusive certification and indemnification agreement forms (<https://www.co.ontario.ny.us/1797/Ontario-County-Court-House-Alterations>) as part of the CONSULTANT's proposal.

FORM OF PROPOSAL

The CONSULTANT's proposal should be responsive but concise. The proposal should reflect the limited scope of the project. Proposals shall include all of the following items in the sequence given including responses to all related sections or elements within this RFP. This project involves the development of alternatives for the renovation of four spaces in the Ontario County Court House located at 27 North Main Street in Canandaigua, New York. Members of the CONSULTANT team proposed to work on this project must have experience with ADAAG for rest rooms and the design of architectural, electrical, and mechanical alterations in historic buildings.

1. Cover Sheet or letter:

Include the CONSULTANT's complete legal name, the location and mailing address of the office which will have responsibility for the services to be provided, and the name, address, telephone

and facsimile number of the key representative who is knowledgeable about the proposal. A short amount of general information on the CONSULTANT team may be included.

2. Relevant Qualifications and Experience of CONSULTANT team:

Describe the CONSULTANT's overall relevant qualifications and experience with ADAAG for rest rooms and the design of architectural, electrical, and mechanical alterations of interior spaces in historic buildings. We expect the staff to be small. Describe the staff commitment to assure the timely and quality completion of the work. If any services are to be provided by SUB-CONSULTANT(s) the same information must be provided for such SUB-CONSULTANT(s). Include a listing of relevant projects that CONSULTANT team has completed since 2015 for which similar professional services have or are now being provided.

3. Proposed Project Team Organization and Individual Qualifications:

Provide a project organizational chart that specifies the project manager and the individual key project members/employees by discipline and describe what the specific role will be of each team member. Provide resumes for each key team member. Reference should be made back to the specific projects in Section 2 above regarding involvement of key team members in those projects. A long list of unrelated projects or projects where key team members were not involved will detract from the scoring or ranking given to a proposal.

4. Project Approach and Scope of Work Deliverables:

Describe the CONSULTANT's overall philosophy and approach to the scope of work being requested as described in the various preceding sections of this RFP. Describe Scope by 1. Programming and Concept design and 2. Elements of Design (Preliminary and Final)

5. Schedule and Staffing:

Include in this section a detailed schedule in compliance with the scope of work described herein as may have been modified by the CONSULTANT in Section 4 of their proposal. A staffing schedule indicating key member involvement with each deliverable/phase of the work and hours dedicated for each deliverable and phase of the work shall be detailed. The staffing schedule shall be included in the separate cost proposal and augmented to include billing rates and amounts as specified for the contents of Section 8, Cost Proposal, below.

6. References:

Give the name, address and telephone number of references for three (3) relevant projects completed by the CONSULTANT since 2015.

7. Required Forms:

In this section shall be included proof of insurance as requested above, non-collusive certification, and indemnification agreement. Please ensure that one (1) copy of the proposal is marked 'ORIGINAL' and contains signed originals of these required forms (except for insurance, which may be copies).

8. Cost Proposal:

In a separate sealed envelope the cost proposal shall be submitted. The cost proposal shall use the cost proposal form provided located at <https://www.co.ontario.ny.us/1797/Ontario-County-Court-House-Alterations> (with one (1) signed original and one (1) copy). The design professional's fee proposal shall be hourly with an estimated amount not to exceed. A staffing schedule shall also be provided identifying each key member performing work, the billing rate charged per hour, the number of hours, and the amount for each deliverable and phase of the project, and the total for each key member. Hours for general work items such as, but not limited to clerical, drafting and quality control shall identify an hourly billing rate for each deliverable and work phase, but not be required to identify specific individuals performing such general work. The CONSULTANT shall not be allowed to lump such general work proposed to be performed by non-key members of the CONSULTANT team under the hours proposed for key members; such general work shall be listed at an hourly rate not equivalent to that of the key members of the CONSULTANT. CONSULTANT is hereby put on notice that should they be hired to perform the work contemplated herein, actual billing for work shall conform to the same rules contained in this RFP. Specifically, where general work is not performed by the key member employees of CONSULTANT, billing for such work shall not be allowed at the hourly rate for such key members but shall be at the appropriate rate specified for general work by CONSULTANT in CONSULTANT's proposal.

9. Proposals shall be signed by CONSULTANT's chief executive officer.

CONTRACT TIMES

The intent is to issue a Notice to Proceed within 30-calendar days of receipt of proposals.

The duration and completion of work shall be in accordance with the approved project schedule. The project duration shall commence with the Notice to Proceed. CONSULTANT shall provide all deliverables on or before the completion date.

