



# Ontario County Public Works

William C. Wright, P.E.  
Commissioner of  
Public Works  
Office: (585) 396-4000

2962 County Road 48  
Canandaigua, New York 14424-9553  
www.co.ontario.ny.us  
email: dpw@co.ontario.ny.us

John E. Berry, P.E.  
Deputy Commissioner  
of Public Works  
Facsimile: (585) 396-4283

HIGHWAYS ~ ENGINEERING ~ WASTEWATER SYSTEMS & SEWERS ~ BUILDINGS & GROUNDS ~ PARKS ~ PUBLIC WORKS FINANCE

## REQUEST FOR PROPOSAL

Date: March 11, 2019  
To: Prospective Proposers  
Subject: Request for Proposal – Professional Services – Pump Station 3E and 4E – Replacement of Wet Well Stairs

### INTRODUCTION

The County of Ontario, New York, a municipal corporation duly organized under the laws of the State of New York, is seeking proposals from qualified firms to furnish design and construction phase professional services for the removal and replacement of the wet well stairs at Pump Station 3E located at 4793 County Road 11 in Gorham, New York and Pump Station 4E located at 4575 Lake Drive in Gorham, New York. All RFP materials are at <https://www.co.ontario.ny.us/1722/PS-3E-and-4E>

### SUBMISSION OF PROPOSAL

Proposal shall be submitted in duplicate to:

John Berry, P.E.  
Deputy Commissioner  
Ontario County Department of Public Works  
2962 County Road 48  
Canandaigua, New York 14424

Proposal must be received no later than **4:00 PM on Monday, April 8, 2019** at the Ontario County Department of Public Works, 2962 County Road 48, Canandaigua, New York 14424-9553.

### GENERAL REQUIREMENTS

1. Proposal shall be executed by the firm's Chief Executive Officer.
2. Firm hired for the work, hereinafter referred to as the CONSULTANT, shall possess and maintain professional liability insurance in accordance with Schedule B of Ontario County's standard contract provision located at <https://www.co.ontario.ny.us/1722/PS-3E-and-4E> (Professional Services). Submission of proof of insurance from the CONSULTANT's insurance carrier shall accompany the proposal.
3. All work performed by the CONSULTANT for this project shall be reviewed and approved by duly licensed professionals.
4. CONSULTANT is informed that the AGREEMENT shall include standard clauses regarding the following:
  - a. CONSULTANT shall certify to the COUNTY it will meet all applicable local, state and

- federal requirements regarding employment and professional standards.
- b. CONSULTANT shall be responsible for the integrity of all work required by this Request for Proposal.
  - c. All verbal clarifications, changes, or modifications of the scope or details in work are to be followed up with written verification and agreement by both parties. COUNTY reserves the right of final interpretation of any clarifications or modifications made, within the context of the AGREEMENT.
  - d. **This Request for Proposal and the CONSULTANT's proposal shall be considered part of the AGREEMENT for this project.** Unless otherwise specified by the CONSULTANT, it is assumed that all services requested in the Request for Proposal shall be included in the scope of work and fee proposal submitted by CONSULTANT.
  - e. CONSULTANT shall sign and return the non-collusive certification and indemnification agreement forms (<https://www.co.ontario.ny.us/1722/PS-3E-and-4E>) as part of the CONSULTANT's proposal.

## FORM OF PROPOSAL

The CONSULTANT's proposal should be responsive but concise. Proposals shall include all of the following items in the sequence given including responses to all related sections or elements within this RFP. This project involves the planning and design of the removal and replacement of wet well stairs at Pump Station 3E located at 4793 County Road 11 in Gorham New York and Pump Station 4E located at 4575 Lake Drive in Gorham, New York. Members of the CONSULTANT team proposed to work on this project must have experience in structural steel design, design of spiral metal stairs and railings, and design of steel floor framing and floor grating systems at municipal wastewater treatment plants, pump stations or similar facilities.

### 1. Cover Sheet or letter:

Include the CONSULTANT's complete legal name, the location and mailing address of the office which will have responsibility for the services to be provided, and the name, address, telephone and facsimile number of the key representative who is knowledgeable about the proposal. A short amount of general information on the CONSULTANT team may be included.

