

REQUEST FOR PROPOSALS
RELOCATION AND CONSOLIDATION OF TOWN FACILITIES
WITH ARLINGTON FIRE DISTRICT

TOWN OF POUGHKEEPSIE, NEW YORK
ONE OVERROCKER ROAD
POUGHKEEPSIE, NEW YORK

Supervisor	Jon Jay Baisley
Councilman	Jeff Renihan
Councilman	William Carlos
Councilwoman	Jessica Lopez
Councilman	Michael Cifone
Councilman	Matthew Woolever
Councilwoman	Ann Shershin
Town Clerk	Felicia Salvatore
Attorneys to the Town	Van DeWater & Van DeWater, LLP

March 14, 2018

Advertisement
Request for Proposals

The Town of Poughkeepsie ("Town") will receive Proposals for "The Relocation and Consolidation of Town Facilities with the Arlington Fire District" at the Office of the Town Clerk, Town Hall, One Overocker Road, Poughkeepsie, NY 12603 until 12:00 p.m. (local time) on May 8, 2018, at which time they will be opened and the names of the Proposer(s) read aloud.

A Mandatory Pre-proposal Meeting and Tour is scheduled for April 20, 2018 at 9:00 a.m. beginning at Town Hall.

The Request For Proposals ("RFP") packet will be available online at the Town's Website, townofpoughkeepsie.com/bids, and from the Town Clerk at the above address on March 26, 2018.

STATEMENT OF NON-COLLUSION: In addition to submitting written and signed proposals, with required attachments, all Proposer(s) are required to submit a Non-Collusion Certificate as attached to the RFP.

The Town reserves the right to reject any and all proposals, to waive any informality or technicality in any proposal in the interest of the Town and District, to determine the ultimate scope of the contract(s), and to award more than one contract.

Proposer(s) are also required to comply with Article 15 of the Executive Law of the State of New York.

The Town will affirmatively insure that minority business enterprises will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against.

BY ORDER OF THE TOWN BOARD

Dated: March 14, 2018

Table of Contents

Section Title	Page
I. Face Page	1
II. Advertisement for Proposals	2
III. Table of Contents	3
IV. Introduction	4
V. Time and Place of Proposal Submissions	6
VI. Scope of Services	7
VII. Town and AFD's reserved rights, general proposal requirements	8
VIII. Inquiries, Contacts, Responses and Modifications	11
IX. Mandatory Pre-proposal Meeting and Tour	12
X. Evaluation Criteria	12
XI. Insurance and Indemnity	12
XII. Contract Requirements	13
XIII. Required Proposal Submissions	14
-Exhibit A-Price Proposal Sheet with Representations, Proposed Additional Services (if any), Project Approach, Suggested Timeline	15
-Exhibit B-Staffing Proposal, Proposed Subcontractors, Joint Venturers	20
-Exhibit C-Statement of Relevant Experience and References	23
-Exhibit D-Non-Collusion Certificate	25

Introduction

The Town of Poughkeepsie ("Town") seeks to improve the delivery of services to Town residents by consolidating services, functions and facilities where possible. The Town has retained CR Properties to market specific Town-owned properties, and the potential proceeds of those sales could be used to reduce the Town's net cost to consolidate its Town Hall administrative, Police/Court, Water, and Sewer Departments in to a single location.

The Town has also engaged in preliminary discussions with representatives of the Arlington Fire District ("AFD") regarding the potential inclusion of the AFD's administrative, fire, rescue and ambulance service facilities at the consolidated location.

This Request For Proposals ("RFP") seeks to advance the Town's goals of finding a suitable location for a new consolidated Town Hall, Police/Court, Water, Sewer and other administrative services facility with the Arlington Fire District, and maximizing taxpayer savings and value.

The Town seeks professional advice regarding the overall feasibility of such a site consolidation. As detailed in the Scope of Services section, the successful Proposer(s) will gather data on current facilities and prepare and evaluate future needs, options and costs for the Town and the AFD.

