

**Village of Endicott
1009 East Main Street
Endicott, NY 13760**

Request for Qualifications to provide:

**Architectural/Engineering Design Services for the Police/Fire
Department Ventilation and Emergency Preparedness Improvements**

1. Description of the project

The Village of Endicott proposes public facility improvements to include removal and replacement of the emergency generator and improvements to the HVAC system at the existing Police and Fire Department Building to improve health, safety, and emergency preparedness in response to the COVID-19 pandemic. The Police and Fire Department Building houses the fire department, police department, court room and law enforcement shooting range utilized by multiple regional departments including: Endicott Police Department, Vestal Police Department, Binghamton University Police, Johnson City Police Department, Broome County Sheriff, Broome County District Attorney Investigators, New York State Police Special Operations Rescue Team, and Broome County Sheriff's Law Enforcement Academy. The building includes the Emergency Operations Center and bunk housing for emergency services personnel utilized during emergency events such as the flood of 2011. The building is an essential facility utilized by essential workers and first responders taking an active role in the COVID-19 response. The building requires improvements to the emergency backup power to maintain operations in the event of loss of power. The CDC recommends ventilation improvements to reduce the spread of disease and lower the risk of exposure.

The emergency generator is located inside of the Police Department building in an area that has limited access and creates safety concerns during fueling. The existing generator is a Caterpillar Diesel Electric Set, Model 0333A that has exceeded its useful life. The proposed improvement is removal of the old generator, installation of a new 250kW gas generator located outside of the building, with new pad and security bollards.

The HVAC system serving the building also requires improvements to achieve adequate ventilation in compliance with new COVID related safety standards and to move the intake away from the firing range exhaust. Ventilation system upgrades will increase the delivery of clean air and dilute potential contaminants and irritants. The proposed ventilation improvements are based on the American Society of Heating, Refrigerating and Air-Conditioning Engineers Guidance for Building Operations during the COVID-19 pandemic and include increase the introduction of outdoor air, improve air filtration as high as possible without significantly reducing design airflow.

The proposed project cost is \$500,000 and includes: removal of existing emergency generator, installation of new emergency generator, and HVAC improvements, and engineering costs, environmental review and grant administration associated with CDBG program requirements.

The proposed project is anticipated to be completed within 12-months of award and there are no identified potential barriers to completing the project as proposed.

The project must be completed within 12 months of receipt of CDBG funding.

2. Description of scope of services

Engineering services required for this project include project design and oversight of the construction process. In addition, environmental review and determination will be required.

3. Proposed Budget

- \$442,000 construction costs for installation of new emergency generator and HVAC improvements .
- \$53,000 for Engineering cost & environmental review
- \$5,000 is the proposed budget for grant administration costs associated with CDBG program requirements.

Payment for the project will be issued on “as invoiced” basis. Checks or ACH payments will be issued within 30 days of receipt of invoice.

4. Proposed Project Schedule:

January 2022 - RFQ for Architectural/Engineering Design Services and Consulting Services

February 2022 - Selection and Award of Professional Services

February – March 2022 - SEQR and NEPA Review

March – April 2022 - Design Development

April – May 2022 - Design and Bid Approval by OCR

May 2022 - Bidding

June 2022 - Construction Begins

September 2022 - Construction End and Grant Closeout

5. Qualifications/Experience

Three-five references for similar completed projects should be included in statement of qualifications. This project is funded by a Community Development Block Grant, as administered by the NYS Office of Community Renewal. Minority and Women Owned Business Enterprises and Section 3 firms are encouraged to participate.

6. Village contact for additional information

Anthony Bates, Village Manager

Monday-Friday 8AM – 4PM

Phone: 607-757-5337

Email: abates@endicottny.com

Linda Jackson, Mayor

Phone: 607-757-2420

Email: voemayor@endicottny.com

7. Submitting Qualifications

Statement of qualifications must be submitted, in a sealed package, One Original (identify) PLUS 5 identical copies of all materials required for acceptance of their proposal on or before 3:00 PM Monday January 31, 2022:

Village of Canisteo
Attn: Mr. Anthony Bates, Village Manager
1009 East Main Street
Endicott, NY 13760

All documents must be received by the stated time. Late submissions will not be accepted.

The Village does not accept facsimile machine or email submitted qualifications. All documents should be typed and submitted on 8.5x11in. paper with page numbers clearly indicated.

8. Evaluation of Qualifications

Statement of qualifications will be reviewed by a Committee appointed by the Village of Canisteo Board of Trustees. The committee will review qualifications on/before June 30, 2021. Once the committee has reviewed the qualifications the top three firms will be contacted to complete an interview with the committee. The committee is looking for Engineers with prior experience with similar projects as well as strong references with the Village of Canisteo or other local municipalities. The statement of qualifications will be scored based on the following criteria:

Description	Points
Funding, & Project Site Familiarity	35
Organization Capabilities	20
Staff Qualifications	20
Project Approach	25
Total	100

A. Funding & Project Site Familiarity (35 Points)

As a result of time being of the essence, familiarity with CDBG funding, Village Operations, and the project site will be critical to ensure that the project work can be turned around in a relatively short timeframe to retain funding, while ensuring efficient and cost effective design.

B. Organization Capabilities (20 Points)

Describe the organization/company's experience and capabilities providing similar services to those required. Be specific and detail no more than three projects/contracts: description of work, dates, locations, challenges and results.

In the event that a firm can provide both consulting and engineering services, supporting documentation including qualified staff should be noted.

C. Staff Qualifications (20 Points)

Provide a list of all individuals, including consultants, to be involved in the project and a brief description of their role and qualifications. Please indicate how this design team will be managed and identify the main contact person at the firm. Provide a synopsis describing the educational and work experience for each of the key staff who will be assigned to the project/program.

D. Project Approach (25 points)

Describe your experience in providing Architectural/Engineering Services to a government organization for large scale building and renovation projects. Detail your firm's understanding of the challenges and barriers for a project like this and proposed approach to overcoming these barriers. Identify potential risk factors and methods for dealing with these factors. Program delivery- estimated work plan and timetable for completion of project with estimated award date November 2021. Outline the tasks your firm proposes to accomplish throughout the life of the contract. Provide an estimated schedule and timeline for each task.

All things considered; summarize why you believe the Village of Canisteo should retain your firm to perform this project.

E. Village Rights

The Village reserves the right to reject any and all statements in full, waive any informality, issue subsequent RFQs, cancel the entire RFQ, remedy technical errors in the RFQ process, and seek assistance in the evaluation process.

All firms who respond to the RFQ will be notified in writing of the Village's intent to award the contract(s) as a result of this RFQ.

9. Appeals Process

Notices of intent to protest and protests must be made in writing. Protestor should make their protests specific as possible and should identify provisions that are alleged to have been violated.

The written notice of intent to protest the intent to award a contract must be filed with Anthony Bates, Village Manager, 1009 East Main Street, Endicott, NY 13760 and received no later than five (5) working days after the notice of intent to award is issued.

The decision of the Village Manager may be appealed to the Board of Trustees within five (5) working days of issuance. The appeal must allege a violation of a New York State statute or a Village of Canisteo Ordinance provision.