### 2. Relevant Qualifications and Experience of CONSULTANT team:

Describe the CONSULTANT's overall relevant qualifications and experience in structural steel design, design of metal spiral stairs and railings, and design of steel floor framing and floor grating systems at municipal wastewater treatment plants, pump stations or similar facilities. Describe the depth of staff and commitment to assure the timely and quality completion of the work. If any services are to be provided by separate SUB-CONSULTANT(s) the same information must be provided for such SUB-CONSULTANT(s). Include a listing of relevant projects that CONSULTANT team has completed since 2008 for which similar professional services have or are now being provided.

### 3. Proposed Project Team Organization and Individual Qualifications:

Provide a project organizational chart that specifies the project manager and the individual key project members/employees by discipline and describe what the specific role will be of each team member. Summarize the qualifications and experience of the proposed project manager, project engineers, and other specialists as key team members in performing similar projects as described herein. Provide resumes for each key team member. Reference should be made back to the specific projects in Section 2 above regarding involvement of key team members in those projects. A long list of unrelated projects or projects where key team members were not involved will detract from the scoring or ranking given to a proposal.

4. Project Approach and Scope of Work Deliverables:

Describe the CONSULTANT's overall philosophy and approach to the scope of work being requested as described in the various preceding sections of this RFP. Specify all drawings, documents and other deliverables that will be provided to the COUNTY in conformance with the requirements of this RFP. This section of the proposal shall specifically call out and clearly identify any exceptions or alterations to the scope of work and/or services identified in this RFP that the CONSULTANT proposes.

5. Schedule and Staffing:

Include in this section a detailed schedule in compliance with the scope of work described herein as may have been modified by the CONSULTANT in Section 4 of their proposal. A staffing schedule indicating key member involvement with each deliverable/phase of the work and hours dedicated for each deliverable and phase of the work shall be detailed. The staffing schedule shall be included in the separate cost proposal and augmented to include billing rates and amounts as specified for the contents of Section 8, Cost Proposal, below.

6. References:

Give the name, address and telephone number of references for three (3) relevant projects completed by the CONSULTANT since 2008.

7. Required Forms:

In this section shall be included proof of insurance as requested above, non-collusive certification, and indemnification agreement. Please ensure that one (1) copy of the proposal is marked 'ORIGINAL' and contains signed originals of these required forms (except for insurance, which may be copies).

8. Cost Proposal:

In a separate sealed envelope the cost proposal shall be submitted. The cost proposal shall use the cost proposal form provided located at <https://www.co.ontario.ny.us/1722/PS-3E-and-4E> (with one (1) signed original and one (1) copy). The cost proposal shall designate a fixed price cost specifying a not-to-exceed amount, and a staffing schedule that includes cost information. The staffing cost schedule shall identify each key member performing work, the billing rate charged per hour, the number of hours, and the amount for each deliverable and phase of the project, and the total for each key member. Hours for general work items such as, but not limited to clerical, drafting and quality control shall identify an hourly billing rate for each deliverable and work phase, but not be required to identify specific individuals performing such general work. CONSULTANT shall not be allowed to lump such general work proposed to be performed

by non-key members of CONSULTANT under the hours proposed for key members; such general work shall be listed at an hourly rate not equivalent to that of the key members of CONSULTANT. CONSULTANT is hereby put on notice that should they be hired to perform the work contemplated herein, actual billing for work shall conform to the same rules contained in this RFP. Specifically, where general work is not performed by the key member employees of CONSULTANT, billing for such work shall not be allowed at the hourly rate for such key members but shall be at the appropriate rate specified for general work by CONSULTANT in CONSULTANT's proposal.

9. Proposals shall be signed by CONSULTANT's chief executive officer.

## **CONTRACT TIMES**

The intent is to issue a Notice to Proceed within 30-calendar days of receipt of proposals.

The duration and completion of work shall be in accordance with the approved project schedule. The project duration shall commence with the Notice to Proceed. CONSULTANT shall provide all deliverables on or before the completion date.

