

Request for Proposals
Programming and Design Services
Renovation of Former Wal-Mart Building to Professional Office Space
May 2011

Introduction:

Columbia County is accepting proposals from qualified engineering/architect firms for Programming and Design services for the following:

Design of renovations to a vacant ±125,000 sf building located in the Town of Greenport to professional office space for County services. The building address is 353 Fairview Avenue. The building was formerly used as a Wal-Mart store, was constructed in or around 1993 and then remodeled in or around 2003. The building area is ±125,000 sf. Details of the 2003 remodeling are unavailable at this time.

Where applicable, all work shall comply with the latest issue of Life and Safety Code, A.D.A. Regulations and the NYS Building Code as amended. Proposers must be licensed to practice professional engineering and/or architecture in the State of New York. Proposals must be received no later than 3:00 pm Thursday June 16, 2011 at the following address:

Dean Knox, Director of Engineering
Columbia County Department of Public Works
PO Box 324
178 NYS Rt. 23B
Hudson, NY 12534
(518) 828-7011
dknox@govt.co.columbia.ny.us

A total of four proposals shall be submitted. Proposals may be mailed, but Columbia County gives no guarantee that said proposal will be received in the Office of the Director of Engineering by the designated time.

Envelopes must be marked: **“Proposal for Professional Services, “Programming and Design Services, Renovation of former Wal-Mart Building”**”.

A mandatory prebid meeting will be held 1:00 pm on Thursday June 2, 2011 at the former Wal-Mart building located at 353 Fairview Avenue, Hudson, NY (Town of Greenport).

RFP Documents and Instructions can be viewed on the Columbia County Govt. website – www.columbiacountyny.com by following the link to the “Wal-Mart Renovation Project”. Those who download the RFP and wish to be placed on a list to receive information for this proposal as it is released must register with the Columbia County Engineering Department by sending an email to Barbara Otty at botty@govt.co.columbia.ny.us.

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Facilities Division
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Solid Waste Division
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Background:

Columbia County wishes to purchase a vacant ±125,000 sf building located in the Town of Greenport and renovate the building for professional office space for County services. The building address is 353 Fairview Avenue. The building was formerly used as a Wal-Mart store, was constructed in or around 1993 and then remodeled in or around 2003. The building area is ±125,000 sf. Details of the 2003 remodeling are unavailable at this time.

The County Department's or associated agencies that have been identified to occupy the building are as follows:

Proposed County Departments for Programming		
Department	Approximate Area (sf)	No. of Employees (FTE) (estimated)
Department of Social Services	25,000 – 30,000	140 - 160
Office for the Aging	3,300	27
Office of the Aging Nutrition Center	3,200	Incl.
Columbia County Health Department	13,000	73
Columbia County Mental Health Department	13,000 – 15,000	63
Health Care Consortium	3,000	30
Planning / Tourism / Economic Development	1,500	5
Columbia County Economic Development Corp	500	2
Central Services (office space)	400	2
Central Services (supply storage)	750	Incl
Central Printing	300	1
Central Service Garage	5,300	2
Public Defender	3000	15
Department of Probation	4500	15
Youth Department	400	2
Veterans Office	750	1
Facilities Department (administration)	750	2
Board of Elections (office space)	2,000	6
Board of Elections (storage)	2000	Incl
County Historian	600	2
Department of Engineering	3000	4
Facilities Department	4,000	22
Management Information Systems (MIS)	3,000	6
Not-for-profit entity (TBD)	750	4
Not-for-profit entity (TBD)	750	4
Not-for-profit entity (TBD)	750	4
Back-up 911	1500	4
Exercise Facility	1300	-
Conference Room(s) / Training Room(s)	3000	-
Short term / active file storage	4000	-
Common Space (hallways, bathrooms, lobby, lunch room, building security, etc) 12.5% estimated	12000	3
Total (estimated)	117,300 – 124,300	439 - 459

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It is unknown at this time if any drawing sheets are available for the original design.

This project will include but not necessarily be limited to: the design of new electrical, plumbing and mechanical systems; telecommunications and data system; security system including but not necessarily limited to internal and external cameras, video recorders, security screening systems and electronic doorway access systems; engineering report to evaluate alternate HVAC systems; engineer's report to evaluate the use of solar panel energy; programming services to optimize use of the building; design of an announcement sign for the front yard of the building and an identification sign for the façade of the building; and development of bid document(s) to contract for professional moving services to move the County departments into the building after it has been renovated.

