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Category: Architectural, Engineering & Surveying

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Issue Date: 6/29/2009

Contract Number: 277

RFQ-Architectural & Engineering Services for Wharf Reconstruction

Description:

REQUEST FOR QUALIFICATIONS – ARCHITECTURAL & ENGINEERING SERVICES FOR WHARF RECONSTRUCTION

Agency: Albany Port District Commission ("APDC")

Contact: Richard J. Hendrick, General Manager

Phone: (518) 463-8763

Project or Contract Title: Wharf construction support and inspection services for the construction of approximately 500 feet of wharf and adjacent rail.

Notice is hereby given that the Albany Port District Commission is seeking to retain an engineering firm to provide construction support and inspection services for a federally-funded project located in the City of Albany, Albany County. The project's PIN is 1935.xx.321. The project involves the construction/re-construction of approximately 500 feet of wharf on the Hudson River side of the Port. The project includes demolition of the existing low-capacity wharf; construction of a new bulkhead wall and new high level reinforced concrete wharf; and construction of new heavy lift rail along the high-capacity wharf. All work will be designed to AASHTO specifications and the NYSDOT Standard Specifications (Construction and Materials). Metric units will be used.

Construction Support will include but not be limited to: providing technical support during construction on questions relating to the design, and providing assistance in construction bid proceedings, analysis of bids, and review of shop drawings, if necessary.

Construction Inspection will include but not be limited to: providing on-site construction inspection and oversight to ensure the quality of construction and conformity with the final plans and specifications, and preparation of as-built plans.

The anticipated date of construction commencement is expected to be held in August 2009 and construction completed during May 2010. The anticipated construction cost is approximately \$10.3 million.

APDC will select the most highly qualified firm according to the following criteria, listed in order of decreasing importance:

Understanding of work to be done;
Experience with similar kinds of projects and/or work; Quality of staff for work to be done;
Familiarity with Federal and State requirements; Financial responsibility;
Logistics and familiarity with the project area.

Interested firms should submit four (4) copies of their Expression-Of-Interest (EOI) to the address below no later than 4:00pm on July 20, 2008. An EOI consists of (SF) 254 and (SF) 255 forms for the prime and all proposed subconsultants. The instructions for completing the (SF) 255 are provided on pages 1 and 2 of the form and must be followed, except as modified below: Item 2 should be omitted or left blank. Item 4 should include only those full time employees currently

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employed. Part-time personnel, personnel not employed on the date of the form or personnel used on an "as-needed basis" should not be counted here, but may be included in the presentation in Items 7 and 10. An organizational chart listing key managers of the proposed team may be included between Items 6 and 7 in the prime firms' (SF) 255, but it is not required. Item 7 should be completed as follows: A. Specific project experience must also include the date when the experience occurred; B. Individuals listed who are not currently employed by the responding firm must be identified as such; C. The starting date of employment must be given for individuals employed less than one year with the firm; D. Resumes of key individuals should be limited to a single (one-sided) page; E. For Construction Inspection Services, the resumes of key personnel, Box 7g, must include: a) current assignments (project, locations, duties), b) estimated completion date of current assignments, and c) client, client contact person and telephone number. Item 8 is a demonstration of the firms' experience. Individual experience with other firms may not be listed in this section. Include experience for offices listed in 3b only; no other office's experience may be included. The box provided for Item 8b, Nature of Firm's Responsibility, may be expanded to provide a more detailed description for each of the 10 projects listed. Item 9 should be omitted or left blank. Item 10 must begin on a new page. This section of the submission should describe the organization of proposed project staff indicating the role of each key individual. If sub consultants are proposed, the role of each sub consultant should be discussed. It should also include statements that are responsive to the criteria that will be used to evaluate this submission. This is the only section of the submission which may include pictures or graphics relative to the text. The use of non-glossy color graphics is permitted. Graphics or photos must be printed on the page and may not be otherwise attached. Pages with text, pictures or graphics, etc. on both sides of the page count as two pages. A brief description of a proposed project approach and schedule may be included in Item 10 of the prime consultant's (SF) 255. On the (SF) 255 for the prime firm, Item 8 and Item 10 together may not exceed 10 pages. In Item 8, there is a 10 project limit. If more than 10 pages are included, those beyond the 10th will be removed. Subconsultants who team with a prime firm or joint venture must include the following in their (SF) 255: The first page of the (SF) 255; Item 7 - list a maximum of five key resumes; Items 8 and 10 may not exceed a combined total of four pages. In Item 8, there is a 10 project limit. If more than 4 pages are included, those beyond the 4th will be removed. The instructions for completing the (SF) 254 are provided on pages 1 and 2 of the form. The (SF) 254 should include recent information and be dated no more than one year before the submission date.