CONSULTANT shall inform the COUNTY immediately of any delay in the performance of its obligation under this agreement. No extension of the contract duration shall be allowed without prior written authorization from the COUNTY.

## **SCOPE OF SERVICES**

The following describes the scope of services. CONSULTANT can offer alternates, additions and clarifications as necessary. The intention is to enter into an agreement for all services necessary to prepare Construction Documents and provide Bid Period and Construction Period professional services for the removal and replacement of wet well spiral stairs at Pump Stations 3E and 4E.

1. General Information

CONSULTANT will prepare plans, specifications and contract documents for the removal and replacement of wet well spiral stairs, ground floor level floor framing and supports, floor grating and floor hatch at Pump Stations 3E and 4E. The objective of the project is to provide safe circulation and egress systems for the pump station wet wells. This project is 100 percent locally funded.

2. Project Location/Limits

Pump Station 3E building and site: 4793 County Road 11, Gorham, New York 14461.  
Pump Station 4E building and site: 4575 Lake Drive, Gorham, New York 14461

3. Scope of Work

The work to be performed by the CONSULTANT shall include, but shall not be limited to:

- a. Preliminary Investigations
  - i. Review all available existing drawings and documentation that pertain to the project.
  - ii. Conduct site visits to determine the exact nature, location and scope of the work.
  - iii. Investigate existing conditions including substrate conditions, such as walls and flooring.

- iv. Review building code and regulatory requirements.
- v. Review existing hazardous materials report.
  
- b. Architectural Design/Documentation
  - i. Demolition plans
  - ii. Development of approximate dimensions
  - iii. Plans, sections and elevations
  - iv. Typical construction details
  - v. Materials selections
  
- c. Structural Design/Documentation
  - i. Basic structural system and dimensions
  - ii. Structural design criteria
  - iii. Preliminary sizing of structural components
  - iv. Critical clearances
  - v. Outline specifications or materials lists
  
- d. Drawings and Specifications
  - i. Drawings and Specifications shall fix and describe the size and character of the project.
  - ii. Drawings must be complete and include all required information for a contractor to perform a bid take-off. Project scope must be clearly shown or indicated.
  - iii. Project Drawings will be produced using Autodesk AutoCAD, latest release.
  - iv. Drawings shall follow the National CAD Standard.
  - v. A licensed New York State Registered Architect or Professional Engineer's stamp and signature are required on each drawing including asbestos abatement and other hazardous materials mitigation design drawings.
  - vi. Specifications shall follow the CSI Standard.
  
- e. Project Manual
  - i. Project Manual shall be complete and include all required information as if ready for a contractor to perform a detailed bid take-off.
  - ii. Project Manual shall incorporate Owner's General Information and General Conditions documents.
  - iii. Project scope must be clearly indicated.
  - iv. Organize and coordinate the specifications into trade designations.
  
- f. Schedule of Submittals (SOS)
  
- g. Project Schedule
  - i. Provide estimated construction schedule that addresses long lead items, restricted work periods, site access by Owner, contractor work hours, construction duration, etc.
  - ii. Review and update previously established project schedules (appropriate for the type of project).
  
- h. Project Estimate
  - i. Estimate broken down into major trades or systems (as appropriate for the type of project).
  - ii. Review and refine project costs (as appropriate for the type of project).
  
- i. Bid Phase Services
  - i. Prepare list of prospective bidders
  - ii. Provide up to 15 sets of the Construction Documents
  - iii. Respond to bidder questions in a timely manner

- v. Prepare and coordinate addenda as applicable
  - vi. Attend Pre-Bid Site Visit, if requested
  - iii. Support for Pre-Bid Conference, if requested
  - iv. Assist in bid evaluation, if requested
- j. Construction Phase Services
- i. Attend Pre-Construction Meeting, if requested
  - ii. Communications with Contractor (as appropriate for the type of project)
  - iii. Submittals
    - A. Manage submittals log (as appropriate for the type of project)
    - B. Ensure submittals are being submitted by Contractor and are reviewed and processed by Consultant in a timely manner.
    - C. Monitor quality of submittals
  - iv. Answer Requests for Information (RFIs)
  - v. Notify Owner promptly of any scope changes
  - vi. Attend important pre-installation meetings
  - vii. Site Visits (as appropriate for the type of project)
  - viii. Prepare Site Visit Observation Reports
  - ix. Review of Field Orders and Change Orders
4. Standards

