



COLUMBIA COUNTY REQUEST FOR PROPOSALS

1. Introduction:

Columbia County is accepting proposals from qualified engineering/architect firms for proposals to develop a feasibility and concept plan for constructing a new building at 50 Grandenetti Drive in the Gerald R. Simons Commerce Park in Ghent NY. The general concept at this point would be to combine the services that the County department of the Office of the Aging (OFA) conducts in its kitchen building in Philmont as well the administration offices currently housed in the 325 Columbia Street building.

All work shall comply with the requirements of the Americans with Disabilities Act and the Uniform Fire Prevention and Building Code and State Energy Conservation Construction Code as amended and 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 **12 NOON on May 20, 2021** at the following address:

Ronald Knott, Deputy Chairman
Columbia County Board of Supervisors
401 State Street
Hudson, NY 12534
(518) 828-0684

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.

Envelopes must be marked:

“Response for Proposals for OFA building feasibility.”

2. Background:

Columbia County owns and operates a number of buildings throughout the County. The Office of the Aging has administration offices operating out of 325 Columbia Street and the actual preparation of meals for “meals on wheels” and food services are done in a building at 93 Main Street Philmont.

3. Scope of Services:

The County desires to have a professional assessment of the functions in the entire OFA department and study the opportunities available at the County owned site of 50 Grandinetti Drive to see if it is possible to relocate all of this agency’s services into a new building to be

built at this site in Ghent. The potential new facility would be collocated at the site the County recently completed the County Fire Training facility. After developing a program outline for the newly proposed building, options for this proposed site should be analyzed and access to utilities should be explored. A developed concept plan should be submitted to the County along with a schematic level cost estimate.

4. Services Provided by County:

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

5. Project Schedule:

The response shall indicate the estimated time to complete the assessment and generate a report.

6. 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.

Proposals shall list the primary person(s) performing the work and submitting the report.

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 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 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 buildings subject to the department use as well department staff function can be arranged prior to bid submission. The date and time to be determined, upon a 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:

- a. Cost.
- b. Experience with work on similar municipal buildings.
- c. Familiarity with Columbia County.
- d. Staff and team experience.
- e. Ability to service Columbia County.

7. 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 action, and judgments arising out of bodily injury of whatever kind or nature, and property damage of whatever kind or nature, caused by the CONSULTANT and arising out of 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 effected 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:
 - 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 Public Works Department shall be named as an 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 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).