

TOWN OF CATSKILL

CATSKILL GOVERNMENT CENTER DEVELOPMENT PROJECT



BID REQUEST

FOR

DESIGN AND CONSTRUCTION SERVICES FOR THE CATSKILL GOVERNMENT CENTER

TOWN OF CATSKILL

AVAILABLE OCTOBER 27, 2004

ALL PROPOSALS DUE JANUARY 29, 2005

JOSEPH IZZO

SUPERVISOR, TOWN OF CATSKILL

PROJECT OVERVIEW

In 2004, the Town of Catskill applied for and received a grant in the amount of \$392,000 from the Governors Office for Small Cities to develop a senior center for use by area seniors. The Town proposed the use of an old school building owned by the Catskill School District. Specifically, the Town proposed using an annex of the building that encompassed approximately 8,500 square feet of space and four classrooms, a gymnasium, commercial kitchen, office space and restroom facilities. The Town has successfully negotiated the purchase of the property and is now completing improvements to the annex that will result in the completion of a senior center early in 2005.

The Town is now contemplating future uses of the original Irving School building, less the annex that will be used for the senior center. The original building includes 5,858 of space on each of its three floors. It has a small parking lot on the side of the building, and a large parking lot in the rear.

The Town is now considering utilizing the space as a government center, a facility that would include a multitude of government offices that would centralize local government operations and add convenience for users of local services. While specific occupants have not yet been identified, the future tenants could include; the Town of Catskill, the Village of Catskill, the Catskill Police Department, the Public Library and other related agencies.

In an effort to simplify the development process, reduce expenditures and streamline the project, the Town has elected to contract with a single entity that can complete both the design and rehabilitation of the building. The respondent that wins this contract will work closely with the Town and its representatives to ensure that all components of the building are properly addressed and will meet the needs of the proposed governmental center.

Please note that the Irving School Building is located within an State recognized historic district and is eligible for inclusion on the National Register for Historic Places. As such, all work must be in compliance with the recommendations made by the New York State Historic Preservation Office. In addition, the entire project is subject to Federal Davis Bacon Wage Rate Laws. As such, all components of the project are subject to the Federal Davis Bacon Wage Rate Laws. As such, the primary contractor and any subcontractors that the primary contractor may use are subject to these laws. Please be advised that each request for payment shall include a submission of certified payrolls for each employee covered under the Davis Bacon Wage Act. Please reference the applicable wage scales when preparing your bid.

This project will not require a performance bond. Please be advised that the Town will withhold 10% retainage on each payment made for the project. Bidder must also execute and submit a Certificate of Non Collusion with their bid. A Non Collusion form has been attached to this bid package for this use.

The following paragraphs describe the duties and responsibilities any developer must address when providing a proposal for the development of a government center at the Irving School.

ANTICIPATED IMPROVEMENTS

The Irving School requires rehabilitation work on many of the buildings components before it can be ready for service as a Government Center. These are the items that will be included in the plans and specifications drawn up by the respondent chosen by the Town of Catskill. At a minimum, the scope of work will include the following components:

- *Electrical work to bring the facility into compliance with New York State Building Code*
- *Renovated heating system*
- *Structural Repairs as necessary*
- *Stabilization of the existing building as necessary*
- *Plumbing Improvements, including the installation of handicap accessible rest rooms*
- *Roofing Repairs as required*
- *Exterior brick and siding improvements as required*
- *Abatement of all lead and asbestos materials and surfaces as required by all applicable laws*
- *Design and installation of improvements that will allow for handicap accessibility to all portions of the facility*
- *Design and construction of interior layout to accommodate all agencies that will take occupancy within the building*
- *Application of all finished materials to all interior surfaces of the facility*
- *All other work required to prepare the building for occupancy*
- *Please note that all work must comply with New York State Building Code as well as the Americans With Disabilities regulations.*

SCOPE OF WORK

The Town of Catskill is interested in contracting with a firm that can provide both design and construction services. The Town anticipates that there will be a great deal of communication between the selected firm and representatives of the Town in the design of the Catskill Government Center. The Town expects the successful firm to produce drawings and specifications based on the firms review of the buildings and meetings with Town officials. These specifications and drawings, once approved by the Town Board, must be submitted for approval by the Town Building Inspector. The firm must also secure any and all permits that the Irving School will require for construction and completion. This includes all applicable local, State, and Federal permits and approvals.

Once the selected firm has received preliminary approval from Town officials for final design and specifications for the development of the Catskill Government Center, the

selected firm will be required to forward all plans and specifications to the New York State Historic Preservation Office. Once SHPO approval has been secured, the selected firm will be required to secure all necessary permits and approvals. A Notice to Proceed will then be issued to the firm from the Town. The project will then change in scope from design phase to construction phase.