Special Project Requirements: The selection and retention of a consultant will be contingent upon the availability of the proposed key staff, unless substitutes are approved by the APDC during negotiations. If necessary in the discretion of the ADPC, the top-ranked firms may be requested to prepare and give oral presentations before the APDC selection committee.

Disadvantaged Business Enterprises (DBE) are encouraged to submit proposals in response to this solicitation. Other proposers are encouraged to submit DBE sub consultants where appropriate.

Note regarding State Finance Law §§139-j and 139-k. This request for proposals ("RFP") includes and imposes certain restrictions on communication between a Governmental Entity (APDC and any other government entity) and an Offerer/Bidder during the procurement process. An Offerer/Bidder is restricted from making contacts from the earliest notice of intent to solicit offers (in this instance, the release of this RFP) through final award and approval of the Procurement Contract by the APDC and, if applicable, Office of the State Comptroller ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3) (a). The designated staff member for this RFP, as of the date hereof, is Richard Hendrick, APDC General Manager. Governmental Entity employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four year period, the Offerer/Bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found in the appropriate statutes and on the New York State Office of General Services website under the link for the "Advisory Council on Procurement Lobbying." Additionally, the above law requires certain affirmations be provided to the APDC by bidders and that certain provisions be contained within any contract/award resulting from this RFP. Specifically, the following forms/information is provided:

1. A Governmental Entity must obtain from all Offerers the required affirmation of understanding and agreement to comply with procedures on procurement lobbying restrictions regarding permissible Contacts in the restricted period for a procurement contract in accordance with State Finance Law §§139-j and 139-k.
2. A Governmental Entity must include a disclosure request regarding prior non-responsibility determination in accordance with State Finance Law §139-k in its solicitation of proposals or bid documents or specifications or contract documents, as applicable, for procurement contracts.
3. A Governmental Entity must obtain from all Offerers a required certification that the information is complete, true and accurate regarding any prior findings of non-responsibility, such as non-responsibility pursuant to State Finance Law §139-j. The Offerer must agree to the certification and provide it to the procuring Government Entity.

4. New York State Law §139-k(5) provides that every procurement contract award subject to the provisions of State Finance Law §§139-k and 139-j shall contain a provision authorizing the Governmental Entity to terminate the contract in the event that the certification is found to be intentionally false or intentionally incomplete. An example of such language is provided below: The APDC reserves the right to terminate this contract in the event it is found that the certification filed by the Offerer in accordance with New York State Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the Governmental Entity may exercise its termination right by providing written notification to the Offerer in accordance with the written notification terms of this contract. Forms meeting the requirements of 1-4 above can be obtained from the APDC and any response must contain these completed forms to be considered responsive.

Designated firms must submit proof of authority to practice engineering/land surveying in NYS (as appropriate) immediately upon designation.

Sub consultants, Subcontracting, and/or joint ventures are permitted.

Proposal Due: July 20, 2009 Contract Term: August 1, 2009 -- Length of Project

Location where services are to be performed: City of Albany, Albany County

For more information contact:
Richard J. Hendrick, General Manager
Albany Port District Commission
518-463-8763
518-463-8767 (fax)
rhendrick@portofalbany.us

Submit Proposals to:
Richard J. Hendrick, General Manager
Albany Port District Commission
106 Smith Boulevard
Albany, NY 12202

Minority Sub-Contracting Goal: 1%

Women Owned Sub-Contracting Goal: 2%

Proposal Due Date: 7/20/2009 4:00 PM

Contract Term: 365 days

Location: Albany Port District Commission 106 Smith Blvd. Port of Albany Albany, NY 12202

Contact: Richard Hendrick Albany Port District Commission
Albany Port District Commission
106 Smith Blvd.
Albany, NY 12202
Phone: (518) 463-8763
Fax: (518) 463-8767

Submit To: Richard Hendrick Albany Port District Commission
Albany Port District Commission
106 Smith Blvd.
Albany, NY 12202

Phone: (518) 463-8763
Fax: (518) 463-8767

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