

**Request for Proposals
Programming Services
Renovation of Existing DSS Building
November 2014 (Reissued 12/23/14)**

Introduction:

Columbia County is accepting proposals from qualified architectural firms for Programming services for the following:

Program space utilization renovations to the first floor of the County's existing ±26,000 sf Department of Social services building. The building address is 25 Railroad Avenue, Hudson, NY. The building was constructed in or around 1991. Plans for the building are available in paper format.

Where applicable, all work shall comply with the latest issue of Life and Safety Code, A.D.A. Regulations and the NYS Building Code as amended. Proposers must be licensed to practice professional engineering and/or architecture in the State of New York. Proposals must be received no later than **1:00 pm Monday Friday, January 30, 2015** at the following address:

Columbia County Facilities Division
401 State Street
Hudson, New York 12534
(518) 828-0871

A total of four proposals shall be submitted. Proposals may be mailed, but Columbia County gives no guarantee that said proposal will be received in the County Facilities Office by the designated time.

Envelopes must be marked: **“Proposal for Professional Services, Programming Services, Renovation of the first floor of the existing DSS building.”**

Questions regarding this RFP must be submitted via email to Christine Mossman at christine.mossman@dfa.state.ny.us no later than 1/7/15. Responses will be emailed to all prospective proposers by 4:00 pm 1/16/15. Requests to schedule a site visit for the 25 Railroad Avenue building should be coordinated with Robert Pinto, Columbia County Director of Facilities, at (518) 828-0871, email: robert.pinto@columbiacountyny.com

**Robert Pinto
Director of Facilities Division**

Highway Division
Bernard Kelleher – Director
PO Box 324
Hudson, NY 12534
(518) 828-1114
(518) 828-8740 FAX

Facilities Division
Robert Pinto – Director
401 State Street
Hudson, NY 12534
(518) 828-0871
(518) 828-2245 FAX

Solid Waste Division
Jolene Race – Director
401 State Street
Hudson, NY 12534
(518) 828-2737
(518) 828-2245 FAX

Engineering Division
Dean Knox – Director
PO Box 324
Hudson, NY 12534
(518) 828-7011
(518) 828-8401 FAX

Background:

Columbia County recently purchased the building which houses the County DSS function. The building address is 25 Railroad Avenue. The building was constructed in or around 1991 and used for the County's DSS when the department employed approximately 90-employees. Today the number of employees is ± 150 . The building area is $\pm 26,000$ sf, and the first floor is approximately 8,500 sf.

This project will include the programming of renovations to the first floor of the building in an effort to meet the current needs of the Department. This will include, but not necessarily be limited to the following:

- Security screening systems in the form of metal detector(s) and x-ray machines;
- Security cameras;
- Revised layout for client screening rooms;
- Revised layout for the client lobby area; and
- Programming services to meet departmental needs and optimize the use of the building.
- Revised layout to house Sheriff Investigators co-locating at DSS
- Revised layout to provide private access to witnesses being interviewed by CPS and or Sheriff Investigators

Building Programming Services:

This task shall consist of the development of a schematic design, including the mechanical, electrical, plumbing, HVAC, security and other systems required for the facility, recommendations for the bidding packages and recommendations for the sequence of construction. During this task, all design criteria and solutions shall be developed within the program requirements and budget as established by the County.

The consultant will meet with the DSS to understand their needs and program renovations to the building space. As the building programming phase evolves decisions may be made which changes the make-up of the departments / agencies within the building. It shall be explicitly understood that there shall be no limit for the number of meetings with the County DSS or visits to the building in developing the programming plan. Recommendations in regards to the programming of building space shall be made by the consultant with the final decisions by Columbia County.

Existing infrastructure can be incorporated into the future renovation plans. Any existing infrastructure proposed for reuse must be thoroughly investigated as to its integrity and compliance with the Residential Code of New York State, the Building Code of New York State, the Plumbing Code of New York State, the Mechanical Code of New York State, the Fuel Gas Code of New York State, the Fire Code of New York State, the Energy Conservation Construction Code of New York State and the Property Maintenance Code of New York State.

The building is serviced by central water and sewage from the City of Hudson.