The project will also include the design of office space to accommodate the County's back-up 911 system. Currently the County's back-up 911 system is located at the County's 610 State Street building in the City of Hudson. The consultant will be responsible for designing facilities and office space needed to relocate all of the Back-up 911 equipment from the 610 State Street building, together with some new equipment, to the new office building. Specialty features will include, but are not necessarily limited to: an emergency generator (possibly the existing unit can be relocated), an uninterrupted power supply (possibly the existing unit can be relocated), a separate climate controlled room for telephone and computer equipment, possible need for a raised floor in the communications room, lay-out of work stations, telephone and computer lines in a number needed to support the Back-up 911 facilities and any other feature common to this type facility that would be needed for the Back-up 911 facility to perform as a self-sufficient component within the new building.

The project will also include the design of office space to accommodate the County Management Information Systems (MIS) department. Currently the MIS department is located at the County's 560 Warren Street building in the City of Hudson. The consultant will be responsible for designing facilities and office space needed to relocate the MIS department, together with some new equipment, to the new office building. Similar to the Back-up 911 facilities, specialty features will include, but may not necessarily be limited to: an emergency generator, an uninterrupted power supply (possibly the existing unit can be relocated), a separate climate controlled room for computer equipment, possible need for a raised floor, lay-out of work stations, telephone, fiber optic and computer lines in a number needed to support the MIS department and any other feature common to this type facility that would be needed for the MIS department to perform as a self-sufficient component within the new building with capabilities to service ALL County MIS needs.

Building Programming Services:

This task shall consist of the development of a schematic design, including the mechanical, electrical, plumbing, HVAC, security, MIS, back-up 911 and other systems required for the facility, recommendations for the bidding packages and recommendations for the sequence of construction. During this task, all design criteria and solutions shall be developed within the program requirements and budget as established by the County.

The consultant will meet with each department or agency scheduled to locate into the new building to understand their needs and program the building space. The Departments / agencies identified in the Background section of this document represent the County's choice for the new building at this time. As the building programming phase of this projects evolves decisions may be made which changes the make-up of the departments / agencies for the building. It shall be explicitly understood that there shall be no limit for the number of meetings with County departments / agencies, visits to the new building or visits to existing County department work space in developing the programming plan. Further, it shall be understood that the Consultant will be responsible for providing professional services for not only programming and designing office space and building utilities but also for providing programming and design services for specialty features associated with: the Columbia County Nutrition Center scheduled to be located within this building; the Columbia County back-up 911 center scheduled to be located within this building; the County MIS Department; building security; an indoor exercise facility scheduled to be located within this building; the desired HVAC system; a solar energy system for supplemental electricity and professional short term and archival records storage scheduled for within this building. Recommendations in regards to the programming of building space shall be made by the consultant with the final decisions by Columbia County.

The consultant shall be responsible for making all submissions and obtaining all approvals from local, State and Federal agencies to move departments into the new building, such as but not necessarily limited to: Town of Greenport Planning Board, Town of Greenport Building Department and NYSDOH Certificate of Need applications and approvals as needed for the various County departments.

Existing infrastructure, such as building drains, can be incorporated into the future renovation plans. However, any existing infrastructure proposed for reuse must be thoroughly investigated as to its integrity and compliance with the Residential Code of New York State, the Building Code of New York State, the Plumbing Code of New York State, the Mechanical Code of New York State, the Fuel Gas Code of New York State, the Fire Code of New York State, the Energy Conservation Construction Code of New York State and the Property Maintenance Code of New York State.

The building is services by central water and sewage from the Town of Grenport.

This phase of the project shall also include the evaluation of a new HVAC system for the building and an engineer's report to evaluate the use of solar panel energy. Early intervention with NYSERDA will be required so that the County can take advantage of Program Opportunity

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Notices for the HVAC system and, to realize any other reimbursement incentives eligible to the County for items such as but not necessarily limited to lighting, building insulation, energy efficient mechanical equipment, energy efficient windows, solar electricity and any other reimbursement incentive programs offered by NYSERDA, NYS or the Federal Government.

