

**Request for Proposal
Architectural Services
Town of Lodi Offices and Court Facilities**

I.INTRODUCTION

The Town of Lodi, New York with offices at 8440 Main Street, PO Box 405, Lodi, NY 14860, is soliciting bids/Proposals from Architects to develop preliminary analysis and design for the rehabilitation, retrofit and/or new construction of a building(s) to contain Town Offices, Courts, Community Gathering Rooms and potentially other community service uses. The project will be located in the Town of Lodi, New York.

II.PROJECT DESCRIPTION

The Town wishes to engage the professional services of a licensed Architect to assist with the planning and development of a Town office and Court facility which includes but is not limited to design and cost considerations for: A.D.A. accessibility, pedestrian access, configuration of parking with paved surfacing, vehicular access, and applicable building code compliance.

This project will require Architectural services to analyze the feasibility of approximately three or more site options which may include but are not limited to: building a new structure on Town-owned land, modifying existing building(s) owned by the Town, or acquiring an existing building to be rehabilitated, retrofitted or expanded to meet the Towns facility requirements. The Town has engaged the services of an Engineer to provide preliminary budgets, utility and site planning for this project.

The selected Architectural firm will develop and provide construction requirements analysis and a preliminary budget for each potential project. This analysis will include but is not limited to determining the immediate needs and goals of the Town, analyzing long term flexibility at each site, retrofitting requirements for existing buildings to be used for public assembly, future expansion options to provide additional services and amenities to Town residents, and the development of project budgets to determine the feasibility, cost and benefits for each development option.

The services are to be billed at an hourly rate, for one year, as needed and the contract will include a not to exceed value. The final contract will include the option to increase the value or extend the contract period if mutually agreeable to both parties. Feasibility analysis for potential sites are required to determine the scope of the final project. A detailed work scope for Architectural services will be established based on this determination.

This project will utilize Town funds and other private and public funds. Therefore, New York State, the US Department of Housing and Urban Development and Federal Emergency

Management Agency restrictions(e.g., Equal Opportunity requirements in compliance with U.S. HUD 24 CFR, Part 8, nondiscrimination based on handicap; Davis-Bacon wage rates for four story and under, Title X of the Housing and Community Development Act) will apply.

III.PRE-QUALIFICATION

A.To be considered as eligible to submit a Proposal, Bidder must be legally licensed under applicable laws in the State of New York.

B.Architect must have demonstrated prior experience in designing buildings utilized for public assembly and for the provision of government services, preferably in a rural setting, in accordance with applicable codes, standards, rules and regulations.

C.Bidders must not be on the "Unacceptable Risk Determination" list of the Department of HUD, FEMA, New York State or other similar government list.

D.General Liability Insurance: Responses to this RFP shall certify that the Consultant will, at its own expense, maintain in force a policy of insurance which will insure against liability for property damage and/or injury/death with regard to any property or persons associated with the project. The liability and property damage coverage of such insurance shall not be less than One Million Dollars (\$1,000,000.00) If selected, the Consultant will have the Town of Lodi added to said insurance policies as a named additional insured on a primary, non-contributory basis.

E.Professional Liability Insurance: Responses to this RFP shall certify that the Consultant maintains a professional liability policy and will provide the Town of Lodi with proof of coverage in the amount of One Million Dollars (1,000,000.00) per incident and One Million Dollars (\$1,000,000.00) aggregate. If selected the consultant provide the Town of Lodi with certificates from said insurance company or companies showing coverage naming the Town of Loid as an additional insured and that coverage shall not be terminated without written prior notice to the Town of Lodi at least thirty (30) days.

F.Responses to the RFP shall certify that the Consultant maintains Workman's Compensation insurance in accordance with New York State Law.

IV.SCOPE OF WORK

The consulting firm selected for this project shall be required to provide services necessary for the performance and completion of the work noted below. Additional tasks that the responding firm feels should be included in the scope of work (but not listed below) should be specified in responses under the heading "Recommended Additional Tasks". At minimum, services shall include the following.

A.Feasibility Analysis and budget development/cost estimates for individual sites which will include all necessary improvements necessary to meet codes and for the Owner's intended use. This also includes but is not limited to requirements associated with plumbing, HVAC and electrical systems in accordance with codes and standards, modifications related to security requirements, and installation of sprinkler systems if required.

B.Architectural design: prepare architectural design drawings, plans and specifications. Phases shall include Schematic Design and Design Development phases, (existing and new layout, demolition plan) fully integrated with the site design developed by others.