Deliverables for the building programming phase are as follows:

1. Programming sessions in a number required to complete this task with the County.
2. Provide minutes of all meetings.
3. Identification of NYSERDA and other state or federal agencies for rebate incentives associated with the development of this project.
4. Provide a schematic design development letter report with a budget that describes the scope of work and basic development program. It shall describe the overall design philosophy and operational characteristics of the entire site, including the functional operation of the County DSS housed in the building as it relates to the employees and visitors ingressing / egressing the building.
5. Lay-out in plan any reconfigurations of the existing parking lot that seems logical for the future use as a County office building and, lay-out any new parking lot(s) that may be needed to meet the parking needs for the site.
6. Consider and propose “Green” energy saving technologies that would be appropriate and should be considered in the course of the building renovations, such as energy saving windows, increased building insulation, CO₂ sensors for fresh air recirculation, etc.
7. Prepare concept drawings for the front and side elevations of the building depicting the new appearance of the building and proposed landscaping.
8. Concept drawings and descriptions for:
 - Floor plans (1/8” scale or as agreed upon by County) – shall include all required space, doors, windows, stairs, square footage, planned occupancies, exits, major items of fixed equipment, and illustrating reasonable compatibility with routings of mechanical, electrical, plumbing, telecommunications/data and security services;
 - Sections (1/8” scale or as agreed upon by County) – shall include major cuts in two directions for all structures with basic vertical dimensions and material descriptions; Elevations (1/8” scale minimum);
 - Flow diagram to show circulation and compliance with NYS Building Code or any other code or regulation needed for the building tenants; and,
 - General description of the Project including use, architectural concept, conformance to requirements, zoning, lot coverage, code compliance and security systems.

9. Capital cost estimate. Estimates shall follow the CSI format and be prepared by personnel capable **AND QUALIFIED** (emphasis added). Accurate cost estimating will be needed in order to effectively manage this project.

Services Provided by County:

1. The County will make available any drawings for the original building construction that exists and site surveys that exist.
2. The County will make available the following reports:
 - Structural Evaluation of the DSS Building dated December 2011;
 - Mechanical Building Systems Report dated January, 2012;
 - Phase I EA;
 - Phase II EA; and,
 - Vapor Intrusion Study as prepared by Cooper Associates, March 23, 2012.

Project Schedule:

Consultant award will be made within 60-days of receipt of proposals.

Form of Proposal:

Submit the costs in the following format:

- Cost for Building Programming Services (**lump sum**)

Proposals will not be evaluated solely upon their cost but will also take into consideration the experience and service that the Consultant will bring to the project. The County reserves the right to reject any and all proposals that are received. All proposals submitted remain the property of Columbia County. The successful Consultant will be expected to execute a Standard Form Contract with Columbia County and, provide Columbia County with a certificate of insurance naming Columbia County as an additional insured in accordance with the attached limits.

COLUMBIA COUNTY CONTRACTOR INSURANCE REQUIREMENTS

The AGENCY / Contractor agrees to hold harmless and indemnify the County of Columbia and the Public Works Department of Columbia County, and the officers, agents, and employees of said County and the said Public Works Department, from and against all loss, damage, claims, demands, causes of action, and judgments arising out of bodily injury of whatever kind or nature, and property damage of whatever kind or nature, caused by the AGENCY and arising out of the AGENCY's performance of this Agreement. Additionally, the AGENCY agrees to procure and maintain, at its own expense, insurance of the kinds and in the amounts hereinafter provided, with insurance authorized to do business in the State of New York, covering all operations under this Agreement, whether performed by the AGENCY or by its subcontractor. Before commencing work on behalf of the County of Columbia, the AGENCY shall furnish Certificates of Insurance that have complied with these requirements, which certificates shall provide:

- a. Coverage shall not be canceled or reduced until (30) days written notice has been given to the county.
- b. Underwriters will have no rights of recovery or subrogation against the County of Columbia, it being the intention of the parties that the insurance policies so effected shall protect both parties.
- c. The insurance company(ies) issuing the policy(ies) shall have no recourse against the County of Columbia for payment of any premiums or for assessments under any form of the policy.
- d. Any and all deductible and self-insurance retentions in the above-described insurance policies shall be assumed by and at the risk of the AGENCY in the amount as indicated in such policies.

The coverage parts and amount of insurance required are as follows:

1. Commercial General Liability insurance with minimum limits of \$1,000,000 per occurrence, subject to a \$2,000,000 annual aggregate. Coverage shall include bodily injury, property damage, and blanket contractual liability. The County of Columbia and the Public Works Department shall be named as an additional named insured.
2. Automobile Liability with minimum limits of \$1,000,000 each accident. Coverage shall provide for any vicarious liability of the County of Columbia and be applicable to all owned, non-owned, hired, borrowed or temporarily used vehicles of the AGENCY.
3. Statutory Workers' Compensation and New York State Disability in accordance with the Compensation laws of the State of New York.
4. Professional liability insurance with a minimum of \$1,000,000 per occurrence and a \$3,000,000 annual aggregate. The County of Columbia and the Public Works Department shall be named additional insureds. (NOTE: in some cases this requirement of professional liability is not required. This decision is made on a case by case basis)