



Date: August 14, 2020

RFP# 2020-029VF

RE: Request for Proposals For Architectural, Engineering & Environmental Services

The Buffalo & Erie County Public Library (the Library) is soliciting proposals for professional Architecture, Engineering & Environmental services for the Public Improvements for:

Merriweather Library Improvements Phase 1 - Parking Lot Rehabilitation/ADA / Auditorium Electrical Improvements

Deadline for submittal is: Thursday September 10, 2020, 2:00 PM Eastern Time

(4) Copies of the completed proposal to be submitted to:

**Kenneth H. Stone
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887**

ON SITE WALK THRU: Tuesday August 25, 2020, 11:00 AM Eastern Time

SCOPE OF WORK

Professional Architecture, Engineering & Environmental services described in this RFP for this improvement project at the:

Frank E. Merriweather, Jr. Branch Library
1324 Jefferson Avenue
Buffalo, NY 14215

The project includes two major elements:

- 1) Auditorium Area Electrical Improvements - Needs include but are not limited to: replacing failing stage lighting control system and sound system; and increase capacity of electrical service to address current and future technology needs.
- 2) Parking Lot Rehabilitation - Needs include but are not limited to: Reconstruct the parking lot to eliminate safety hazards; reconstruct ADA ramps from parking to the building to improve accessibility; and reconstruct catch basins to address poor drainage, ponding and tripping hazards.

Project timetable:

September 2020 – RFP Award
October-November – Scoping, design, and bid specification development
December – Bidding
January 2021 – Bid Award and Construction Contract review/approval
February – March/April Construction (Parking lot work is weather dependent; Auditorium work is not weather dependent).

Project budget: The total budget for all project work, including construction, is \$375,000.



Design, Construction and Bid Documents are to be completed within **2 months** from Notice to Proceed. Consulting services shall be phased as described below. Professional services are expected to be sequential, therefore, work on each phase shall not start until the Library provides the Consultant written direction to do so. **All projects being bid shall be registered with the City of Buffalo Permits and Inspections Office at the end of the Schematic Design, the consultant is responsible for paying the appropriate fees.** The building will remain an operating service building, providing public library services throughout the design and construction. The Consultant shall structure their field investigations to minimize disruptions with daily operations. The contract documents and phasing of construction shall also be structured to maintain daily operations.

PRE-DESIGN, SCOPING & PROGRAMMING PHASE

1. Meet with Library and City of Buffalo Department of Public Works (City DPW) staff to determine scope of project, including relocation plans, if necessary.
2. Conduct related existing field conditions observation to review the existing facility to determine its condition and restoration needs. The Consultant shall observe the building and grounds and use their professional judgment to determine the condition and make improvement recommendations.
3. Prepare a preliminary cost estimate list for Library and DPW review. Selection of scope (and alternates if needed) shall be determined from the preliminary list and the available budget.
4. Develop Memorandum of Understanding (MOU) to confirm project Scope for approval by the Library, with concurrence of City DPW.
5. Provide milestone schedule to the Library showing anticipated dates for schematic design phase, design development phase, construction phase, bidding and negotiation and construction phase. Include specific dates and durations.

ENVIRONMENTAL PHASE

1. Based on the scope of work, the consultant shall provide lump sum fee for environmental testing, design, monitoring, reporting, special inspections, geotechnical services, and additional A/E work. The consultant shall coordinate with all sub consultants/contractors/vendors, as required, at no additional cost to owner. The consultant shall also determine and coordinate any additional desired destructive testing with City DPW personnel. The Merriweather Library was newly constructed in 2005-06, opening to the public in spring 2006.

DESIGN DEVELOPMENT (DD) PHASE

1. Based on the Library and City DPW approved Pre-design, scoping and programming phase results, the Consultant shall prepare the Design Development documents. These shall consist of drawings and other documents that establish and describe the size and character of the project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate; including any required utility

renovation/relocation. Where required types and amounts of Hazardous Materials to be removed or otherwise addressed.

2. Attend all required design development meetings with the Library and City DPW, record accurate minutes and distribute same to all parties within five [5] working days after the meeting date.
3. Site visits as required to review and verify field conditions.
4. Provide four [4] complete review sets of all working drawings at the following percentages of completeness: Fifty Percent [50%] for Library and City DPW review. Also, provide four [4] sets of technical specifications at the Fifty Percent [50%] completion for DPW review.
5. Prepare a construction **certified third party** itemized cost estimate for Library and City DPW review at the end of the Design Development Phase, in concert with the Fifty Percent [50%] review set. **In-house consultant estimates may be accepted with prior approval by library project manager.**
6. Consultant to schedule a meeting with the City of Buffalo's designated sustainability personnel to discuss possible energy incentives associated with this project.