CONSULTANT shall identify applicable standards to be used for this project. The existing spiral staircases in the pump stations do not meet the Occupational Safety and Health (OSHA) Standards, Part 1910, Subpart D, Subpart Title: "Walking-Working Surfaces", **Standard Number 1910.25, Title: "Stairways."** It is the COUNTY'S intent that the new spiral stairways to, as closely as possible, comply with that standard. If that is not feasible, CONSULTANT shall identify the reason(s).

5. Information to be provided by COUNTY
- a. Pump Stations 3E and 4E Plans, Sections and Details, April 1975
  - b. "Hazardous Materials Survey Report, Pump Stations 3E & 4E" prepared by Fisher Associates dated August 2016.
  - c. Other relevant documents pertaining to the project upon request.

#### **WORK NOT IN SCOPE OF SERVICES**

CONSULTANT shall immediately notify the COUNTY in writing of any work that the COUNTY requests to be performed that CONSULTANT believes is outside of the scope of services. If it is determined that said request is outside of the scope of work, such work shall not be performed unless and until the COUNTY approves such request in writing and an amendment providing for an adjustment in CONSULTANT's fee is approved and executed by both parties.

#### **ERRORS AND OMISSIONS**

There shall be no charges to the COUNTY for services resulting from errors or omissions on the part of the CONSULTANT.

#### **PROPOSAL EVALUATIONS AND CONSULTANT SELECTION**

Proposals will be reviewed and evaluated by COUNTY staff in accordance with the following evaluation criteria and weight. The points rating in the table below is from 1 to 5 with 5 being the best.

	CRITERIA	Weight	Points	Score
1	Qualifications with structural steel design, design of spiral metal stairs and railings, and design of steel floor framing and floor grating systems at municipal wastewater treatment plants, pump stations or similar facilities.	40		
2	Preliminary project schedule	10		
3	Fee	50		
<b>Total Score (Total Possible: 500)</b>		100		

**AWARD**

An award of contract shall be made to the responsible proposer who provides the best overall response to the requirements of this RFP. The COUNTY may select whichever proposal it determines will best serve its interests. The selection will be made subject to final approval by the Ontario County Board of Supervisors. The COUNTY reserves the right to reject all proposals and to waive minor irregularities. Prior to award, the COUNTY will prepare a Standard Agreement and forward it to the selected CONSULTANT for signature. A blank copy of the Standard Agreement is located at <https://www.co.ontario.ny.us/1722/PS-3E-and-4E>, for the CONSULTANT’s information.

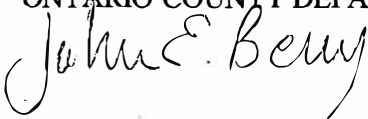
**PAYMENT FOR SERVICES**

The CONSULTANT shall submit duly executed and itemized invoices in order to receive payment. Invoices for payment shall be in the form approved by the COUNTY and shall include details of all work performed for the billing period. Invoices shall be submitted by the first day of the month with payment made within thirty (30) calendar days after receipt of the approved invoice.

We appreciate your interest in providing professional services and look forward to a successful relationship with the selected firm. Please contact me at (585) 396-4000 if you have any questions regarding this RFP.

Sincerely,

ONTARIO COUNTY DEPARTMENT OF PUBLIC WORKS



John E. Berry, P.E.  
Deputy Commissioner of Public Works

Attachments: available at: <https://www.co.ontario.ny.us/1722/PS-3E-and-4E>

1. Cost Proposal Form (complete and submit with cost proposal)
2. Non-Collusive Certificate (complete and submit with proposal)
3. Indemnification Agreement (complete and submit with proposal)
4. Insurance Schedules for Professional Services
5. Standard Form of Consultant Agreement
6. Pump Stations 3E and 4E Plans, Sections and Details, April 1975
7. Hazardous Materials Survey Report: Pump Stations 3E & 4E, August 2016