The successful consultant will be expected during the building programming phase to evaluate the options for heating and cooling the building. This will include but not necessarily be limited to:

- A geothermal system using an onsite well field;
- Roof top units with electric cooling / LP heating;
- Oil fired boilers with water source heat pumps;
- Air to air heat pumps;
- LP fired boilers with water source heat pumps; and,
- Roof top units with univents utilizing a boiler / chiller water based system;

Criteria considered in the selection of the preferred HVAC systems will include but not necessarily limited to: installed cost, energy consumption, space requirements, freeze prevention, system cooling and heating capacity, centralized maintenance and stability of control.

The consultant shall evaluate the existing roof and incorporate any needed roof improvements into the contract documents.

The consultant will be responsible for preparing contract plans and specifications for the HVAC system which results from the above study inclusive of well fields, in the case of a geothermal system, and all electrical, mechanical, structural and plumbing components needed and necessary for a complete and workable system.

The successful consultant will be expected to prepare an engineer' report during the building programming phase to evaluate the use of a "utility interactive" (or Grid-tie) solar panel system. The solar powered system will be evaluated based upon its practicality for use at the site, recommended placement (roof mounted or ground mounted), the solar collector operation, energy flow and energy efficiency analysis, space requirements, ease of operation, installed cost and reimbursement incentives from NYS, NYSERDA and the Federal Government. The consultant will be responsible for the preparation of contract plans and specifications for the bidding and construction of the solar panel system if found appropriate.

Deliverables for the building programming phase are as follows:

1. Programming sessions in a number required to complete this task with the County.
2. Provide minutes of all meetings.
3. Engineer's report to evaluate alternative HVAC systems for the building.
4. Engineer's report to evaluate the feasibility for producing electricity utilizing solar panels.
5. Application to NYSERDA and other state or federal agencies for rebate incentives associated with the development of this project.
6. Provide a schematic design development letter report with a budget that describes the scope of work and basic development program. It shall describe the overall design philosophy and operational characteristics of the entire site, including the functional operation of the County Departments to be housed in the building as it relates to the employees and visitors ingress / egressing the building.
7. Conduct a thorough evaluation of the roofing system. The consultant will be responsible for identifying suspect areas which may be leaking together with the limits of roofing repair that are needed.
8. Coordinate any curb cut application which may be needed on behalf of the County to the NYSDOT for ingress / egress to NYS Route 9.
9. Lay-out in plan any reconfigurations of the existing parking lot that seems logical for the future use as a County office building and, lay-out any new parking lot(s) that may be needed to meet the parking needs for the site.
10. Consider and propose "Green" energy saving technologies that would be appropriate and should be considered in the course of the building renovations, such as energy saving windows, increased building insulation, CO₂ sensors for fresh air recirculation, etc.
11. Propagation study to support the height of a communications tower to support the back-up 911 facility.
12. Prepare concept drawings for the front and side elevations of the building depicting the new appearance of the building and proposed landscaping.

13. Concept drawings and descriptions for:
 - Location plan;
 - Site plan, shall include location of the existing buildings in relation to its immediate area, all existing and/or proposed utilities, grading, existing and proposed lighting, walks, roads, parking and outdoor recreational facilities;
 - Floor plans (1/8" scale or as agreed upon by County) – shall include all required space, doors, windows, stairs, square footage, planned occupancies, exits, major items of fixed equipment, and illustrating reasonable compatibility with routings of mechanical, electrical, plumbing, telecommunications/data and security services;
 - Sections (1/8" scale or as agreed upon by County) – shall include major cuts in two directions for all structures with basic vertical dimensions and material descriptions; Elevations (1/8" scale minimum);
 - Flow diagram to show circulation and compliance with NYS Building Code or any other code or regulation needed for the building tenants;
 - General description of the Project including use, architectural concept, conformance to requirements, zoning, lot coverage, code compliance and security systems; and,
 - Outline specifications for site development, architectural, structural, mechanical, plumbing, electrical, and site utilities.

14. Capital cost estimate. Estimates shall follow the CSI format and be prepared by personnel capable **AND QUALIFIED** (emphasis added). If needed, Consultant shall hire an Independent Cost Consultant. Accurate cost estimating will be needed in order to effectively manage this project.

