



VILLAGE OF CELORON

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REQUEST FOR PROPOSALS

Improvements to Lucille Ball Memorial Park

Minority and Women-Owned Business Enterprises are encouraged to respond

April 24, 2015

A. Project Description

The Village of Celoron, NY is seeking proposals from qualified firms to design and oversee construction of public access and recreation improvements to Lucille Ball Memorial Park. Improvements to Lucille Ball Memorial Park will include:

- Breakwall replacement: Remove existing bulkhead (aka breakwall, retaining wall) and small existing wooden boat dock located between the existing wooden docks. Install steel-sheet pile bulkhead to replace removed wall (after bulkhead is completed) and boat ramp. Install approximately 400 feet of heavy limestone rock, immediately in front of the wall to create aquatic habitat as per NYS DEC Permit No. 9-0638-00084/00014.
- Waterfront boardwalk and trail: Remove existing blacktop path and replace with a 415 foot long, 8 foot wide boardwalk along Chautauqua Lake. Design should include benches, landscaping and other amenities as appropriate.
- Kayak/canoe launch: Construct a new kayak/canoe launch next to the existing boat launch.

Specific elements for design will include elements from Phase 1 – Celoron Park Waterfront Revitalization Plan and NYS DEC Permit No. 9-0638-00084/00014, which may be found at the Village of Celoron's website: www.celoronny.org.

Funding for this project is being provided by the New York State Department of State with funds provided under Title 11 of the Environmental Protection Fund. The selected consultant must comply with all provisions in the contract between the NYS DOS and the Village, including the DOS Minority and Women-Owned Business Enterprises (MWBE) goals. NYS DOS has established an overall MWBE participation goal of 20% with 10% for Minority-Owned Business Enterprises (MBE) and 10% for Women-Owned Business Enterprises (WBE). Respondents are expected to demonstrate how they expect to achieve these goals.

B. Project Attribution and Number of copies

The consultant must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the NYS Department of State (NYS DOS) to the project. The materials must include the following acknowledgment:

"This (document, report, map, etc.) was prepared for the New York State Department of State with funds provided under Title 11 of the Environmental Protection Fund."

The consultant must submit the following:

- Draft products: two paper copies of each product. In addition, all draft products must be submitted as an electronic copy in Word or Word Perfect and Adobe Acrobat Portable Document Format – PDF (created using 300 dpi scanning resolution).
- Final products: two paper copies of each product. In addition, all final products (including reports, designs, maps, drawings, and plans must be submitted as an electronic copy in Word Perfect or Microsoft Word and Adobe® Acrobat® Portable Document Format – PDF (created using 300 dpi scanning resolution) and be submitted on a labeled CD-R type CD. The CD must be labeled with the contractor name, the Department's contract #, and project title.
- Electronic data for all Geographic Information System-based mapping products must be included in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Department) as well as in JPEG or GIF format.
- Pictures and photographs must be dated and captioned with the location and a brief description of the activity being documented. Electronic data for all pictures and photographs must be submitted in PJG or GIF format or other similar product acceptable to the Department.

C. Scope of Work

The selected consultant will complete the following scope of work:

Task One: Meetings

The Village of Celoron, NYS DOS, and consultant(s) shall hold a minimum of seven meetings:

- A project kick-off meeting will be held to review the project scope, project requirements, roles and responsibilities
- A second meeting will be held to review site conditions, identify new information needs and next steps; and transfer any information to the consultant(s) who would assist in completion of the project.
- Three advisory committee meetings to review schematics, final design and cost estimates.
- Two meetings to prepare for and/or review bid package.

Product: Meeting summaries prepared, with note of agreements/understandings reached, and distributed to meeting participants.

Task Two: Site Reconnaissance and Schematic Designs

A. Site Reconnaissance

The consultant(s) shall conduct site-specific reconnaissance, in preparation for design. Work shall include, at a minimum, identification and mapping of the following:

- Site survey showing extent of project boundary
- Ownership/grant/lease status of all lands to be incorporated into the design
- Manmade structures, buildings, or facilities on or adjacent to the site
- Above and below ground infrastructure, including storm water treatment structures and former structure footings
- Transportation/circulation systems (truck, car, bus, ferry, train, pedestrian, bicycle, etc.) that serve or are located near the site
- Adjacent land and water uses
- Historic and archeological resources
- Soil and, as appropriate, core sampling to determine site stability
- Topography and hydrology
- Natural resources, including location of mature trees
- View corridors
- Zoning and other applicable designations

- Analysis of site constraints, needs and opportunities

Products: Map(s) and written summary describing the above information and any other appropriate information identified during the project kick-off meeting.