CONSTRUCTION DOCUMENT (CD) PHASE

Construction documents shall be prepared based upon the approved Design development documents. This shall include:

1. Design coordination meetings with the Library and City DPW as necessary.
2. Periodic Site visits as required to review and verify existing field conditions vs. design scope.
3. Take preconstruction color photos to document site conditions and for the Library/City to use as needed.
4. Provide plans and specifications for each project and phase required for bidding, construction and oversight of the contractor.
5. Obtaining all necessary approvals including, but not limited to: NY State Office of Parks, Recreation and Historic Preservation, City of Buffalo Zoning Board, City of Buffalo Planning Board, City of Buffalo Preservation Board, City of Buffalo Plan Review approval and all related utility companies. Project to comply with NYS building code and City of Buffalo Zoning Code. Any zoning variances required to meet project scope and budget shall be applied for by the consultant, including but not limited to application, zoning board presentation and zoning board meeting(s). All approvals to be obtained PRIOR to bid. [Plan review fees to be included in the in consultants base fee.](#)
6. Construction documents shall be submitted for review and approval at 95% of completion.
7. Preparation and submission of a **certified third party** Cost Estimate at 95% of contract document completion. **In-house consultant estimates may be accepted with prior approval by project manager.**

8. Construction documents shall be formatted as Multiple trade contract.
9. As required by Chapter 17 of the New York State Building Code, the Consultant shall prepare the Statement of Special Inspections and shall modify it as necessary to obtain the Code Enforcement Officer's approval.
10. All hazardous testing and design to be completed PRIOR to bid.
11. Prepare a series of alternates as required by library project manager to remain within budget at no additional costs to owner.
12. Consultant shall be prepared to split the construction set up as many as (3) separate bid packages at no additional cost to owner.

BID PHASE

1. Prepare bid documents.
2. Include printing of up to (20) sets of the final approved construction documents for bidding, permitting and construction, per prime contractor. **Consultant to include printing of construction sets in base fee.** Contractors responding to the advertisement for bids and wishing to obtain a set of plans and specifications shall submit a nonrefundable fee of \$58. All fees are to be collected by the consultant and forwarded to the City of Buffalo.
3. Coordinate public advertisement for bid, as placed by City of Buffalo, and preparation of printed bid sets, including all required City of Buffalo front end documents (including bid form). These documents will be provided by City of Buffalo project manager.
4. Conduct a pre-bid walkthrough to describe the project and receive contractor input. Write meeting minutes and distribute including any addendum accordingly.
5. **Deliverables on the day of the Bid Opening:**
 - **Provide City of Buffalo representative with four (4) hard copies of the specifications including addendums for contracting purposes. Provide (1) Hard copy of the drawings.**
 - **One (1) electronic copy (ms word format) on a jump drive of the bidding documents (drawings / specifications including addendums).**
 - **Bidder's checks for bid docs.**
 - **A final list of the plan-holders for the project.**
6. Prepare and distribute to all plan holders addenda(s) to answer contractor questions and, as necessary, to clarify the contract documents.
7. Attend the bid opening, provide official sign in sheet and bid tabulation forms with the plan-holders pre-filled in.
8. Review the bids, check for discrepancies and verify the bids, including relevant contractor experience. Document your findings and recommend which bidders is, in your firm's opinion, the lowest responsive and responsible bidder to the City on company letterhead.

9. Make changes or revisions to the contract documents as may be required as a result of bidding cost overrun in excess of five percent [5%] of budget or consultant's estimate and supply additional copies, at A/E's expense, of revised documents and drawings as necessary for rebidding; all amendments must be incorporated into their proper location within either the plans and/or specifications.
10. Coordinate post-bid meeting with all prime contractors within **(1) week** of bid and **PRIOR** to contract execution. Post-bid meeting to include, but is not limited to: Scope review, Insurance requirements, contract compliance requirements, and liquidated damage requirements. City of Buffalo project manager to invite city insurance and contract compliance personnel to meeting.