Proposals will be received until May 8, 2018 at 12:00 p.m. by Town Clerk Felicia Salvatore at the Town of Poughkeepsie Town Hall, 1 Overocker Road, Poughkeepsie, New York 12603.

A Mandatory Pre-proposal Meeting and tour is scheduled for 9:00 a.m. on April 20, 2018 beginning at the Town Hall.

Copies of this RFP may be obtained from the Town Clerk at the above address, and it is available online at www.TownofPoughkeepsie.com/bids.

The Town reserves the right to reject any or all proposals, to waive any informality in any proposal, to accept one or more proposals, and to negotiate a contract with one or more Proposer(s), all in order to best serve the interests of the residents of the Town and the AFD.

Time and Place of Proposal Submissions

Proposals will be received by the Town Clerk at the Town of Poughkeepsie Town Hall, 1 Overocker Road, Poughkeepsie, New York 12603 until May 8, 2018 at 12:00 p.m. at which time the proposals will be opened and the names of the Proposer(s) read aloud.

Proposer(s) are required to submit twenty (20) hard copies of their proposals together with an electronic copy in pdf/Adobe Acrobat format.

Proposer(s) submissions shall be labeled "Relocation and Consolidation of Town of Poughkeepsie and Arlington Fire District Facilities", and shall be submitted in a sealed envelope. All proposals must include a signed Price Proposal Sheet with Representations, Proposed Additional Services (if any), Project Approach, and Suggested Timeline in the form at Exhibit A, a Staffing Proposal, Project Subcontractors and Joint Venturers submission in the form at Exhibit B, a Statement of Relevant Experience and References in the form at Exhibit C, and a Non-Collusion Certificate in the form at Exhibit D.

Additional pages and materials may be submitted.

No proposal may be withdrawn within sixty (60) days of the proposal opening.

Scope of Services

The Selected Proposer(s) will detail and evaluate current Town and AFD facility conditions, and develop and evaluate options and locations for the consolidation of Town and AFD facilities at a central location to include Town Hall, Town of Poughkeepsie Police Department, Town Court, other Town Offices including Water and Sewer, and the Arlington Fire District station and District Administrative Offices.

Proposer(s) will meet regularly with a steering committee from the Town and AFD;

Selected Proposer(s) will inventory and analyze current facility conditions, including total square footage and facility usage, parking and garage availability and usage, structural and locational issues, number of staff, equipment, storage and other usage levels, ADA compliance, utility costs, and hours of operations, and shall detail their benefits and deficiencies. Proposer(s) will also project future Town and AFD populations, and staff, equipment, storage, work space, parking, garage and other space needs.

Selected Proposer(s) will evaluate the information gathered and suggest locations and designs which will meet future facility needs and provide savings and efficiencies through ADA compliant shared space, work space, storage, meeting rooms, parking, sustainable energy and environmental systems, IT, utility costs, offset hours of operation and other collaborative efforts;

Revenue projections resulting from the potential sale of existing Town facilities will be provided;

Selected Proposer(s) will deliver identified and feasible alternative locations with preliminary cost estimates and site designs, and also advise re potential renovations to existing buildings and facilities which would be of functional and economic benefit to the Town and AFD.

Selected Proposer(s) will address the ability of Town and AFD personnel to promptly respond to service needs throughout the Town from each potential location, and the convenience of the proposed facilities

to Town and AFD residents. In particular, response times for AFD fire and emergency services shall be addressed in relation to current response times and other standards.

All identified potential sites will be evaluated and their costs estimated in light of potential structural, geotechnical, environmental (including SEQRA), and site preparation issues. An estimated total project cost, by option, will be provided.

Funding and financing alternatives, including the potential financing costs, will be presented for each site option.

Selected Proposer(s) will deliver a final report that identifies opportunities, cost savings, efficiencies and recommendations, with specific locations, including action plans for implementation of mutually acceptable options and alternatives and completion of conceptual design plans for a shared facility in the Town of Poughkeepsie.

