

Request for Proposals

ARCHITECTURAL DESIGN SERVICES: HASTINGS-ON-HUDSON VILLAGE HALL EXTERIOR RESTORATION & INTERIOR MODIFICATIONS

SPECIFICATIONS

(Dated: 04/02/2021)

Proposals must be received by

April 23, 2021 at 11:00 A.M.

Village of Hastings-on-Hudson
7 Maple Avenue
Hastings-on-Hudson, NY 10706
Tel: (914) 478-3400
Fax: (914) 478-4624
Website: www.hastingsgov.org

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NOTICE TO BIDDERS

The Village of Hastings on Hudson hereby invites the submission of sealed proposals
For:

**Request for Proposals
Architectural Design Services:
Hastings-On-Hudson Village Hall Exterior Restoration
& Interior Modifications**

Proposals will be received until 11:00 A.M. on:

Date

April 23, 2021

By:

Joseph Cerretani

Village Clerk

7 Maple Avenue

Hastings-on-Hudson, NY 10706

The scope of work includes design work with restoration and preservation at the forefront for Village Hall of the Village of Hastings-on-Hudson, and will be made available beginning on Friday, April 2, 2021 online at <https://www.hastingsgov.org/village-clerk/pages/legal-public-notice> or by sending an email to the Village Clerk at JCerretani@hastingsgov.org.

In addition to the above, the Village of Hastings-on-Hudson has partnered with BidNet as part of the Empire State Purchasing Group and will post our bid opportunities and any addendums to this site. As a vendor, you can register with Empire State Purchasing Group and be sure that you see all of the Village's available bids, addendums, and opportunities. Detailed plans and specifications for said bid may be obtained through the Empire State Purchasing Group at the following link: www.bidnetdirect.com/new-york/hastings-on-hudson

Proposals will be opened April 23, 2021 at 11:00 A.M.

Awards will be made at a meeting to be held at a later date
Clearly label your package:

Architectural Design Services: Village Hall

The Village of Hastings-on-Hudson reserves the right to reject any or all proposals.

Interested Consultants may submit questions in writing to villagemanager@hastingsgov.org up to 4:00 PM on
April 19, 2021

Answers will be posted online at <https://www.hastingsgov.org/village-clerk/pages/legal-public-notice> in the
[appropriate Bid Document file](#) and distributed to all known bidders by 4:00 P.M. on April 21, 2021

Project Summary

The Village of Hastings-on-Hudson, NY (the “Village”) is soliciting proposals from qualified architects or architectural firms to provide architectural services on an as needed basis for multiple projects including but not limited to the design and construction of the exterior restoration and interior modifications of the Village Hall, as described herein.

Background & History

With the construction of the Croton Aqueduct in 1837-1842 and the opening of the New York and Hudson Railroad line, Hastings-on-Hudson was transformed from a farming village into a residential suburb and industrial center, and incorporated in 1879. The Village Hall, designed by Richmond H. Shreve, one of the architects of the Empire State Building and a Village resident, was built in 1929.

The Hall has seen minor modifications over the years, primarily to the roof, parapets and within the lower level. The Village seeks to restore the original windows, correct waterproofing issues at the roof and parapet, and repair the resulting damage to exterior trim and interior finishes. If the roof requires replacement, the Village wishes to evaluate options including green roofs and the ability to support solar arrays along with the other equipment currently accommodated. Additionally, the Village seeks to modify the lower level as described below.

Scope of Services

Task 1 – Construction Drawings & Specifications

The Village seeks the services of an architect or firm experienced in restoration and preservation of historic structures of national significance who will provide the professional services required in the entire scope of work, will prepare detailed construction drawings, specifications and bid documents, has LEED experience, has demonstrated ability to produce similar projects on time within budget restraints and will provide oversight services for projects such as those outlined below.

- A. Repair/replacement of roof system, attendant flashings and waterproofing. Repointing of masonry as necessary. If a full roof replacement, evaluation of green roof and solar array options.
- B. Repair/restoration (NOT a replacement) of existing windows and trim to original design. Windows should be sound, sealed, painted, operable, flashed, and weather-stripped. Trim should be sound, sealed and painted. Re-use existing materials wherever possible.
- C. Modification of the lower level of Village Hall as follows:
 - a. Renovate the Hastings Police Department (HPD) bathrooms and showers in the locker rooms.
 - b. Reconfigure the locker rooms so that at least two lockers may be used by either side, allowing for a minimum of six lockers in the smaller room. The HPD is prepared to replace all lockers and customize the two-sided ones as required.
 - c. Add millwork in the PBA lounge outside the locker rooms to accommodate a sink and simple food preparation.
 - d. Develop additional climate- and access-controlled storage in the unexcavated areas under the west portion of Village Hall.
 - e. Upgrade electrical service to accommodate EV charging infrastructure.

Each of these projects are to be scoped and tracked separately for the purposes of billing and may not all occur at the same time. Separate itemized proposals should be submitted for each one but may be bundled into a single contract.

Task 2 – Construction Administration

Each project will be bid, administered, and managed by Village staff with the assistance of the selected firm. Project construction oversight will be completed by the selected architect or firm. During construction, the architect/firm will:

- a. Review and evaluate the work of the contractors to the extent necessary to ensure strict compliance with the provisions of the construction documents.
- b. Participate in on-site job meetings during the construction at least once a month or as deemed necessary by the Village.
- c. Prepare Change Orders or other modifications to the construction documents as necessary.