B. Schematic Designs

The consultant(s) shall prepare alternative schematic designs of the facility or facilities, considering and including a summary of the following:

- Best management practices to be employed to avoid or reduce water quality impairments from upland runoff or in-water activities, and
- Impacts, if any, to State designated Significant Coastal Fish and Wildlife Habitat areas, Scenic Areas of Statewide Significance, other Coastal Management Program special management areas, or other sensitive resources, and how those impacts should be avoided or mitigated.

Unless otherwise specified during the project kick-off meeting, the consultant(s) shall prepare a minimum of three alternative schematic designs for review by the project advisory committee.

The Village of Celoron shall select one of the alternative schematic designs as the basis for final design and engineering/construction plans and specifications, or shall work with the consultant(s) to develop a final schematic design incorporating elements or building upon the alternative schematic designs. Final design and engineering/construction plans and specifications shall be prepared based on the selected schematic design.

Products: Alternative schematic designs. Schematic design alternative selected.

Task Three: Public Meeting

A public information meeting shall be conducted to solicit public input on the schematic design.

Product: Minutes/Summary of meeting prepared.

Task Four: Construction Requirement Analysis

The consultant(s) shall prepare an analysis of all federal, state and local requirements for the selected schematic design alternative, including necessary permits and approvals, and a description of how these requirements will be satisfied by the design to be presented to the advisory committee for review.

Products: Written construction requirement analysis. Pre-permitting meeting with identified entities.

Task Five: Environmental Quality Review

The consultant(s) shall prepare all documents necessary to comply with the State Environmental Quality Review Act (SEQRA) through determination of significance. If a positive declaration is made, a Draft Environmental Impact Statement shall be prepared.

Products: SEQRA documents and, if necessary, a Draft Environmental Impact Statement.

Task Six: Draft Final Design

The consultant(s) shall prepare a draft final design based on the selected schematic design alternative. The draft final design shall include all required maps, tables, data, written discussions, and other information identified in the contract and subcontract work plans and during the project kick-off meeting. The draft final design shall be provided to the NYS DOS and the project advisory committee for review at

least two weeks prior to the due date for comments. NYS DOS comments must be addressed to the satisfaction of the NYS DOS in subsequent revisions of the products and the final design.

Products: Draft final design and supporting materials.

Task Seven: Final Design and Construction Documents

The consultant(s) shall prepare the final design and construction drawings, plans, specifications, and cost estimates. The final design and construction documents shall be provided to the NYS DOS and the project advisory committee for review at least two weeks prior to the due date for comments. Final design and construction documents are subject to approval by the NYS DOS. These documents must be certified by a licensed professional engineer, architect, or landscape architect and the appropriate seal must be affixed to these documents.

Products: Final design and construction documents, certified by a licenses professional engineer, architect or landscape architect.

Task Eight: Permits

After the final design and construction documents have been approved by the Village of Celoron and NYS DOS, the consultant(s) shall prepare the necessary permit or other approval applications and obtain the required permits or approvals. A pre-application meeting with the NYS DOS and the appropriate federal, state and local regulatory authorities may be required to discuss the necessary permit or other approval applications. Prior to filing, the consultant(s) shall submit all applications to the NYS DOS for review and comment.

Potential permitting and approval agencies include but are not limited to:

- federal agencies such as the United States Army Corps of Engineers;
- the NYS DOS, pursuant to the consistency provisions of the federal Coastal Zone Management Act;
- other New York State agencies such as the Department of Environmental Conservation; the Office of General Services pursuant to the Public Lands Law; or similar authorization from the Power Authority (in certain areas of the St. Lawrence Seaway or Canal Authority (in the State Canal System), in order to use or occupy certain State-owned lands or waters overlying those lands; and the Office of Parks, Recreation, and Historic Preservation or the Stat Historic Preservation Officer; and
- agencies of a county, city town, village, or special purpose district, including but not limited to: town boards, boards of trustees, or city councils; planning commissions, boards or departments; and/or building or health officials.

Prior to construction the consultant(s) shall also demonstrate that the project is in compliance with 6 NYCRR Part 502, "Floodplain Management Criteria For State Projects" by obtaining a floodplain development permit, if local regulations establish such requirements, or by submitting a signed certification, by an official authorized to enforce local floodplain management regulations, that the project complies with the requirements of the statute.