Town and AFDs Reserved Rights, General Proposal Requirements

Town and AFD's reserved rights

The Town and AFD reserve the right to:

1. Reject any or all Proposals;
2. Withdraw the RFP at any time;
3. Make an award in whole or in part whether or not such Proposer(s) offered a lower price but is otherwise deemed best qualified;
4. Negotiate a scope of work and pricing, and award any of the work to different Proposer(s);
5. Disqualify any Proposer(s) whose conduct and/or proposal fails to conform to the requirements of the RFP;

6. Interview Proposer(s), conduct background, reference and credit checks, and seek clarifications and revisions of proposals;
7. Prior to the Proposal opening, amend the RFP specifications, provide clarification, correct errors or oversights, and supply additional information;
8. Prior to the Proposal opening, direct Proposer(s) to submit proposal modifications addressing subsequent RFP amendments;
9. Change any of the scheduled dates;
10. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective Proposer(s);
11. Utilize any and all ideas submitted in the Proposals received and those obtained through the negotiation, investigation and review process;
12. Treat every Proposal as firm and not revocable by the Proposer(s) for a period of 60 days from the Proposal opening; and,
13. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a Proposer(s) proposal and/or to determine a Proposer(s) compliance with the requirements of the solicitation.
14. Condition the Town's execution of any Contract upon the Town's determination that the Proposer(s) is responsible.

General Proposal Requirements

The work to be provided under this RFP consists of site evaluation, and preliminary site selection, site design, cost and facility design and recommendations. The work therefore includes:

1. Working with a Committee of Town Board and AFD designees.
2. Evaluation of alternative sites identified by the Committee. All evaluations shall include documentation prepared in such detail and in such a manner that would allow the Town Board to proceed with an environmental review in accordance with the State Environmental Quality Review Act ("SEQRA").
3. Evaluation of site design options and the preparation of conceptual plans for a consolidated Town Hall, Police/Court and Administrative Offices with AFD facilities. This evaluation shall include documentation prepared in such detail and in such a manner that would allow the Town Board to proceed with an environmental review in accordance with the State Environmental Quality Review Act ("SEQRA").
4. Evaluation of Town Hall, Police, Court, Town Administrative and AFD services to determine specific interior and exterior space needs for a consolidated Town Hall, Police/Court, and AFD facility. This evaluation shall include documentation prepared in such detail and in such a manner that would allow the Town Board to proceed with an environmental review in accordance with the State Environmental Quality Review Act ("SEQRA").
5. Development of potential costs for items 2, 3, and 4 above.

It shall be the Proposer(s) sole responsibility to supply all materials and labor needed to respond to this RFP. Proposer(s) may joint venture with other firms and persons as deemed necessary by the Proposer(s).

Inquiries, Contacts, Responses and Modifications

All inquiries regarding this Request for Proposals shall be in writing (hard copy or email) addressed to Supervisor Jon Jay Baisley, Town of Poughkeepsie Town Hall, One Overocker Road, Poughkeepsie, New York 12603, jbaisley@townofpoughkeepsie-ny.gov, and received no later than close of business (4:00 p.m.) on April 27, 2018. Responses, which will be considered clarifications and modifications of the RFP, will be sent by email to the inquirer and all potential Proposer(s) who have attended and registered at the Mandatory Pre-proposal Meeting and Tour. They will also be posted on the Town's website www.TownofPoughkeepsie.com/bids.

Each Proposer(s) must inform him/her/itself of the conditions, terms of and required work under this RFP, including the status of all RFP inquiries, responses and modifications.

Mandatory Pre-proposal Meeting and Tour

All Proposer(s) are required to attend a Pre-proposal Meeting and Facility Tour which will begin at 9:00 a.m. on April 20, 2018, at the Town of Poughkeepsie Town Hall Meeting Room, 1 Overocker Road, Poughkeepsie, New York. Potential Proposer(s) are requested to advise Supervisor Baisley, jbaisley@townofpoughkeepsie-ny.gov, of their intention to attend and to provide advance contact information.

Evaluation Criteria

The successful Proposer(s) will be chosen based on the Town's consideration of the Proposal's total cost, its benefit and value to the Town and AFD taxpayers, the experience of the Proposer(s) and its team members, references and background checks, Proposer(s) interviews as requested, and Proposer(s) financial and organizational ability.