15. The conclusion of the building programming shall represent a 10-percent stage of contract documents.

16. The consultant shall not proceed to the Design Services until the County has signed-off on the programming plans.

Design Services:

The design shall include all services necessary to compile drawings and specifications for the renovation of the existing building to professional office space. The design will also include the design of specialty services including, but not limited to: the County's Back-up 911 center, including a new telecommunications tower to support it's needs; the County MIS Department; the County's Nutrition Center; a new HVAC system as determined by the engineer's report prepared in the Programming phase of this project; new water distribution and sanitary lines throughout the building; new wall windows; possibly new sky lights; new security system including security scanning equipment, interior and exterior surveillance cameras, centralized DVR recording system and electronic door security equipment; new plumbing fixtures; new electrical system; new telecommunications / data system; layout for interior workout room; renovations to the roof membrane and interior renovations as determined in the Programming phase of this project.

1. Meet with the County at the 30%, 60% and 90% progress development milestones. At these meetings present full-size drawings depicting the exterior building elevation renovations; site plans; details, as they become available; cost estimates; and, recommendations to keep the project within budget. Incorporation of all corrections to the 90% submittal shall form the 100% construction bid documents.
2. The design of the building renovations to include central heat and air conditioning as determined by the County based upon the engineer's report prepared in the Programming phase of this project.
3. Water and sewer service will be from the Town of Greenport. It will be the responsibility of the design engineer to design new potable water distribution lines and sanitary collection lines within the building, together with all support facilities that may be needed. The consultant shall also design a water treatment system to remove hardness and iron typical to the Town of Greenport public water system.
4. Review all documentation available such as original drawings and specifications in order to coordinate the work that is proposed. At this time the County does not have any drawings for the existing building.
5. Perform field measurements where required to supplement information provided;
6. Coordinate the architectural and engineering design work with the Columbia County Department of Public Works.
7. All costs associated with verification of existing drawings, verification of actual field conditions and supplementing such information shall be the responsibility of the consultant.

8. Design of a telecommunications tower together with communications infrastructure needed and necessary for a complete and workable system to support the back-up 911 facility.
9. Perform all architectural and engineering work required to complete the design of this Project including sizes and types of connecting materials and other associated details.
10. The requirements for a health and safety plan (HASP) to safeguard workers during the renovation of the building must be included as a requirement of the General Contract. The consultant will be responsible for assuring the HASP which the General Contractor will prepare covers all NYSDOL and OSHA elements required.
11. Provide a bidding document for the procurement of moving services to move County departments to the new building after renovations are complete.
12. Provide minutes of all meetings and reports of all reviews and comments.
13. Final contract documents shall include all engineering drawings, all floor plans, sections, elevations, details, schedules and other data required to obtain complete bids. If the drawings are not sufficient in number or content to demonstrate the feasibility of the architectural, civil, structural, electrical, mechanical or site development installations, the County may order the design engineer to prepare additional documents at no additional cost to adequately define said feasibility. Any interference between trades caused by inadequate design or coordination of the contract drawings and specifications will be the responsibility of the Consultant, who will prepare, at no additional cost, any supplemental drawings necessary to establish the feasibility of resolving interferences found prior to, or during, the bidding period, or during construction.
14. Obtain a schedule of the State minimum prevailing wage rates for various classifications of labor employed on the Project.
15. Create all drawings on the latest version of AutoCAD and provide the County with a copy of the contract documents on CD.
16. Complete, sign and seal all drawings to be issued as contract documents. The Plans and Specifications shall bear the signature and seal of the architect and/or engineer.
17. Upon completion, the Consultant shall certify to the County that all Contract Documents have been thoroughly checked for accuracy and for the coordination of all their parts, details and conformity to all applicable laws, ordinances and codes.
18. Prepare technical specifications in CSI format describing all aspects of the construction process for the Project work. Project manual shall also include: Information for Bidders; Form of Bid; Form of Bid Bond; Contract; Labor and Materials Payment Bond; Performance Bond; and General and Supplemental Conditions

19. Cost estimates shall be prepared at the 30%, 60% and 90% stages of contract documents. Provide a final cost estimate with the 100% pre-bid contract document submission. Estimates shall follow the CSI format and be prepared by personnel capable **AND QUALIFIED** (emphasis added). If needed, Consultant shall hire an Independent Cost Consultant. Accurate cost estimating will be needed in order to effectively manage this project.
20. Cost estimates shall have detailed take-off, which define the quantity of work items for each classification of work in CSI format, and apply unit prices to each item of work. Unit prices will be broken into costs covering labor and material.