Products: All required permits and approvals received. Written certification of compliance with floodplain management regulations, if applicable.

Task Nine: Bid Process and Selection of Construction Subcontractor

After the final design and construction documents have been approved by the Village of Celoron and NYS DOS, the consultant(s) shall prepare and distribute a bid invitation to select a construction subcontractor or subcontractors. Prior to distributing the bid invitation, the consultant(s) shall submit the bid invitation to the NYS DOS for review and comment.

The consultant(s) shall attend the bid opening meeting, review bids and assist with the negotiation of the contractor(s) contract. The consultant(s) shall prepare a draft contract or contract(s) to conduct the work with the selected construction subcontractor(s). The contract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of project completion, a payment schedule (payments should be tied to project milestones), and a project cost.

Products: Bid documents and correspondence regarding bid review, contractor negotiation, executed construction subcontract(s)

Task Ten: Site Inspections/Construction Phase Services

The consultant(s) shall verify progress and completion of construction work through periodic site inspections and photo documentation. The consultant(s) shall submit written summaries of progress and identification of problems to be addressed based on periodic site inspections with services to include:

- a. Attending a pre-construction meeting with the Village and Contractor
- b. Receiving and reviewing all material submittals and shop drawings
- c. Attending routine project coordination meetings (assume bi-weekly)
- d. Receiving RFI's track appropriately and respond
- e. Issuing change orders as necessary
- f. Fielding miscellaneous questions from Village representatives
- g. Reviewing contractor pay requests
- h. Performing a "punch list" walk through with Village staff and contractors
- i. Final acceptance of completed work

Products: Periodic site visits during construction. Written summary of progress with photo-documentation and identification of any problems that need to be addressed.

Task Eleven: Project Completion

Following satisfaction of punch list items, the consultant(s) shall submit a statement that the work has been completed in accordance with the contract and subcontract(s), the final design and construction specifications, and all permit requirements. The completion statement must be prepared and/or certified by a licensed professional engineer, architect or landscape architect. Unless otherwise specified during the project kick-off meeting, the consultant(s) shall submit two sets of as-built plans, certified by a licensed professional engineer, architect or landscape architect. When the consultant is satisfied work is complete, it shall submit a final project report, including a copy of the completion statement and a copy of the certified as-built plans and photo-documentation in the form of digital images of the site prior to, during and upon completion of work.

Products: Statement of completion, certified as-built plans, and final project report including photo-documentation.

C. Proposals

Proposals should include the following:

- a. The experience, qualifications, and capacity of the consultant and project team
- b. How the scope of work will be achieved
- c. A proposed timeline for project completion
- d. The cost to complete the project
- e. Schedule to meet a construction start of September 2015 with permit applications ready June 30, 2015 and bid documents by July 15, 2015.
- f. Respondent's efforts to comply with New York State's MBE and WBE goals.

Firms should submit three (3) hard copies and two (2) CDs.

D. Proposal Evaluation

The Village will review and rank the proposals using the factors listed below to select the preferred consultant. Based upon the evaluation of the proposals, the Village of Celoron reserves the right to invite any or all consultants for an interview before making a final selection. Such an invitation does not commit the Village of Celoron to pay any costs incurred in participating in said interview.

The evaluation factors are:

1. Experience, Qualifications, and Capacity of the Consultant

The capabilities of each responding firm will be evaluated in these specific areas:

- a. Recent relevant experience of the firm in similar projects
- b. The extent to which the firm has personnel, equipment, and facilities to perform the scope of work
- c. Experience of recent clients for similar services

2. Qualifications of the Project Team

- a. The quality and experience of the proposed staff and the proper balance of relevant skills
- b. The quality and experience of any proposed sub-contractors

3. Proposals

The proposals will be evaluated for their demonstrated understanding of the requirements of the RFP and their ability to meet the study objectives. This will include:

- a. Quality and completeness of the response
- b. Understanding of the proposed scope of work
- c. Cost-effectiveness of the proposal
- d. Ability to meet an aggressive work schedule
- e. Ability to comply with New York State's MBE and WBE goals

**Proposals (three hard copies and two CDs) are due by
May 15, 2015 to:**

Village of Celoron
21 Boulevard Avenue
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Questions may be sent to Shirley Sanfilippo, Clerk-Treasurer at clerk@celoronny.org