Insurance and Indemnity

The selected Proposer(s) will be required to maintain insurance coverages based on the contract including generally:

*Automobile-single limit Bodily Injury/Property Damage \$1,000,000 (owned, non-owned, hired vehicles, statutory no fault benefits).

*Commercial General Liability, minimum limits of \$2,000,000 per occurrence, \$3,000,000 Aggregate for Bodily Injury and Property Damage and product/completed operations coverage with the Town as additional insured on a primary and non-contributory basis, and waiver of subrogation.

*Workers' Compensation/Employer's Liability.

*Professional Liability coverage with minimum limits of \$1,000,000 per claim.

In addition, the contract with the selected Proposer(s) will require that Proposer(s) indemnify, defend and hold harmless the Town and AFD, as well as their officers, agents and employees, from all loss, cost, claims, suits, legal fees and expense arising out of or relating to the performance of this contract by Proposer(s) officers, employees, joint venturers, agents and subcontractors, including but not limited to those claims etc. occurring through their negligence, breach of professional care, breach of contract or the violation of any applicable code, law, rule or regulation.

Contract Requirements

The successful Proposer(s) will be required to execute a contract providing for hourly payment with a fee and disbursement cap in a form acceptable to the Town and AFD which will document: Proposer(s) independent contractors status, a detailed scope of services and delivery schedule, insurance and indemnity requirements, termination by the Town for convenience, lack of funds, or cause, Proposer(s) maintenance of all required licenses and permits, no assignment or subcontracting without written Town consent, non-discrimination, the provision of professional services of the highest quality and consistent with the contract and all codes, laws, rules, and regulations, a not to exceed total contract cost, provision for payments to be based on acceptable performance, vouchers which detail the hours reasonably spent and the items of work performed, the hourly charge therefore, as well as the percentage of contract completion, Town/AFD ownership of the work product, most favorable terms to the Town and AFD to govern, maintenance of confidentiality, record retention, and such other terms as the Town and AFD may require.

Required Proposal Submissions

Exhibit A: a signed Price Proposal Sheet with Representations, Proposed Additional Services (if any), a Project Approach and Suggested Timeline, as annexed at Exhibit A is required. Please note that billing will be hourly but a total contract price cap, inclusive of all fees and disbursements, must be included.

Exhibit B: A Staffing Proposal with proposed subcontractors and joint venturers as at Exhibit B shall detail the names, job titles, experience and proposed billing rates for all employees who will be engaged in the performance of this contract.

If subcontractors and/or joint venturers are proposed to be used in the performance of this contract they shall be identified on the Staffing Proposal with full background, experience, work function, and contact information. In addition, the estimated percentage and total dollar amount of the contract price which is proposed to be paid to each subcontractor shall be provided. The use of subcontractors requires advance Town approval.

Exhibit C: Proposer(s) shall attach as Exhibit C to their Proposal a detailed statement of their Relevant Experience in projects similar to this. Proposer(s) shall provide a description of each project, detail the particular functions they performed, and identify the entity by which they were employed, with full contact information. References are also to be supplied.

Exhibit D: A Non-Collusion Certificate in the form annexed at Exhibit D must be signed and submitted by all Proposer(s) and Joint Venturers.

EXHIBIT "A"

Price Proposal, Representations,
Proposed Additional Services (if any)
Project Approach
Suggested Timeline

(All Joint Venturers must execute Exhibit A)

Date: _____/____/2018

Price Proposal, Representations

To: The Town of Poughkeepsie and Arlington Fire District

From: Proposer(s) Name: _____

Address: _____

Email: _____

Contact/Project Manager: _____

The undersigned, being fully aware of the terms of the RFP for the Relocation and Consolidation of Town of Poughkeepsie and Arlington Fire District Facilities as issued, modified and clarified, submits this Price Proposal with Representations, Proposed Additional Services (if any), Project Approach, and Suggested Timeline (Exhibit A), with the Staffing Proposal, Subcontractors and Joint Venturers form (Exhibit B), the Statement of Relevant Experience and References (Exhibit C), and a Non-Collusion Certificate (Exhibit D) as its Proposal to provide services for the Relocation and Consolidation of Town Facilities With the Arlington Fire District (AFD)

Exhibit "A"

Proposer(s) represents to the Town and the AFD that the information provided in this Proposal is true, correct and complete, and that neither the Proposer(s) nor any of its employees or proposed subcontractors or joint venturers have been barred from public bidding or failed to complete a government contract.