CONSTRUCTION ADMINISTRATION

1. Take preconstruction color photos to document site conditions and for the Library and City DPW to use as needed. The Consultant will also be responsible for producing color photos documenting completed work. The color photos will be keyed to a site map indicating the location that they were taken from and the perspective of the picture. Each color photo will need to be date and time stamped as well. These color photos will be part of the Final report submitted to the City. Pre-construction and Post construction photos should be taken from the same position whenever possible.
2. Conduct a pre-construction meeting. Consultant shall chair, prepare and distribute minutes of the pre-construction meeting. Consultant shall request for approval:
 - List of Subcontractors
 - Schedule of Values
 - Construction Schedule
 - List and schedule of material submittals
 - Establish a Request for Information (RFI) process for construction.
3. Provide general administration of construction contract by periodic visits to the Project Site and inspections by the Consultant and members of their staff at least once a week. All persons engaged or employed on inspection shall be subject to the approval of the Commissioner of Public Works, Parks & Streets of Public Works, Parks & Streets. The inspection shall be such as to give proper direction on behalf of the City to the contractors and to observe compliance with all contract requirements. This shall include inspection of the execution of the work and the materials and equipment installed by the contractors to the end that the project shall be completed strictly in accordance with the plans and specifications.

The Consultant will not be responsible for the construction methods, techniques, or procedures, or any safety procedures incidental thereto. However, any safety issues observed by the consultant is to be reported in writing, to the city project manager immediately.

4. Provide all 3rd Party testing, inspection, reporting and certifications required by the approved Statement of Special Inspections (Special Inspections Program) and by Chapter 17 of the New York State Building Code.

5. Check all shop and other working drawings of reinforcements, structural steel and other items intended to become a part of the project; examine the drawings submitted by all contractors. Check construction drawings with shop drawings, interpret the plans and specifications and determine any conflicts therein; furnish additional instructions and, when necessary, clarification drawings to carry out the work; issue such clarifying details (SK's) as may be required to achieve conformance with the contract drawings and specifications; prepare, analyze and recommend to the City of Buffalo Commissioner of Public Works, Parks & Streets change orders and all modifications of the plans and specifications as may be necessary as the work progresses, and check the fairness of additional costs or credits to be charged or allowed in connection with such changes.
6. Review, approve or reject all submittals. Maintain submittal log. Distribute updated log at each construction meeting.
7. Review and answer all RFIs. Maintain RFI log. Distribute updated log at each construction meeting.
8. Maintain and provide a contractors invoice log of all payments. Consultant is responsible for approving all payments submitted by the contractor. A minimum of 4 completed and signed original sets of collated pay applications with all documentation required by the contract are to be sent to the City project manager for review and processing.
9. Consultation and advice to the City during construction.
10. Interpretation of contract documents and resolution of unanticipated field problems through conversations with the Contractor and visits to the site.
11. Review for compliance with design concept and take appropriate action on detailed construction and shop drawings, laboratory, and test reports for materials and equipment submitted by the Contractor.
12. As the construction progresses, Consultant shall issue field directives as necessary to ensure and verify that the work is performed according to the contract documents.
13. Assist in the coordination of the work of the contractors and run periodic job meetings at least every two (2) weeks with the contractors' and City representatives to expedite and coordinate the work and minimize possible interferences and delays. Coordinate meeting schedule with City representative. Prepare meeting minutes and distribute to the City, contractor and other interested parties.
14. Consultant shall notify the Library and City DPW when a change in the work is proposed which may result in an adjustment of the contract cost or the allowable construction period. Consultant shall evaluate whether the proposed change is justified and reasonable. If necessary, Consultant shall prepare change order(s) and make recommendations for approval.
15. If required, prepare and sign as Owner's authorized agent, any Request for Variances from agencies having jurisdiction.

16. Where either required by law or by contract documents verify that required licenses and/or certifications of various workmen are correct and current. Examples, but not limited to: Welder's Certifications, Asbestos Handlers Certifications; Medical Clearance for respirators.

CONTRACT CLOSEOUT PHASE

1. Upon completion of construction, Consultant shall secure:
 - An executed and acknowledged general release from the Contractor.
 - The maintenance bond from the Contractor.
 - Required insurance from the Contractor connected with the work for the one year maintenance and guarantee period.
 - All necessary closeout documents required by the City.
2. Consultant shall also obtain and furnish to the City the following certifications from the Contractor:
 - That all bills are paid.
 - That all subcontractors, payrolls, materialmen, and other indebtedness associated with the work have been paid.
 - That releases of liens have been obtained from authorized subcontractors and materialmen, and from any property owners holding easements.
3. Obtain from the contractors all operating and maintenance data (O&M's), instructions, diagrams, replacement parts lists, guarantees and manufacturers' service directory, warranty and furnish a bound volume of the same, arranged for easy reference, to the Department of Public Works for a permanent record. **Must also be provided scanned on a jump-drive, indexed accordingly to the City DPW and Library.**
4. Upon verifiable Substantial Completion, make a final and thorough inspection of the completed work to assure that it is in first-class condition and certify to the City the completion thereof in accordance with the drawings, plans and specifications to the best of the Consultant's ability, and thereupon approve the contractors' estimates and claims for final payment.
5. Consultant shall conduct a final inspection and report upon completion of the project, including recommendations to the City concerning acceptance, final payment to the contractor, the release of the retained percentage of payments, if any, and the close-out of the construction contract. Consultant shall certify that the work under the contract has been completed in accordance with the plans and specifications.
6. **Upon completion of the construction,** Consultant shall provide all records to the City including a Final report - 2 color hard copies in 3 ring binder and pdf version on a jump drive for City's use. A copy of the PDF version on a jump drive shall be provided to the Buffalo & Erie County Public Library. **Records shall include plans indicating the location of all completed work, weekly reports, all field notes, submittals, RFIs, photographs and other documents produced while working on this project. Must also be provided scanned on a jump-drive, indexed accordingly.**
7. The consultant shall remain the Owner's Representative to the contractors for the one [1] year Guarantee Phase for correction of construction deficits.

