

Howard Rattner
Commissioner



City of New Rochelle
New York
REQUEST FOR PROPOSAL
Specification No. 4915

ENGINEERING SERVICES
PARKING GARAGE CONDITIONS SURVEY

SECTION I: GENERAL INFORMATION

A) INTENT

The City of New Rochelle is seeking professional engineering services (Engineer) to determine the existing condition of the New Rochelle Transit Center Garage (Garage) including but not limited to joints, concrete, mechanical systems, and other structural components as detailed below and to recommend immediate and longer term remediation to ensure continued safe and efficient operation.

B) OVERVIEW

The Garage is a pre-cast concrete, multi-level, 900-space parking garage located in downtown New Rochelle, adjacent to the New Rochelle Railroad Station, which was opened in the summer of 2004. The Garage was constructed using pre-cast concrete double tees and sits between the Metro-North Railroad and Interstate I-95. The garage services both daily commuters on Metro-North's New Haven Line as well as customers of Amtrak along its Northeast corridor. The ground level of the Garage is also a major hub for the Westchester County Bee-Line bus system which on weekdays has more the 350 buses using the facility. Additionally, the garage houses an active Hertz rental car office and is home to the City's parking maintenance operations. Users of the garage include regular commuter permit holders and daily parkers that pay for their parking by use of multi-space parking meters.

C) SPECIFICATIONS AND SCOPE OF SERVICES

The Engineer will perform a thorough structural review of the Garage, its stair towers, ingress/egress and mechanical systems (electrical, HVAC, elevators, etc.) in order to provide a comprehensive written conditions report regarding the various elements in the Garage along with recommendations for immediate and long term repairs and /or improvements. Original design documents for the structure will be made available to the Engineer for use as a reference. The report should identify repairs requiring immediate attention as well as recommended maintenance and repairs scheduled for the next 5-10 years. The schedule of repairs must include a detailed estimate of construction costs and engineering costs to prepare plans and specifications to affect each type of repair along with escalators for inclusion in future annual budgets.

The recommendation should be of such scope and detail as to provide a basis for the preparation of any bidding of repair services. The scope of services shall include the following items:

- 1) A conditions assessment of the parking garage including the joint sealant and joint expansions systems.
- 2) A conditions assessment of the water proofing membranes.
- 3) Determination of the general structural condition of the parking garage including pre-cast panels.
- 4) A conditions assessment of the electrical & lighting systems within the parking garage.
- 5) A conditions assessment of the stair towers, elevator shafts, mechanical rooms, utility rooms and occupied spaces.
- 6) A conditions assessment of the roof areas of stair and elevator towers.
- 7) A conditions assessment of the all expansion joints, caulking, sidewalks and curbs.
- 8) A conditions assessment of parking stall striping and deck markings.
- 9) Determination of the condition and adequacy of the drainage systems throughout the garage.
- 10) Determination of the condition and adequacy of the handrails, doors, and windows in the towers, bollards and rooftop cable guard rails.
- 11) A review of the elements of the structure for compliance with the Americans with Disabilities Act.

D) QUALIFICATIONS REQUIRED

Minimum qualifications of the Engineer are as follows:

- 1) At least 5 years of professional engineering experience providing similar service to a facility of similar size.
- 2) At least 3 references from similar projects currently/previously engaged in with contact information.
- 3) At least one of the references must be from a city/county/state entity.

E) PROPOSAL FORMAT

The Engineer's proposal should include the following:

- 1) Detailed information on your organization's primary participants and their roles, including all MBE/WBE participants.
- 2) The name, qualifications and experience of the local manager that will be assigned to oversee this project.
- 3) Demonstration that the firm has successfully completed engineering services similar in scope to that requested in this proposal.
- 4) Description of the firm and its pertinent experience. Please submit a list of clients for which the firm provides comparable services. The listing of comparable experience should provide names, contact persons, addresses and phone numbers of references for verification of experience

- 5) Proof that the firm is presently licensed to do business in New York State, or is able to obtain proof upon award and prior to the commencement date of the Agreement. Each MBE/WBE participant will provide a copy of its MBE/WBE certification that verifies the certification occurred prior to the date this Request for Proposals was issued.
- 6) A completed and signed Exhibit A attached hereto.
- 7) A time line for commencement and completion of study from date of award.
- 8) One original document and 4 copies of the response.

F) AWARD CRITERIA

The award of a contract for the described services will be made by the City's RFP Evaluation Committee and shall be based on the respondent's qualifications including, but not limited to the following:

1. Experience and Qualifications of the Proposer (maximum 40 points)

Consideration will be given to proposers demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP, and providing authoritative documentation of their financial soundness and stability. Similar experience will be understood to include providing similar services to major public and private sector corporations.

2. Proposal Completeness (maximum 20 points)

Proposal responses will be evaluated on completeness, clarity/accuracy of the information requested, and proposal presentation.

