



# Columbia County Department of Public Works

**Raymond Jurkowski, PE - Commissioner of Public Works**

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## Request for Proposals 911 Addition to Columbia County Fire Training Facility June 2022

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### Introduction:

Columbia County is accepting proposals from qualified engineering/architect firms for building programming services, design, construction administration services and construction inspection services for an addition to the County's existing Fire Training Center to house the new County 911 center. All work shall comply with the latest issue of A.D.A. Regulations and the NYS Building Code as amended. Proposers must be licensed to practice professional engineering and architecture in the State of New York. Proposals must be received no later than 3:00 pm Thursday July 29, 2022 at the following address:

Ray Jurkowski, Commissioner of Public Works  
Columbia County Department of Public Works  
PO Box 324  
178 NYS Rt. 23B  
Hudson, NY 12534  
(518) 828-7011

A total of six 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, 911 Addition to Columbia County Fire Training Facility"**.

A mandatory pre-bid meeting will be held 10:00 am on Wednesday July 6, 2022 at the Columbia County Fire Training Center located at 50 Grandinetti Drive, Ghent, NY.

RFP Documents and Instructions can be viewed on the Columbia County Govt. website- [www.columbiacountyny.com](http://www.columbiacountyny.com) by following the link to the "911 Center Addition". Those who wish to 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 [barb.ott@columbiacountyny.com](mailto:barb.ott@columbiacountyny.com). A return email acknowledging this registration will be transmitted.

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**Background:**

Columbia County owns and operates a County Fire Training Center, located at 50 Grandinetti Drive, Ghent, NY. This building was renovated and repurposed from a warehouse to the County's Fire Training Center in 2022.

The purpose of the proposed addition is to create a new 911 facility at the Fire Training Center to in order to relocate the 911 office and staff from its current location at the County Safety Building.

The County has performed preliminary programming of a new 911 call center located on a single floor. The County now wishes to expand the project to include the relocation of the entire 911 facility staff. A copy of the preliminary programming plan is attached to this RFP.

In short, the new addition shall consists of a two story addition that shall be located on the south side of the existing structure and shall utilize the existing interior stairway, and elevator to access the second floor of the new addition. The new addition is approximately +/- 3,000 sf. including the second floor and brief description is as follows:

1. Construct a new two story, metal frame addition consisting of approximately 3,000 S.F. (1,500 S.F each floor).
2. The first floor shall contain the emergency communication center with 9 stations, 2 call tables, unisex bathroom, and communication room (servers, UPS, telephone, etc). The second floor space shall contain two (2) offices, breakroom, and mechanical equipment room.
3. The First Floor shall be an elevated floor to allow for sound proofing, wiring and HVAC ductwork.
4. The Exterior walls will be constructed of triple gaze windows, sheathing with taped joints, sound proofing insulation and sound absorbing interior wall finish.
5. The Ceilings shall be sound deadening drop ceiling.
6. All lighting shall be LED energy efficient lighting. Indirect dimmable lighting in the emergency communication center and troffer within the remaining building.
7. The server room shall be equipped with an uninterrupted power supply (UPS) and climate control for proper operation.
8. The second floor breakroom shall be provided with a small kitchenette, and table.
9. Electric key fob secure entry system and video security.
10. The new addition would share the existing training/meeting room and also the elevator and interior stairway for access to the second floor.

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**Scope of Services:**

The County is requesting proposals from qualified firms for the following scope of services.

**I. Building Programming Services:**

This task shall consist of the development of an approved schematic design, including the mechanical, electrical and other systems required for the facility, as well as recommendations for the bidding packages, order of construction and timing. During this task, all design criteria and solutions shall be established and developed within the program requirements and budget as established by the County. At this time, the construction budget that is targeted for this project is \$1,200,000.

The consultant will work with the County through three workshop sessions. At the first meeting the consultant will listen to the County's needs for the addition. The consultant will be expected to offer feed-back relative to building code issues, building mechanics, advantages/disadvantages to available options; concepts for the floor plan layout; strategies to keep the project within budget; permitting issues; and any other matter that would be normal to the planning of a building addition of this kind. Most important is that the building addition be architecturally compatible to the existing uses within the Fire Training Center.

The Consultant shall also provide planning services relative to the overall site development for this project. This includes parking, storm water management, lighting, utilities, landscaping plan, alternatives for the building entrance plan, and any other matter that may arise during the planning and design of a project of this nature. The Consultant will also be responsible for coordinating the contents of proposed work products as it relates to the A.D.A., the building code and the County's general needs.

The County envisions two additional programming sessions with the Consultant, for a total of three planning sessions. The scope of services for the design development phase will be as follows:

1. Attend up to three programming sessions with the County.
2. Provide minutes of all meetings.
3. Provide a schematic design development letter report with a budget that describes the scope of work and basic rehabilitation program. It shall describe the overall design philosophy and operational characteristics of any new systems.
4. Concept drawings and descriptions for:

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- Location plan;
- Site plan, shall include location of the existing and proposed buildings in relation to its immediate area, all existing and/or proposed utilities, grading, lighting, walks, roads, parking and basic topography;
- Floor plans (1/8" scale or as agreed upon by County) – shall include all required space, doors, windows, stairs, square footage, planned occupancies, exits and major items of fixed equipment, and illustrating reasonable compatibility with routings of mechanical and electrical services;
- Sections (1/8" scale or as agreed upon by County) – shall include major cuts in two directions for the structures with basic vertical dimensions and material descriptions; Elevations (1/8" scale minimum);
- Flow diagram to show circulation. Stair, corridor, and exit count figures to show compliance with NYS Building Code;
- 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.