Meetings

The selected architect or firm shall participate in an estimated five (5) meetings during Task 1. These meetings shall include:

1. An initial on-site scoping meeting;
2. Initial design documents review;
3. Final design documents review;
4. Attendance at pre-bid meeting;
5. Review of Contractor bids and award.

Additional meetings may be held as needed to facilitate the design process. Selected architect or firm shall provide a meeting schedule for Task 2.

The selected architect or firm shall be responsible for providing meeting agenda and minutes for all meetings.

Scheduling

The selected architect or firm shall provide a project schedule with the Proposal. The project schedule shall call out specific tasks, the individual(s) responsible for completion, and completion dates.

Construction Budget

The selected architect or firm shall prepare a total estimate of construction costs corresponding to the initial and final designs, as well as a final “Architect’s Estimate”/ Final cost estimates shall correlate with the project schedule.

Deliverables

The Village reserves the right to request additional information from any proposing architect or firm. The Village may contact and evaluate the architect’s/firm’s and subcontractor’s references; contact any architect/firm to clarify any response; contact current users of the architect’s/firm’s services’ and seek and review any other information deemed pertinent to the evaluation process. One or more selected architects or firms may be invited to interview with the Village.

The architect/firm shall provide one (1) electronic copy incorporated in a single PDF file for review. The electronic copy shall be submitted as a single .pdf file in the architect's/firm's name via: www.bidnetdirect.com/new-york/hastings-on-hudson.

A physical copy may be mailed to:

Joseph Cerretani
Village Clerk/Treasurer
Municipal Building
7 Maple Avenue
Hastings-on-Hudson, NY 10706

General Requirements

The proposal must contain all of the following information in the same sequence as presented in this RFP. Each proposal should provide a straightforward and concise presentation adequate to satisfy the requirements of this RFP.

All proposals will include the following requirements:

Architect/Firm Profile

The profile shall include the architect's/firm's background, philosophy, location of office/offices from which the work on this project is to be performed. Include resume(s) of staff personnel who are proposed to be assigned to the project. Include respective roles and responsibilities, related experience and qualifications of all staff personnel.

Experience

Present relevant experience for a minimum of three (3) and no more than five (5) similar projects. Include:

1. Location;
2. Description and size (sketches, plans, photographs);
3. Project Cost;
4. Client;
5. Sub-contractors;
6. Experience of the firm members submitting the proposal;
7. List of Client and Contractor contacts (with telephone numbers and email addresses) who are familiar with the projects.

Proposal Presentation

Include any additional graphic illustration, photographs, articles, or other information that the architect/firm feels is relevant to the proposal.

Additional

Any other work to complete the design work not specifically listed in the RFP should be detailed in the proposal. Any work that is in addition to the items listed in the RFP should be indicated as Additional Alternatives with the

cost associated. The cost for the Additional Alternatives should not be included in the final proposal sum and will be approved by the Village separately.

Sub-contractors

The selected architect/firm will coordinate all contract activities between the architect/firm and sub-contractors as well as ensure that the project work is completed on schedule and within budget. It is the responsibility of the selected architect/firm to inform the Village of any discrepancies between the proposal and the design.

Insurance

Architect shall maintain the following insurance, certificates which will be provided to the Village at the time of the signing of this Agreement.

1. Worker's Compensation and Employer's Liability and disability benefits covering Architect's/Firm's employees, as required by law;
2. Professional Liability - \$1,000,000.00.

Evaluation Criteria

Submissions will be evaluated based on :

The experience of key personnel in working with buildings of historic significance,
Professional qualifications,
Design philosophy,
LEED experience,
Understanding of elements of projects,
Resources,
Availability to commence work in a timely fashion,
References,
Interview with the Village, and
Fee for each phase of the project

Quote Sheet

<u>Work Description</u>	<u>Unit</u>	<u>Unit Price</u>	
		<u>In numbers</u>	<u>In words</u>
Architectural Services TASK 1A	Lump Sum		

The Village reserves the right to award the contract for surveying to any firm, as best meets the needs of the Village.

NOTE: Unit prices include all work necessary to complete, in place, each listed item including, but not limited to, labor, materials and incidentals. Unit prices are to be written in both words and numbers. In case of a discrepancy, those shown in words shall govern. All prices are to be in dollars and cents.

Quote Submitted By:

(Firm Name)

(Address)

(Telephone No.)

(Printed Name of Authorized Representative Submitting Quote)

(Authorized Signature)

Date:

Quote Sheet

<u>Work Description</u>	<u>Unit</u>	<u>Unit Price</u>	
		<u>In numbers</u>	<u>In words</u>
Architectural Services TASK 1B	Lump Sum		

The Village reserves the right to award the contract for surveying to any firm, as best meets the needs of the Village.

NOTE: Unit prices include all work necessary to complete, in place, each listed item including, but not limited to, labor, materials and incidentals. Unit prices are to be written in both words and numbers. In case of a discrepancy, those shown in words shall govern. All prices are to be in dollars and cents.

Quote Submitted By:

(Firm Name)

(Address)

(Telephone No.)

(Printed Name of Authorized Representative Submitting Quote)

(Authorized Signature)

Date:

Quote Sheet

<u>Work Description</u>	<u>Unit</u>	<u>Unit Price</u>	
		<u>In numbers</u>	<u>In words</u>
Architectural Services TASK 1C a&b	Lump Sum		
Architectural Services TASK 1C c	Lump Sum		
Architectural Services TASK 1C d	Lump Sum		
Architectural Services TASK 1C e	Lump Sum		

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