

HAMBURG COMMUNITY DEVELOPMENT

6100 South Park Avenue * Hamburg * New York * 14075

(716) 648-6216 * www.townofhamburgny.com/community-development

Director: Christopher Hull * Assistant Director: Timothy J. Regan



Hamburg Town Supervisor: Randall A. Hoak

Council Members: Megan A. Comerford * Shawn P. Connolly * Elizabeth C. Farrell * Karen L. Hoak

Notice of Request for Proposals (RFP) Hamburg Community Development

for

“Architectural/Engineering Services”

Please take notice that the Town of Hamburg Department of Community Development (Hamburg Community Development) will accept Request for Proposals/Qualifications for "Architectural/Engineering Services" for removal of architectural barriers to accessibility within town buildings. In order to be considered, a statement of proposals and qualifications must be submitted in writing by 10:00 a.m. on Wednesday, March 9, 2022. Detailed information to be included in your statement of proposals can be obtained by contacting:

Hamburg Community Development

6100 South Park Avenue

Hamburg, New York 14075

Phone: (716) 648-6216

E-Mail: chull@townofhamburgny.com

ATTN: Christopher Hull; Director of Community Development

NOTICE

Attention is called to the fact that Community Development Funds from the U.S. Department of Housing and Urban Development are being used for this project and, therefore, compliance with Title VI and other applicable provisions of the Civil Rights Act of 1964; Executive Order 11246 (Buffalo Plan); Section 3 of the Housing and Urban Development Act of 1968 as amended; Section 109 of Order 11625 (Utilization of Minority Business Enterprises); Davis-Bacon and Related Acts is required.

REQUEST FOR PROPOSAL/QUALIFICATION CONTENT INDEX

<u>Content:</u>	<u>Page #:</u>
I) Cover/Public Notice	Page 1
II) RFP Qualification/Criteria for Selection	Pages 2 - 4
III) Scope of Services:	Pages 5 - 6
IV) Appendix "A" Limitation to Liability Certification form	Page 7

REQUEST FOR PROPOSALS:

The intent of the Town of Hamburg Department of Community Development is to select a qualified architect/engineer to produce professional design and construction specifications and to oversee the construction of accessibility projects within Hamburg Town Hall, 6100 South Park Avenue, Hamburg, New York 14075. This would include certified drawings and construction specifications for inclusion within a bid package for the construction/reconstruction of access to and within the existing building located at 6100 South Park Avenue, Hamburg, New York 14075 (Hamburg Town Hall).

GENERAL INFORMATION:

Issuing Office and Point of Contact:

- * This Request For Proposal is issued by Hamburg Community Development.
- * The official contact for any questions related to this Request For Proposal is:

Christopher Hull; Director of Community Development
Town of Hamburg
6100 South Park Avenue
Hamburg, New York 14075

Contact Information: **Phone Number:** **(716) 648 - 6216**
E-Mail: chull@townofhamburgny.com

Deadline for Receipt of Proposals:

All responses to this "RFP" must be received at Hamburg Community Development. Our official office is located at 6122 South Park Avenue, Hamburg, New York 14075.

All responses shall be received in sealed envelopes and clearly marked as:

"Architect/Engineer Services"

All respondents shall submit three (3) original written proposals which should be received **no later than 10:00 a.m. local time on Wednesday, March 9, 2022.**

Limitations to Liability:

Neither the Town of Hamburg nor Hamburg Community Development assume responsibility or liability for costs incurred by agencies responding to this "Request for Proposal and Qualifications" or any subsequent requests for interviews, additional data, etc., prior to the issuance of a contract. To this end, the "Limitation to Liability" statement (included as Appendix "A") must be signed and returned with your RFP Response.

Rejection of Proposals:

The Town of Hamburg reserves the right to reject any or all proposals, or to award contracts in whole or in part if it is determined to be in its best interest.

Type of Contract/Fees and Compensation:

The Town of Hamburg expects a firm price for the work defined in this document.

Alternate fee structures can also be agreed to by both parties through this RFP process if it is deemed in the best interest of the program.

The Town of Hamburg reserves the right to negotiate other forms of compensation. In developing their proposal, respondents should be aware that all costs and charges related to the performance of their proposed services must be included within and covered entirely by the price charged (see above). A detailed cost breakdown is also requested for each different task identified within the proposal. After reviewing the submitted proposals, the Town of Hamburg can, at its discretion, hold interviews and request "best and final offers" to be submitted to the town.

Format for Proposals:

There is no restriction on the length of the proposals. However, respondents are encouraged to be as concise as possible. Proposals shall be organized in the following format:

Qualifications:

- 1) Project Understanding & Implementation: Demonstration of understanding of the project requirements that will be applicable for project implementation.
- 2) Experience: A brief summary of any other experience or familiarity you have within the area of this project. Please emphasize any and all related work. Include resumes for persons to be involved with said project.
- 3) Community Development Block Grant (CDBG) Experience: Past experience or familiarity you have with the federal Community Development Block Grant program.

