



Columbia County Department of Public Works

Solid Waste Department

401 State Street - Hudson, New York 12534

REQUEST FOR PROPOSAL

GREENPORT TRANSFER STATION FACILITY NEW BUILDING & SITE PLAN

I. Introduction:

Columbia County is accepting proposal from qualified engineers/architect firms for the design of a new building to load recyclable material and the development of a long-term vision for space utilization of the site as a whole that could be used in the creation of a conceptual master plan for the facility.

All work shall comply with the latest issue of NYSDEC regulatory requirements and approval process in accordance with NYSDEC 360 regulations, NYS Building Codes, A.D.A .Regulations and any applicable to the premises. Proposers must be licensed to practice professional engineering and/or architecture in the State of New York. Proposals must be received no later than 2:00 p.m. on Monday, April 1, 2019 at the following address:

Jolene D. Race, Director
Columbia County Solid Waste Department
401 State Street
Hudson, New York 12534
(518) 828-2737

A total of three proposals shall be submitted. Proposals may be mailed, but Columbia County gives no guarantee that said proposal will be received by the designated time. Proposals will be publicly read at the office of Columbia County Central Services, 401 State Street, Hudson, New York at 2:30 p.m. on Monday, April 1, 2019.

Envelopes must be marked “**Response for Proposal Greenport Transfer Station Facility New Building & Site Plan**”

RFP #: 19-004

March 12, 2019

II. Background:

Columbia County owns and operates the Greenport Transfer Station located at 51 Newman Road in Hudson, New York. The County desires to build another top loading building to handle the recyclable material collected within the County and transported to this location. As the station was constructed in the 1980's the County would like to also develop a long-term vision for the space utilization of the site as a whole that would result in the creation of conceptual master plan for the facility, for future use.

III. Scope of Services:

The County's objective is to make a determination of the current and future needs and requirements for the Greenport facility. This would include an updated master plan sketch utilizing available mapping and imagery. Once the needs and requirements of the facility are determined, the Consultant, along with the County would meet with NYSDEC to discuss the conceptual master plan and get a determination on any/all requirements and approval processes in accordance with NYSDEC Part 360 that will be necessary to proceed.

The County would like to conduct a limited topographic survey of the area of the new building. In addition, site plan, grading, utilities, storm water design and related site details will be required. The Consultant would provide a schematic building design of new building, construction documents for new building including electrical plans for Building Permit, bidding and construction. Also preparation of bid specifications, pre-bid meeting, requests for information and analysis of bids submitted and coordination of bidding services.

IV. Services Provided by County:

The County will make available any drawings and surveys that exists for the site.

V. Project Schedule:

The response shall indicate the estimated time to complete the scope of services as mentioned above.

VI. Form of Proposal:

Prospective consultants shall submit the cost for their proposals in a lump sum format.

Proposals shall also include the Consultant's qualifications, similar work experience, references, project schedule, and a listing and qualifications for all sub consultants that will be used, if needed.

Proposals will not be evaluated solely upon their cost but will also take into considerations the experience and service that the Consultant will bring to the project. The County may select a provider that is not the lowest cost. The County reserves the right to reject any and all proposals that are received. All proposals submitted remain the property of the 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 attached non-collusion statement should be submitted with the response.

At the request of the bidder an initial review of the site can be arranged prior to bid submission. The date and time to be determined upon request.

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:

1. Cost
2. Experience with work on similar projects
3. Familiarity with Columbia County
4. Staff and team experience
5. Ability to service Columbia County

VII. Columbia County Contractor Insurance Requirements

The CONSULTANT / Contractor agrees to hold harmless and indemnify the County of Columbia and the officers, agents, and employees of said County from and against all loss, damage, claims, demands, causes of whatever kind of nature, caused by the CONSULTANT and arising out the CONSULTANT's performance of this Agreement. Additionally, the CONSULTANT 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 CONSULTANT or by its subcontractor. Before commencing work on behalf of the County of Columbia, the CONSULTANT shall furnish Certificates of Insurance that have complied with these requirements, which certificates shall provide:

1. Coverage shall not be canceled or reduced until (30) days written notice has been given to the County.
 2. 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 affected shall protect both parties.
 3. 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.
 4. Any and all deductible and self-insurance retentions in the above-described insurance policies shall be assumed by and at the risk of the CONSULTANT in the amount as indicated in such policies.
 5. The coverage parts and amount of insurance required are as follows:
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- a. Commercial General Liability insurance with minimum limits of \$1,000,000 per occurrence, subject to a \$2,000,000 annual aggregate.
 - b. Coverage shall include bodily injury, property damage, and blanket contractual liability. The county of Columbia and the Solid Waste department shall be named as additional named insured.
 - c. 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 CONSULTANT.
 - d. Statutory Workers' Compensation and New York State Disability in accordance with the Compensation laws of the State of New York.
 - e. 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 Solid Waste Department shall be named additional insured. (NOTE: in some cases this requirement of professional liability is not required. This decision is made on a case by case basis)
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CERTIFICATE OF NON-COLLUSION

The bidder hereby agrees to the provisions of Section 103-a and 103-b of the General Municipal Law regarding the consequences of his refusal to sign a Waiver of Immunity or to answer any relative questions when called before a Grand Jury to testify.

By submission of this bid, each bidder and person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this bid 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 or with any competitor;
- 2) Unless otherwise required by law, the prices, which have been quoted in this bid, have not knowingly been disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor;
- 3) 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.

This proposal is signed by the bidder with full knowledge and acceptance of all the provisions of the general specifications, the proposal, and the group specification.

DATED: _____ TELEPHONE NUMBER: _____

FIRM: _____

ADDRESS: _____

SUBMITTED BY: _____

Signature: _____

TITLE: _____