Bidding Services:

1. The Consultant shall prepare and supply the necessary sets of Contract Documents for bidding and eventual award of contracts between the County and the contractors for four separate contract packages: General, Electrical, Mechanical and Plumbing.
2. The Consultant shall solicit contractor interest to ensure competitive bidding and shall keep account of and distribute drawings to prospective bidders, and furnish the County with reports on same.
3. The Consultant shall attend and issue minutes of the prebid meeting.
4. The Consultant shall investigate questions posed by bidders relative to bid documents and issue replies to all bidders. Any materials changed to the Contract Documents shall be issued in the form of Addenda.
5. The Consultant shall be present at bid opening if requested by the County.
6. The Consultant shall review and analyze the bids, investigate experience, qualifications and references of the three lowest bidders for each Contract that is bid and, make recommendations to the County in writing as to the award of each Contract that is bid.
7. The Consultant shall attend and issue minutes of a bid review meeting.

Construction Administration Phase Services:

1. Review and approve or disapprove all shop drawings and samples submitted by the contractor(s) for their adherence to the intent and requirements of the Contract Documents. Maintain a shop-drawing log for permanent record. A maximum of seven (7) workdays shall be taken for review of any shop drawings and/or samples submitted by the contractor unless consented to otherwise by the County.
2. Review, check and approve or disapprove all substitutions and “or equal” products, equipment and/or materials submitted by the contractor(s) on the basis of adherence to the intent of the Contract Documents, serviceability, reliability and impact of delivery on job progress.
3. Provide interpretations of construction documents and design. Evaluate all conflicts from the interpretation of the Contract Documents, and make recommendations for their resolution. Prepare supplemental sketches or details as necessary to clarify or correct errors in the construction documents and clarify field conditions not covered in the Contract Drawings or Specifications.
4. Review all field orders and change orders for their effect on design criteria only and make recommendations to the County.
5. Perform economic evaluation, accounting and processing of all change orders.
6. Coordinate its work with the County, and other consultants and contractors at the site.
7. Check, approve or disapprove test procedures and review test results and make appropriate recommendations to the County.
8. Provide on-site representation for the commissioning, start-up and training of the building systems and components.
9. For project closeout, the Consultant shall review, approve and deliver to the County three (3) copies of the following:
 - All necessary guarantees and bonds.
 - One reproducible set, three copies, and one electronic set of As-Built Drawings on CD-ROM in a form acceptable to the County.
 - Operating and maintenance manuals.
 - Certificate of Construction Completion.
 - Certificate of compliance.
 - Other items as required by the Contract Documents.

10. Upon satisfactory completion of work, the Consultant shall assemble the Project Documents to be delivered to the County. These documents will contain the following:
- Construction inspection reports.
 - Progress photos.
 - Approved product data.
 - Close-out documents as listed above.
 - Testing program results.

Construction Inspection Phase Services:

1. Provide full-time construction inspection services during the term of the construction period. For the purpose of estimating this proposal, assume 1,500 hours of construction inspection services. **This phase will be paid on an hourly basis.** Consultant shall submit a charge-out rate schedule that shall be reviewed and approved by the County and subsequently used as the basis for invoicing these services.
2. Observe the work in progress at a level that will be adequate to determine compliance with the requirements of the drawings and specifications or approved shop drawings.
3. Inspect all work for quality and conformance to the Contract Documents and advise the County and contractor(s) of necessary corrective work. The Consultant will prepare inspection reports for each day that Consultant is at the site. Inspection reports shall also include notation of contractor manpower, materials delivered, extent of work performed, new field conditions and any design modifications.
4. Develop and maintain construction schedules.
5. Schedule and conduct weekly (or at other frequency needed) job site and construction meetings.
6. Reviewing with the owner monthly status reports, including these areas:
 - b) Construction progress vs. schedule.
 - c) Change order summary.
 - d) Quality of workmanship review.
7. Accepting delivery and arranging storage, protection, and security for all owner purchased materials, systems, and equipment.
8. Maintain a clean set of drawings that illustrate the as-built conditions as the construction progresses.
9. Maintain a photo diary of the construction as it progresses.
10. Make a final inspection of the work with the County as a base to determine if the contract requirements have been fulfilled. List any variances between requirements and work installed.
11. Prepare punch lists in advance of completion and establish management systems for correction of any deficient work by the appropriate contractor.
12. Upon completion of the project, Consultant shall certify to the County, in writing, that the Work is complete and acceptable.