Technical Proposal Response:

The following information must be provided by all respondents. Such information shall include;

- 1) Narrative explaining the approach to the project and its plan to address the task breakdown.
- 2) Work schedule and cost estimate for all activities within the Scope of Services.
- 3) Any proposed changes or additional areas of work that the respondent feels should be considered for the project. (Optional Work)

Time Frame:

Although the architect/engineer will be expected to be flexible in work requests from the Town of Hamburg, it is expected that all tasks outlined in the Scope of Services will be completed over a specific contract period. Work start shall mean written authorization from the Town of Hamburg to proceed and not necessarily the date of the signing of the contract.

CRITERIA FOR SELECTION

The following criteria shall be used to provide the Town of Hamburg with a basic system to analyze the architect/engineer selection process.

1) Understanding of the Tasks:

Does the architect/engineer have a clear view of the requested Scope of Services and time frame?

Has the architect/engineer responded in a manner that shows clear understanding of the project and the Scope of Services?

Has the architect/engineer added any suggestions that would benefit the scope of the work to be performed?

2) Experience and Qualifications:

Does the architect/engineer have the proper experience in related, quality work and projects?

Has the architect/engineer worked with the Town of Hamburg or worked with other municipal governments doing work with federal Community Development Block Grant procedures previously?

3) Technical Approach:

Does the respondent's proposed steps to implementation make sense and is there any creativity within the approach proposed, including any suggestions that might enhance the project?

4) Cost:

Is the cost of the Scope of Service real and reasonable as relating to this request/project?

5) Evaluation:

The proposals will be reviewed by the Town of Hamburg based upon the above criteria. A decision will be made prior to project start date, which is estimated to be April 1, 2022. The Town of Hamburg retains the right to hold further interviews with respondents it considers to be within a competitive cost range after the initial review of the submitted proposals. Interviews may either include oral presentations to the selection panel or phone interviews completed by a panel representative.

HAMBURG COMMUNITY DEVELOPMENT

6100 South Park Avenue * Hamburg * New York * 14075

(716) 648-6216 * www.townofhamburgny.com/community-development

Director: Christopher Hull * Assistant Director: Timothy J. Regan

Hamburg Town Supervisor: Randall A. Hoak

Council Members: Megan A. Comerford * Shawn P. Connolly * Elizabeth C. Farrell * Karen L. Hoak



SCOPE OF SERVICES

- 1) Take part in a walk-through of the project areas with town officials to formulate an idea of the scope of the project. Walkthroughs are scheduled for Wednesday February 23, 2022 at 10:00 a.m. and/or 3:00 p.m.
- 2) Consult with the towns ADA Coordinator and appropriate staff and/or consultants at 6100 and 6122 South Park Avenue to review specific proposed areas of the project.
- 3) Develop plans/specifications/drawings for the accessible reconstruction for the existing areas to be completed under this project. This will include all specifications including an accessible front entrance(s), any new/converted plumbing fixtures, electrical, heating and general construction detail. All ADA, federal and state laws shall be followed and incorporated within any plans/specifications/drawings. Consultation with the towns Code Enforcement will be required.
- 4) Provide specific construction estimates for all work to be completed under this project.
- 5) Provide a minimum of fifteen (15) complete sets of bid documents for release to contractors. This will include plans, specifications, all drawings, wage rates and federal bid procedures (as coordinated with Hamburg Community Development) for use with bidding of the project. Attend bid opening as scheduled and review submitted bids for comparison.
- 6) Provide construction administration and inspection in conjunction with the town code enforcement and Hamburg Community Development and/or its agents during the entire project from start to finish.
- 7) Certify completion of construction and project acceptance, including certification of contractor payrolls and forms for payment from all sources.

All design plans/specifications/drawings shall comply with Title II of the Americans with Disabilities Act, as amended, and all other laws and regulations pertaining to handicap accessibility whether through federal, state or local laws and regulations and compliance also with New York State Building Codes.

HAMBURG COMMUNITY DEVELOPMENT

6100 South Park Avenue * Hamburg * New York * 14075
(716) 648-6216 * www.townofhamburgny.com/community-development
Director: Christopher Hull * Assistant Director: Timothy J. Regan



Hamburg Town Supervisor: Randall A. Hoak
Council Members: Megan A. Comerford * Shawn P. Connolly * Elizabeth C. Farrell * Karen L. Hoak

APPENDIX "A"

REQUEST FOR PROPOSAL "LEGAL SERVICES" "LIMITATION TO LIABILITY CERTIFICATION" {Completely fill out and return with your RFP/Q submission}

With my/our signature below, I/We hereby acknowledge that I/We understand the following:

- 1) The Town of Hamburg does not assume responsibility nor liability for costs incurred by legal service agency or bar associated legal providers responding to the Request for Proposal/Qualifications or for any subsequent requests for interviews, additional data, etc., prior to the issuance of a contract by the Town of Hamburg Department of Community Development.
- 2) The Town of Hamburg, The United States Department of Housing and Urban Development, The State of New York or the County of Erie, its employees or agents are NOT responsible or liable for any breach of contract, accident liability, or damage which might arise from my participation with this Request for Proposal/Qualifications.
- 3) (I)(We) have read and completely understand all information provided within this Request for Proposal.
- 4) (I)(We) completely understand the specific need for confidentiality as detailed within this Request for Proposal.

Signature

Title

Date

Printed Name

Company/Firm/Agency

Federal ID Number:

STATE OF NEW YORK)
COUNTY OF ERIE) SS:

On the ____ day of _____, in the year 20 ____, before me, the undersigned, a notary public in and for said state, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public