8. Upon completion of the record drawings, two (2) sets of drawings will be furnished to the City, together with two (2) sets of all record files in electronic format. Drawings shall be submitted in AutoCAD, TIFF and pdf format and all other documents shall be submitted in pdf format. Executive Summary will also be submitted, format to be provided by City. This summary may be requested prior to the completion of the construction in pdf and word format.

EVALUATION:

The Library's objective in soliciting proposals is to enable it to select a respondent that will provide high quality and cost effective services to the citizens of Buffalo. The Library will consider proposals only from respondents that, in the Library's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the City in the manner described in this RFP. Qualification statements will be evaluated by the Library and City DPW on the basis of which respondents are the most advantageous to the Library and City based on experience and other factors considered.

Minority and Female Employment and Business Opportunities:

Consistent with the City of Buffalo Mayor's Executive Order #17-04, each Consultant team shall provide any relevant information with respect to any program or action taken to attract, recruit, retain and promote minority and female employees, partners and associates as well as actions taken to subcontract with Minority or Women Owned Business Enterprises (M/WBEs).

1. The factors to be considered include, but are not limited to, the following:
 - a. **Workforce:** Respondents should describe any programs or actions they undertake to attract, recruit, train, retain and promote minority and female employees, partners and associates, including direct hire programs, youth hiring programs or mentorship programs, and current representation of minority and female employees.
 - b. **Community Involvement:** Respondents should describe any programs or initiatives they sponsor or support that further the development of minority or women-owned business enterprises or increased minority/female workforce in the City of Buffalo.
 - c. **Vendor Policies:** Respondents should describe any procurement policies or practices they have adopted that provide M/WBE suppliers or services business opportunities. The City of Buffalo maintains a goal of contracting with firms that subcontract to minority-owned businesses in the amount of 25% of total contract price or more and female-owned businesses in the amount of 5% of total contract price or more.

The final evaluation will consider:

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| 1. Related Experience/References/ Resumes of key personnel | 35% |
| 2. Fee Schedule | 25% |
| 3. Project Approach/ Quality Control Process/ Availability/ Schedule | 20% |
| 4. Minority Business Opportunities | 15% |

5. Female Business Opportunities

5%

Submitted RFPs to be indexed corresponding to the evaluation criteria listed above.

The Library and City DPW will jointly review and recommend selection of the most advantageous Qualification Statements based on all of the evaluation factors set forth in this RFP. The Library will make the award(s) that is in the best interest of the Library and City of Buffalo. Each proposal must satisfy the objectives and requirements detailed in this RFP except as otherwise stated. Successful respondents shall be determined by an evaluation of the total content of the proposal submitted. The Library reserves the right to not select any of the Qualification Statements. The Library shall not be obligated to explain the results of the evaluation process to any respondent.

INSURANCE REQUIREMENTS

The CONSULTANT shall secure policies of Workman's Compensation & NYS Disability, Professional Liability, General and Automobile Liability Insurance, and maintain said policies in force during the life of this contract in the limits set forth:

Workman's Compensation Insurance & NYS Disability:

This contract shall be void and of no effect unless the CONSULTANT shall secure Workman's Compensation Insurance for the benefit of, and keep insured during the life of this contract, such employees as are necessary to be insured in compliance with the provisions of the State of New York workmen's Compensation Law.

General Liability:

With respect to all operations the CONSULTANT shall carry Commercial General Liability insurance providing for a minimum limit of two million dollars (\$2,000,000) per occurrence and aggregate for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification provided under this contract.

Automobile Insurance:

With respect to any owned, non-owned, or hired vehicles the CONSULTANT shall carry Automobile Liability insurance providing for a minimum limit of one million dollars (\$1,000,000) per accident for bodily injury and property damage.