CONSULTANT shall inform the COUNTY immediately of any delay in the performance of its obligation under this agreement. No extension of the contract duration shall be allowed without prior written authorization from the COUNTY.

SCOPE OF SERVICES

The following describes the scope of services. CONSULTANT can offer alternates, additions and clarifications as necessary. The intention is to enter into an agreement for all professional services necessary to evaluate the existing building conditions in and in support of the areas to be considered for renovation and offer alternatives to achieve the project's desired goals of altering the two first floor public restrooms to meet the Americans with Disabilities Accessibility Guidelines (ADAAG), partitioning half of the basement storage room to be used as a locker and changing area for the security personnel, and partitioning the first floor Grand Jury Room to be used as two private offices and a public waiting area.

1. General Information

The COUNTY wishes to consider the alteration of the two first floor public restrooms to meet the ADAAG, partitioning half of the basement storage room to be used as a locker and changing area for the security personnel, and partitioning the first floor Grand Jury Room to be used as two private offices and a public waiting area. The COUNTY also wishes to consider

the importance of reusing/matching marble and wood doors and other historical consideration in bathroom renovation.

2. Project Location/Limits

The Ontario County Court House, 27 North Main Street, Canandaigua, N.Y. 14424.

3. Deliverables shall include:

- a.) A concise but thorough report detailing the CONSULTANT'S efforts in evaluating all existing conditions found in and in support of the areas to be considered for renovation;
- b.) All necessary schematic level drawings or photo documentation needed to represent the conditions/limitations found as a result of the above effort;
- c.) All necessary schematic level drawings needed to represent any proposed alternative that will accomplish the COUNTY'S objectives, detailed sufficiently, to enable the appropriate level of accuracy for the required cost estimates;
- d.) Itemized cost estimates of the total project costs of all proposed alternatives offered;
- e.) A concise but thorough report detailing the CONSULTANT'S findings, considerations and recommendations to the County.

4. Standards

The CONSULTANT shall identify applicable standards to be used for this project. The existing first floor public restrooms do not meet the 2004 ADAAG at 36 CFR Part 1191, Appendices B and D. It is the COUNTY'S intent that the altered first floor public rest rooms will, as closely as possible, comply with that standard. If that is not feasible, CONSULTANT shall identify the reason(s).

5. Information to be provided by COUNTY

- a. Restoration of Ontario County Court House Plans, Sections and Details, April 1986.
- b. "Space Utilization and Reallocation Project, Phase III - Courthouse," November 2015
- c. "The ADA Checklist for Existing Facilities: Priority 3 – Toilet Rooms" May 2017.
- d. Other relevant documents pertaining to the project upon request.

WORK NOT IN SCOPE OF SERVICES

The CONSULTANT shall immediately notify the COUNTY in writing of any work that the COUNTY requests to be performed that CONSULTANT believes is outside of the scope of services. If it is determined that said request is outside of the scope of work, such work shall not be performed unless and until the COUNTY approves such request in writing and an amendment providing for an adjustment in CONSULTANT'S fee is approved and executed by both parties.

ERRORS AND OMISSIONS

There shall be no charges to the COUNTY for services resulting from errors or omissions on the part of the CONSULTANT.

PROPOSAL EVALUATIONS AND CONSULTANT SELECTION

Proposals will be reviewed and evaluated by COUNTY staff in accordance with the following evaluation criteria and weight. The points rating in the table below is from 1 to 5 with 5 being the best.

	CRITERIA	Weight	Points	Score
1	Qualifications	70		
2	Preliminary project schedule	10		
3	Fee	20		
Total Score (Total Possible: 500)		100		

AWARD

An award of contract shall be made to the responsible proposer who provides the best overall response to the requirements of this RFP. The COUNTY may select whichever proposal it determines will best serve its interests. The selection will be made subject to final approval by the Ontario County Board of Supervisors. The COUNTY reserves the right to reject all proposals and to waive minor irregularities. Prior to award, the COUNTY will prepare a Standard Agreement and forward it to the selected CONSULTANT for signature. A blank copy of the Standard Agreement is located at <https://www.co.ontario.ny.us/1797/Ontario-County-Court-House-Alterations>, for the CONSULTANT's information.

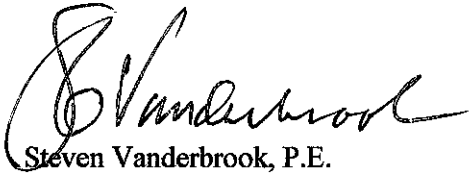
PAYMENT FOR SERVICES

The CONSULTANT shall submit duly executed and itemized invoices in order to receive payment. Invoices for payment shall be in the form approved by the COUNTY and shall include details of all work performed for the billing period. Invoices shall be submitted by the first day of the month with payment made within thirty (30) calendar days after receipt of the approved invoice.