13. Determine the cause of, and responsibility for, any delays. Recommend appropriate remedial action to the County.
14. Notify the County relative to potential delays in construction and make recommendations to resolve issues contributing to delays.
15. Evaluate requests for extensions of time and make recommendations to the County.
16. Analyze and evaluate all claims for contract cost adjustment. Make recommendation to the County for resolution, approval or disapproval.

Services Provided by County:

1. The County will make available any drawings for the original building construction that exists and site surveys that exist.

Project Schedule:

Consultant award will be made July 2011.

Construction documents must be available for bidding no later than December 2011 pending local, state and federal approvals.

Form of Proposal:

Submit the costs in the following format:

- Cost for Building Programming Services (**lump sum**)
- Cost for Design Services, w/ exception of design of solar power system (**lump sum**)
- Cost for Design Services, Solar Power System (**lump sum**)
- Cost for Bidding Services (**lump sum**)
- Cost for Construction Administration Services (**lump sum**)
- Cost for Construction Inspection Services (**hourly**)

Proposals shall also include the Consultant's qualifications, similar work experience, references, Standard Form 254/255 or equal, project schedule, and a listing and qualifications for all subconsultants that will be used.

Proposals will not be evaluated solely upon their cost but will also take into consideration the experience and service that the Consultant will bring to the project. The County reserves the right to reject any and all proposals that are received. All proposals submitted remain the property of Columbia County. The successful Consultant will be expected to execute a Standard Form Contract with Columbia County and, provide Columbia County with a certificate of insurance naming Columbia County as an additional insured in accordance with the attached limits.

The selection process may or may not include formal interviews and will be based primarily upon the following criteria that are presented in no formal order:

- Cost
- Experience with work on similar municipal building renovations/rehabilitations;
- Familiarity with Columbia County;
- Staff and team experience;
- Experience with the design of geothermal and other HVAC systems for large municipal buildings;
- Experience with the design of solar powered electrical systems for large municipal buildings;
- Ability to service Columbia County;
- Demonstrated ability to obtain NYSDOH CON approvals;
- Demonstrated ability to maintain Design and Construction costs within established budgets; and,
- Demonstrated ability to maintain project design schedules.

COLUMBIA COUNTY CONTRACTOR INSURANCE REQUIREMENTS

The AGENCY / Contractor agrees to hold harmless and indemnify the County of Columbia and the Public Works Department of Columbia County, and the officers, agents, and employees of said County and the said Public Works Department, from and against all loss, damage, claims, demands, causes of action, and judgments arising out of bodily injury of whatever kind or nature, and property damage of whatever kind or nature, caused by the AGENCY and arising out of the AGENCY's performance of this Agreement. Additionally, the AGENCY agrees to procure and maintain, at its own expense, insurance of the kinds and in the amounts hereinafter provided, with insurance authorized to do business in the State of New York, covering all operations under this Agreement, whether performed by the AGENCY or by its subcontractor. Before commencing work on behalf of the County of Columbia, the AGENCY shall furnish Certificates of Insurance that have complied with these requirements, which certificates shall provide:

- a. Coverage shall not be canceled or reduced until (30) days written notice has been given to the county.
- b. Underwriters will have no rights of recovery or subrogation against the County of Columbia, it being the intention of the parties that the insurance policies so effected shall protect both parties.
- c. The insurance company(ies) issuing the policy(ies) shall have no recourse against the County of Columbia for payment of any premiums or for assessments under any form of the policy.
- d. Any and all deductible and self-insurance retentions in the above-described insurance policies shall be assumed by and at the risk of the AGENCY in the amount as indicated in such policies.

The coverage parts and amount of insurance required are as follows:

1. Commercial General Liability insurance with minimum limits of \$1,000,000 per occurrence, subject to a \$2,000,000 annual aggregate. Coverage shall include bodily injury, property damage, and blanket contractual liability. The County of Columbia and the Public Works Department shall be named as an additional named insured.
2. Automobile Liability with minimum limits of \$1,000,000 each accident. Coverage shall provide for any vicarious liability of the County of Columbia and be applicable to all owned, non-owned, hired, borrowed or temporarily used vehicles of the AGENCY.
3. Statutory Workers' Compensation and New York State Disability in accordance with the Compensation laws of the State of New York.
4. Professional liability insurance with a minimum of \$1,000,000 per occurrence and a \$3,000,000 annual aggregate. The County of Columbia and the Public Works Department shall be named additional insureds. (NOTE: in some cases this requirement of professional liability is not required. This decision is made on a case by case basis)