## **II. Design Services:**

1. Meet with the County at the 30%, 60% and 90% progress development milestones. At these meetings present full-size drawings depicting the building elevations; the relationship of the proposed 911 Center addition to the existing Fire Training Center, both in plan and elevation; 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 Consultant shall provide visual display Boards in a number as required by the County and attend two meetings with County groups. At these meetings represent the interests of the Project while at the same time comprehending the important salient issues and incorporate the same in Project as directed by the County.
3. The design shall evaluate the feasibility of connecting the building addition to the existing interior stairway and use of the existing elevator versus the construction of the entire facility on a single floor. The design of the building addition is to include central heat and air conditioning. Electrical loads for the building addition and the capacity of the existing fire training center to supply these electrical loads shall be evaluated during the design.

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4. Water and sewer service will be from the municipal infrastructure owned and maintained by the County water and sewer district. It will be the responsibility of the design engineer to evaluate the water and sewer services that is available for this building addition and design and coordinate all water and sewer interconnections with the County. This shall include the evaluation of fire suppression needs/abilities for the new addition if required.
5. Review all documentation available such as original drawings and specifications in order to coordinate the work that is proposed.
6. Perform field measurements where required to supplement information provided;
7. Provide all supplemental services, such as property surveys, building survey, soil borings, landscape design, etc. that are needed and necessary to complete the design work. The County will make any available mapping available to all perspective bidders at the prebid meeting.
8. All costs associated with verification of existing drawings and actual field conditions as needed together with all costs associated with supplementing such information.
9. Perform all architectural and engineering design required to complete the design of this Project including sizes and types of connecting materials and other associated details.
10. Coordinate the architectural and engineering design work with the County Commissioner of Public Works.
11. Provide minutes of all meetings and reports of all reviews and comments.
12. 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 additional documents be prepared 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.
13. Obtain a schedule of the State minimum prevailing wage rates for various classifications of labor employed on the Project.

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14. Create all drawings on the latest version of AutoCAD and provide the County with a copy of the contract documents provided to the County electronically as well as three paper copies.
  15. 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.
  16. 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.
  17. 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
  18. 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). Accurate cost estimating will be needed in order to effectively manage this project. This project estimate at this time is \$1,200,000.
  19. 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.

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**III. 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 five separate contract packages: General, Electrical, Mechanical, Plumbing and if needed, Site Work Contracts.
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.

**IV. SEORA:**

The Consultant will be responsible for preparing Parts I and II and an expanded Part III of a Long Environmental Assessment Form (LEAF) and any other support information that may be needed for the County to make a Determination of Significance. No costs beyond the LEAF and issuance of a Determination of Significance shall be included in the proposal.

**V. 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.

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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. For project closeout, the Contractor 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 thumb drive 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.
9. 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.

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**VI. Construction Inspection Phase Services:**

1. Provide part-time construction inspection services during the term of the construction period. For the purpose of estimating this proposal, assume 200 hours of construction inspection services. This phase will be paid on an hourly basis. Contractor 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. Maintain a clean set of drawings that illustrate the as-built conditions as the construction progresses.
5. Maintain a photo diary of the construction as it progresses.
6. 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.
7. Upon completion of the project, Consultant shall certify to the County, in writing, that the Work is complete and acceptable.
8. Determine the cause of, and responsibility for, any delays. Recommend appropriate remedial action to the County.
9. Notify the County relative to potential delays in construction and make recommendations to resolve issues contributing to delays.
10. Evaluate requests for extensions of time and make recommendations to the County.
11. Analyze and evaluate all claims for contract cost adjustment. Make recommendation to the County for resolution, approval or disapproval.

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**Services Provided by County:**

1. Previous consultants have prepared site plans of the Fire Training Center. These drawings will be made available to the selected Consultant together with any other electronic drawing files that may be in the County's files. All information that is available may be reviewed by prospective bidders at the Columbia County Engineering Department;
2. Consultant shall be responsible for coordinating all new soil borings with the boring contractor. Boring contractor will contractually be a subconsultant to the consultant.
3. Site survey information is available with topographic contours of the site at 2-foot intervals. This information will be made available to the Consultant in AutoCad format.

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**Form of Proposal:**

Prospective Consultants shall submit the cost for their proposals in the following format:

- Cost for Building Programming Services (lump sum)
- Cost for Design Services (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, 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 architecturally significant structures;
- Familiarity with Columbia County;
- Staff and team experience;
- Experience with 911 Call Centers and Emergency Service buildings;
- Ability to service Columbia County;
- Demonstrated ability to maintain Design and Construction costs within established budgets.

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### **COLUMBIA COUNTY CONTRACTOR INSURANCE REQUIREMENTS**

The Consultant/AGENCY 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.

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)

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