Proposer(s) will provide the requested services consistent with the terms of the RFP and pursuant to a contract acceptable to the Town and AFD on an hourly (per rates at Exhibit B) but not to exceed basis for:

A TOTAL NOT TO EXCEED COST, INCLUDING ALL EXPENSES AND DISBURSEMENTS, OF \$_____.

PROPOSED ADDITIONAL SERVICES (IF ANY)

Proposer(s) also proposes that the following additional services be provided at the hourly rates proposed in Exhibit B, each subject to a not to exceed cost, inclusive of expenses and disbursements as follows:

DESCRIBE PROPOSED ADDITIONAL SERVICE #1:

NOT TO EXCEED COST OF ADDITIONAL SERVICE #1:

\$_____

Exhibit "A"

DESCRIBE PROPOSED ADDITIONAL SERVICE #2:

NOT TO EXCEED COST OF ADDITIONAL SERVICE #2:

\$ _____

ADDITIONAL SHEETS MAY BE USED.

Exhibit "A"

PROJECT APPROACH AND SUGGESTED TIMELINE

The Proposer(s) approach to this project is:

Proposer(s) suggested timeline for the work and a completion date is:

Additional pages maybe used.

SUBMITTED BY:

NAME OF PROPOSER(S)

_____/_____/2018
SIGNATURE OF PROPOSER(S) REPRESENTATIVE, TITLE AND DATE

Exhibit "A"

SUBMITTED BY:

NAME OF JOINT VENTURER

_____/_____/2018
SIGNATURE OF JOINT VENTURER REPRESENTATIVE, TITLE AND DATE

Exhibit "B"

STAFFING PROPOSAL, SUBCONTRACTORS, JOINT VENTURERS

SUBMITTED BY:

NAME OF PROPOSER(S)

Name and Addresses of
Principals and Officers:

Proposer(s) Total F/T Employees:

Proposer(s) Total P/T Employees:

Years in Business:

Proposer's Project Manager:

Exhibit "B"

SUBMITTED BY:

NAME OF PROPOSER(S)

SIGNATURE OF PROPOSER(S) REPRESENTATIVE, TITLE AND DATE / ____/2018

NAME OF JOINT VENTURER

SIGNATURE OF JOINT VENTURER'S REPRESENTATIVE, TITLE AND DATE / ____/2018

Exhibit "C"

NAME OF JOINT VENTURER

_____/_____/2018
SIGNATURE OF JOINT VENTURER'S REPRESENTATIVE, TITLE AND DATE

Exhibit "D"

NON-COLLUSION CERTIFICATION
(EACH JOINT VENTURER MUST EXECUTE)

By submission of a proposal in response to this Request for Proposals each Proposer(s) and each person signing on behalf of each Proposer(s) certifies, and in the case of a joint proposal, each joint venturer certifies as to its own organization, under penalty of perjury, to the best of knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Proposer(s) or competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Proposer(s) prior to opening, directly or indirectly, to any other Proposer(s) or competitor; and
3. No attempt has been made or will be made by the Proposer(s) to induce any other person, partnership, corporation or entity to submit or not to submit a proposal for the purpose of restricting competition.

Name of Proposer(s): _____

Signature: _____ / ____/2018
(Proposer(s) Representative, Title, Date)

Address of Proposer(s): _____

Email: _____

Telephone: _____

Exhibit "D"

Name of Joint Venturer: _____

Signature: _____ / ____/2018
(Venturer's Representative, Title, Date)

Address of Joint Venturer: _____

Email: _____

Telephone: _____

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