3. Financial Terms (maximum 40 points)

Consideration will be given to proposals that present the optimum financial benefit to the City over the term of the contract.

Respondents may be required to make a presentation of their qualifications to the Committee.

G) PRE-PROPOSAL MEETING

A pre-proposal meeting and site tour will be conducted on **November 29, 2011 at 10:00am SHARP**, meeting at City of New Rochelle Purchasing Office, 515 North Avenue, New Rochelle, New York. It is **STRONGLY** recommended that prospective bidders attend this meeting. The pre-proposal meeting will be the deadline for the submitting of any questions or issues.

Please contact George Rainone, Public Property and Parking Manager to confirm your participation in the pre-proposal meeting (914) 654-2189.

The City reserves the right to amend the RFP based on questions and issues raised prior to and at the pre-proposal conference. Companies represented at the pre-proposal conference will receive any such amendments in writing.

H) PROPOSAL DUE DATE

Proposals will be accepted up until **3:00 pm December 14, 2011** in the Purchasing Office, City of New Rochelle City Hall, 515 North Avenue, New Rochelle, N.Y. 10801 and mailed to the attention of Mark Zulli, Risk/Purchasing Manager.

The City of New Rochelle is a sponsor of the Westchester Affirmative Action Equal Employment Agreement and strongly encourages all firms qualified and certified as Women/Minority Business Enterprises (W/MBE) to submit proposals. The awarded vendor shall make a good faith effort to ensure that W/MBE are given the maximum opportunity to compete for any sub-contracts.

D) CITY CONTACT PERSON

If there are any questions concerning this Request for Proposal, please contact George Rainone, Public Property and Parking Manager at (914) 654-2189.

SECTION II: GENERAL REQUIREMENTS

A) LABOR LAWS

The awarded firm will be required to comply with all applicable laws, including, but not limited to, Labor Laws, Prevailing Wage Rates, and Workers Compensation.

B) LIABILITY REQUIREMENTS

1) Paid by Awarded Vendor - Errors and Omissions Policy

The successful company shall supply and maintain insurance which indemnifies and holds harmless the City, its officers, employees and agents from and against any and all liability, damages, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly out of acts or omissions hereunder by the contractor or third party under the direction or control of the contractor in an amount not less than 1,000,000.

2) The successful company must furnish the City with Certificates of Insurance prior to commencement of work. The required coverage shall not be less than the following:

Workers Compensation	Statutory Requirements
New York State Disability Coverage	Statutory Requirements
General Liability/Property Damage	\$2,000,000 combined single limit
Automobile Liability	\$2,000,000 per occurrence
Errors and Omissions	\$1,000,000 per occurrence

INSURANCE CERTIFICATES SHALL NAME THE CITY OF NEW ROCHELLE AS ADDITIONAL INSURED PARTY AND SHALL BE PRIMARY OVER ANY INSURANCE HELD BY THE CITY.

C) PROPRIETARY INFORMATION

The New York State Freedom of Information Law, Public Officers Law, Article 6, provides for public access to information. Public Officers Law, Section 87(d) (2) provides for exceptions to disclosure for records or portions thereof that are "trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information that the proposer wishes to have treated as proprietary and confidential trade information should be identified and labeled "Confidential" or "Proprietary" on each page at the time of submittal. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be excepted.

D) RIGHT TO REJECT PROPOSALS

This RFP does not commit the City to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP or to procure or contract for services. The City intends to award a contract on the basis of the best interest and advantage to the City, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers or to cancel this RFP in part or in its entirety, if it is in the best interest of the City to do so.

E) CANCELLATION CLAUSES

Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFP shall result in immediate cancellation. The agreement may be cancelled by the City of New Rochelle for any other reason(s) upon ninety (90) days written notice.

EXHIBIT A:
REQUEST FOR PROPOSAL SPECIFICATION # 4915

All terms, conditions and requirements as set forth in this Request for Proposal are acceptable as specified therein. Yes_____ No_____

If "**NO**", please provide a detailed description and/or explanation of any deviation in your proposal from the specification detailed in the Request for Proposal with your proposal response.

By submission of this proposal, each bidder, and each person signing on behalf of any bidder, and in the case of a joint bid, each party thereto as to its own organization, under penalty of perjury, certifies that to the best of its knowledge and belief:

A. 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 bidder or any competitor; and

B. unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and

C. no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

The bidder certifies that this proposal is made without any connection with any other person making a proposal for the same purpose, and is in all respects fair and without collusion or fraud, and that no elected official or other officer or employee or person whose salary is payable in whole or in part from the City of New Rochelle treasury is directly or indirectly interested therein, or in any portion of the profits thereof.

As an authorized representative of the identified company, I accept all the terms and conditions identified in Request for Proposal Spec. #4915 except as identified.

Company Name and Address _____

Signature

Date

Name & Title

Phone Number

Email Address

Fax Number