C.Structural design: prepare structural design documents, including plans, details and specifications through Design Development to be used for approvals, grant applications and to inform the public.

D.Site Plan Review and SEQR: Site Plan review will be handled by others. The architect shall deliver plans and elevations as necessary to complete Site Plan Review.

E.NYS Building Code: the Architect shall perform a review of the applicable code requirements for the project and deliver the results in report form.

F.Construction Documents

G.Construction Administration

V.SUBMITTAL REQUIREMENTS

A.Proposals must include the following information in the order indicated below:

- 1.Cover letter stating interest in project with signature of duly authorized principal.
- 2.A statement and documentation describing the firms most relevant project supporting that firm's belief that theirs is the best choice for this project.
- 3.A summary of the proposed methodology, technical approaches in accomplishing the work and understanding the scope of the project
- 4.Consultant qualifications for project leader (lead Architect consultant)
- 5.Three Professional References for the lead consultant
- 6.Evidence of License in the State of New York
- 7.Names and credentials of potential team members, their roles and applicable work experience and their position as an employee within the firm or a subcontractor (Examples of team members include NYS licensed structural, mechanical or electrical Engineers, Surveyors)
- 8.Fee Schedule: Fees for the project shall be detailed based on personnel and hours required to complete the tasks described in the scope of services. Fees shall be based on hourly rates and shall include all labor, equipment, and materials. The base fees shall include the lead consultant and all subconsultants or employees necessary to complete the scope of work
- 9.Separate Fee Schedule for reimbursable expenses

A.Proposals are to be submitted in electronic format via email to:

Kyle Barnhart the Town Supervisor of Lodi, New York at
supervisor@lodiny.com

and are due no later than Friday, September 30, 2020 at 3:00 PM

The email must identify the main contact within the firm for this proposal submission including a name, title, email, and direct phone number. Please include "Bid Proposal for Architectural Services" in the subject line.

VI.ACCEPTANCE OR REJECTION OF PROPOSAL:

The Owner reserves the right to reject any and/or all Proposals when such rejection is in the interest of Owner to reject Proposal of Bidder who has not met the prerequisites of the bid proposal, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposal of Bidder who is, in the opinion of the Owner, in a position to perform the contract. Owner also reserves the right to waive any information and technicalities in bidding. Contract will be awarded the factors described below. Each factor will be rated and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the bidder receiving the highest number of points. Owner reserves the right, however, to award contract to its best interest.

A.Price – Maximum 15 Points

The highest number of points in this category will be given to the lowest responsible bid price/hourly rate for professional Architectural services

A.Experience – Maximum 15 Points

Points will be awarded on the basis of experience of the Lead Consultant and Team members

A.Capacity – Maximum 10 Points

Points will be awarded on the basis of prior experience in performing similar work

A.If applicable: Section 3 and Minority and Women Business Enterprises Plan- Maximum 10 Points

Points will be awarded on bid proposals that include these plans which addresses participation by those firms. Anticipated subcontractor, amounts, and percentage of total bid should be included.

VII.TERMS AND CONDITIONS

A.The project outline in this proposal shall be awarded by the Town of Lodi.

B.The Town of Lodi is not liable for costs incurred prior to the issuance of an executed contract and/or notice to proceed

C.Firms responding the RFP may be designated for an interview with the Town of Lodi

D.The contents of the successful firm's proposal may become part of the contractual obligations if deemed appropriate by the Town of Lodi. The Town reserves the right to accept or reject any proposal when it is considered to be in the best interest of the organization to do so.

E.The selected firm will be required to enter into a contract/agreement with the Town of Lodi to perform services on an hourly, as needed basis in accordance with the Fee Schedule provided in response to the Invitation to bid with a not-to exceed contract amount and include the option of mutually agreeable contract extensions.

F.The Contract for services will contain mandatory contract clauses required by the State of New York and FEMA which are posted for review on the Town's website at www.lodiny.com

The Owner shall hold the bids for 5 days for purposes of reviewing the bid Proposals. The Owner shall publicly discuss the selection process and announce the successful bidder at the October 2020 Town Board meeting on October 8, 2020 at 7:00 PM.

Bidders should carefully review the pre-requisites for bidding which will be adhered to when reviewing the bids. Bids will be evaluated to determine the bidder that is responsive to the solicitation and is most advantageous to the Owner, price, capacity, experience, and other factors considered.