We appreciate your interest in providing professional services and look forward to a successful relationship with the selected firm. Please contact me at (585) 396-4000 if you have any questions regarding this RFP.

Sincerely,

ONTARIO COUNTY DEPARTMENT OF PUBLIC WORKS

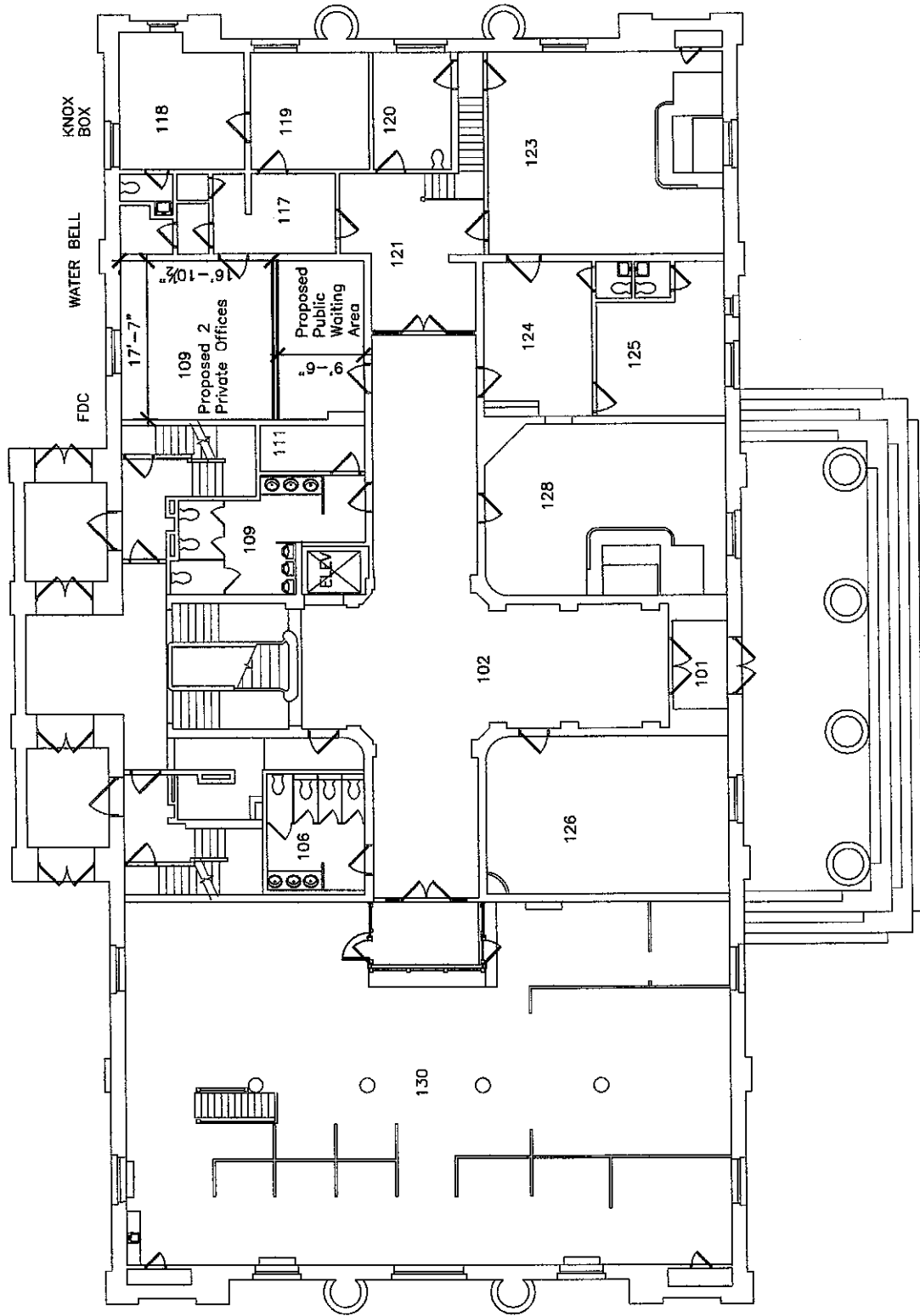


Steven Vanderbrook, P.E.
Supervisor, Ontario County Buildings and Grounds

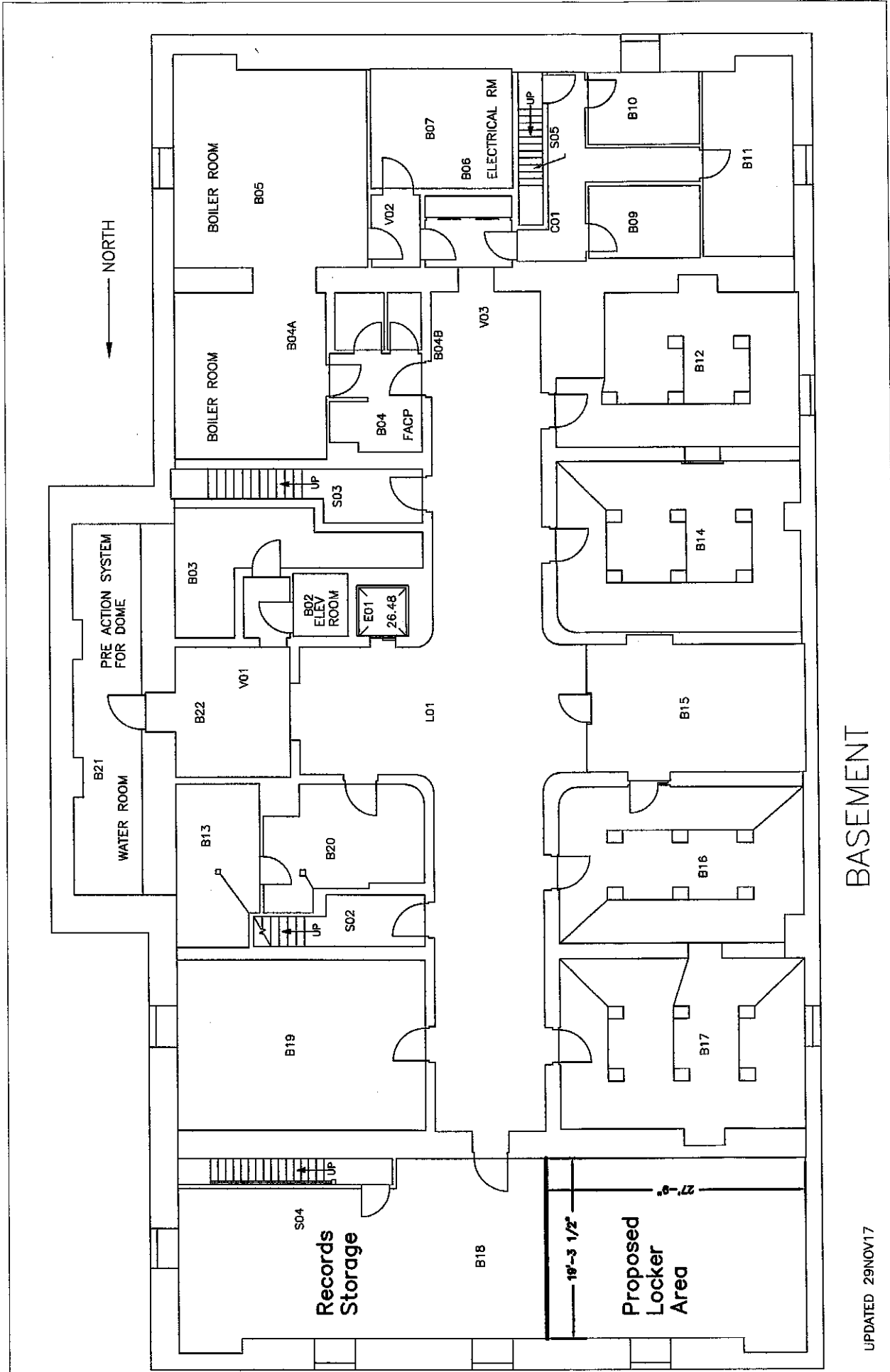
Attachments: available at: <https://www.co.ontario.ny.us/1797/Ontario-County-Court-House-Alterations>

1. Cost Proposal Form (complete and submit with cost proposal)
2. Non-Collusive Certificate (complete and submit with proposal)
3. Indemnification Agreement (complete and submit with proposal)
4. Insurance Schedules for Professional Services
5. Standard Form of Consultant Agreement
6. Restoration of Ontario County Court House Plans, Sections and Details, April 1986
7. "The ADA Checklist for Existing Facilities: Priority 3 – Toilet Rooms" May 2017
8. Proposed Locker Area
9. Proposed 2 Private Offices and Proposed Public Waiting Area

NORTH
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UPDATED 29NOV17