The firm will be responsible for overseeing all facets of the construction project. This includes determining which components the firm will carry out in its entirety, and which building components may be subcontracted to small specialty contractors or local volunteers. The selected firm will be required to oversee all facets of construction management, including fiscal control. Once a construction contract price has been negotiated with the selected firm, any deviations from the contract price will necessarily require a formal change order. Town officials must approve and sign off on the change order before any additional work can proceed.

PROJECT TIMETABLE

The Town considers this project to be of the highest priority and places extreme importance in the expeditious completion of the Catskill Government Center. Each respondent must submit a project schedule with the submission of their proposal. The project schedule should match the format of the schedule included below. The Town offers the following schedule as a suggested time frame for the completion of the facility. While each respondent is able to deviate from the sample schedule, each proposal must include a timeline that shows the building achieving substantial completion by August of 2006.

CATSKILL GOVERNMENT CENTER DEVELOPMENT PROJECT PROPOSED SCHEDULE

	1/15/05	3/15/04	4/15/05	11/30/05	12/1/04	2/15/05	3/31/05	7/30/05	8/1/05
Proposals Due									
Firm Interviews and Selection									
Drawings and Specs Complete									
SHPO Review Complete									
Permits Secured									
Town Issues Proceed Order									
Submittals approved									
Subs assigned									
Work Commences									
Inspections and Payments									
Project Completed									

REFERENCE MATERIALS

The Town has several documents available that may assist potential respondents in the preparation of their proposal in response to this RFP. The CDBG application that resulted in the award of \$392,000 for the development of the Catskill Senior Center is available for review upon request. In addition, the Town of Catskill recently contracted with a commercial real estate appraisal firm to perform an appraisal of the Irving School property. This appraisal report is also available for review and copying upon request.

PROJECT BUDGET

The Town does not have a budget in place for the development of the Catskill Government Center. The successful respondent will be responsible for developing a budget for this project. The selected firm will work with the Town's community development consultant to identify appropriate funding sources and develop competitive grant applications to fund all or part of the improvements.

RESPONDENTS QUALIFICATIONS

The Town of Catskill is interested in securing a firm that has a proven track record in the restoration of non-residential buildings and spaces. Respondents should indicate how many years they have been operating in this capacity and how many projects (similar to the proposed Catskill Government Center development project) they have completed during the last five years. Please include the résumé's of all key personnel that will be involved in this project. Also, please provide a list of all sub-contractors the respondent intends to use for this project, including résumé's of all key personnel working for the sub-contractors.

Please indicate any trade associations and certifications the respondent maintains. Also, please provide a minimum of three (3) references from projects that the respondent has completed. This should include the name and address of the client for whom the work was completed. Feel free to include any plans that may have been completed for these projects, as well as before and after pictures.

Include any other information about your firm that will assist the Town of Catskill in assessing your proposal.

INSURANCE REQUIREMENTS

All respondents must have proper insurance for the Town to consider their proposal. At a minimum, each respondent shall carry at least one million (\$1,000,000) in liability coverage. The respondent will also be required to name the Town of Catskill, Catskill Board Members, all Town officials and representatives and DBS Planning Consultants, Inc. as additional insured on their liability certificate of insurance. In addition, each

respondent must carry all required Workers Compensation coverage and Errors and Omissions coverage.

PROJECT TIME SCHEDULE

The Town will solicit qualified construction firms through the publication of a notice in the official newspaper of the Town of Catskill.

This RFP package will be available on November 17, 2004. All respondents will have the opportunity to visit the Irving School Building and review any documents in the Town's possession that may assist the respondent in preparing their bid. To arrange a tour of the school building, or to inspect any documents regarding the building, please contact the project consultant, Steven Kirk. Please allow at least 48 hours to make arrangements for a tour.

All proposals are due in the Town Offices, located at 439 Main Street, Catskill, NY 12414, no later than 4:00 pm on November 17, 2004.

All questions regarding this RFP and the Catskill Government Center project should be submitted to Mr. Steven Kirk. His contact information is as follows:

Office Number: (518) 283-3507
9 Thomas Drive
Wynantskill, NY 12198

Fax: (518) 283-3572

Email: steve@dbsplanning.com

SELECTION OF FIRM

The Town recognizes that it will be difficult if not impossible for any respondent to provide a fee schedule for both the development of plans and specifications for the Catskill Government Center. Obviously, the preparation of plans and specifications will necessarily require the participation of the Town and other local government entities that may take occupancy of the complete building. Obviously, estimates for construction cannot be completed until the plans and specifications are completed and approved.

As such, the Town will be making their selection based on the qualifications and experience of the respondent.

The proposal form is included on the following page:

CATSKILL GOVERNMENT CENTER DEVELOPMENT PROJECT

RFP RESPONSE SHEET

Respondents Name:

Respondents Address:

Telephone:

Fax:

Email:

Please attach your proposal to this cover sheet. All items included in the RFP, including a project schedule, must be addressed in the proposal. Failure to address any of the components of the RFP will result in the automatic rejection of the proposal. The Town of Catskill reserves the right to reject all proposals.