Professional Liability:

With respect to any damage caused by an error, omission or any negligent acts of the CONSULTANT, the CONSULTANT shall carry Professional Liability insurance providing two million dollars (\$2,000,000).

All policies of insurance required by this contract shall be provided and maintained at no cost or expense to the Library and shall name BOTH the Buffalo & Erie County Public Library and the City of Buffalo as an Additional Insured and Certificate Holder with respect to the CONSULTANT'S activities. Professional Liability, Workmen's Compensation and NYS Disability Insurance shall likewise name both the Buffalo & Erie County Public Library and the City of Buffalo as a Certificate Holder.

All policies of insurance shall be provided by a company or companies authorized to do business in the State of New York. Before commencing the work, the CONSULTANT shall furnish to the Library and CITY a certificate of insurance, and shall thereafter provide renewal certificates, as appropriate, evidencing such coverage written by a company or companies acceptable to the Library and CITY. All certificates of insurance shall be subject to the approval of the Corporation Counsel of the Buffalo & Erie County Public Library as to form and of the

Library's Chief Financial Officer as to sufficiency. Such certificates and renewal certificates shall provide for a notice of cancellation, change, lapse or restrictive amendment by certified or registered mail at least thirty (30) days.

Any contractor or subcontractor performing work under this contract shall procure and maintain statutory insurance and other insurance as determined by the CONSULTANT so as to properly cover the liability of the CONSULTANT, contractor and subcontractor(s). The policy limits shall be the same as required of the CONSULTANT and the certificates of insurance shall be delivered to the CONSULTANT.

NOTES:

All Certificates MUST indicate and spell out 1) **Buffalo & Erie County Public Library, 1 Lafayette Square, Buffalo, NY 14203** and 2) the **City of Buffalo, 65 Niagara Square, ROOM 616, Buffalo, NY 14202** as additional insured.

All Certificates MUST be submitted within (1) week of contract award letter.

INSTRUCTIONS FOR CONSULTANTS SUBMITTING PROPOSALS

1. Provide summary descriptions of related experience of your firm.
2. Complete the attached Consultant Fee Schedule.
3. Provide cost breakdowns per project phase and include anticipated hours spent by consultants for each project phase.
4. Prepare a brief statement outlining your availability to work within time frame allotted
5. Prepare a brief statement outlining your understanding of the identified scope of work, and your approach.
6. Resumes of key personnel. Identify the person(s), by name, who will oversee the work of this project, specifically the lead Project manager
7. The consultant should submit a flat hourly fee for each of the above titles identified.
8. Identify the sub-Consultants your firm will use on this project.
9. Deadline for and location of submittal is listed on the first page of this document. **Submit 4 hard copies.** Submit one (1) electronic copy on a jump drive along with the hard copy.
10. Please direct all requests for additional information, clarification to this Request for Proposal in writing to Kenneth Stone via email at stonek@buffalolib.org Mr. Stone will endeavor to promptly confirm receipt of the email. If you do not receive a confirmation, assume the email was not received and call Mr. Stone at 716-858-7170.

Request for Proposals
Merriweather Library Improvements Phase 1 - Parking Lot Rehabilitation/ADA /
Auditorium Electrical Improvements
Project Site Address: 1324 Jefferson Ave., Buffalo, NY 14208

		LUMP SUM FEES	ANTICIPATED HOURS
1.	Pre-Design, Scoping & Programming Phase	_____LS	_____Hrs
2.	Schematic Design Phase	_____LS	_____Hrs
3.	Environmental Phase	_____LS	_____Hrs
4.	Design Development Phase	_____LS	_____Hrs
5.	Construction Documents Phase	_____LS	_____Hrs
6.	Bid Phase	_____LS	_____Hrs
7.	Construction Administration/Closeout	_____LS	_____Hrs
	FEE SUBTOTAL / HOURS SUBTOTAL	_____LS	_____Hrs
	TOTAL CONTRACT FEE	_____LS	

NOTES

1. The above fee schedule shall be fully completed and included with your proposal. Payments shall be made, at minimum, monthly based on the percentage each task has been completed. In the event a task is not required or the project is canceled, the Consultant shall be paid only for work completed.
2. The scope of work listed in this RFP supersedes all submitted proposals, unless the RFP has been modified by addendum or written documents from the owner.
3. Fees quoted for each item shall **include** all costs associated with the item, including, but not limited to: mileage, reproduction, printing, phone calls, and postage.
4. Prices quoted shall be based on the described Scope of Services and an estimated total construction cost that is the remainder of \$375,000 LESS the Total Contract Fee listed above.