

Streetscape RFP

REQUEST FOR PROPOSAL

Professional Services - CONSTRUCTION MANAGEMENT SERVICES AND CIVIL ENGINEER SERVICES

Release date: Friday, March 14th, 2008

Due Date and Time: Friday, April 04, 2008

Deliver proposals to: Mr. Max Javier
Executive Director
Business Improvement District
246 Graham Avenue
Brooklyn, New York 11206

Authorized Contact: Mr. Max Javier
Executive Director
Phone: (718) 218-8836
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Definitions

“Law” shall mean any law, statute, rule, regulation, ordinance and other pronouncement (including common law).

“Person” shall mean any natural person, corporation, general partnership, limited partnership, limited liability company, proprietorship, other business organization, trust or association.

“Proposal” shall mean information, documents and samples provided by Contractor pursuant to the RFP, and any and all negotiated modifications and amendments thereto.

“Proposal Due Date” shall mean the date and time, as set forth on the cover page of this RFP, at which proposers shall submit Proposals for consideration by Corporation.

“Proposer” shall mean an individual or entity submitting a proposal in response to this RFP.

“Required Insurance “ shall mean those minimum insurance coverage’s defined in Sections VI (a through d).

“Services” shall mean the work or labor to be performed under this contract.

“State” shall mean the State of New York.

“Work” shall mean the project to be performed by Contractor under the Contract.

TABLE OF CONTENTS

	Page No.
Cover Page	1
Table of Contents	3
General Information	4
RFP Timetable	6
Scope of work	7
Evaluative Criteria	8
Submission Requirements	8
Other Instructions	8
Operational Guidelines	8
Insurance requirements	9
Indemnification	9

I. General Information

The Grand Street District Management Association, Inc., (DMA) which operates the Grand Street Business Improvement District (BID), is planning a basic streetscape program. The project essentially involves the removal of cracked cement and unstable brick pavers replaced by new all standard cement sidewalks along the six blocks of the catchment area on Grand Street between Bushwick Avenue and Union Avenue. Also included in the project is the planting of seven city approved street trees to enhance and revitalize the retail corridor.

The DMA intends to select a Civil Engineer/Construction Manager as a consultant/firm (“CE”) to provide the construction management services including the design of the project, preparing of construction documents, and management services for the entire construction and all list work of the construction, East of Union Avenue and West of Bushwick Avenue on Grand Street of the BID Streetscape Project (the “Project”). The role of the CE will be to act as the representative of the DMA and to provide assistance to the DMA as necessary.

The construction project is currently estimated taking (1) to (3) months to complete, and will entail the following:

- Sidewalk work comprised of:
 - Complete replacement of sidewalks with new tinted concrete;
 - Installation of new steel curb
 - Necessary utility relocation;
 - Agency Coordination for Muni-meter installation;

II. The Project

1. The Project, located on Grand Street between Bushwick Avenue and Union Avenue, includes all work necessary to replace the entire sidewalks in the area.

The Civil Engineer (CE) is to provide the design documents, an estimated comprehensive budget for the entire project, and manage the work not yet started in the approved contract documents.

2. The CE will consult with an arborist to insure proper installation and procedures as required by the Parks department. Will prepare/assist in completing an RFP for a unit price in the general construction of all construction consistent with the approved design documents. Their work is a combination of construction and the installation of materials procured directly by the Grand Street DMA (i.e. steel curbs, cement/concrete sidewalks, traffic signs, and meters).
3. Currently, the Grand Street DMA is coordinating with the respective City agencies with regards to the master plan and the contract documents (i.e. DOT, MTA, and DPR). The CE will insure that all approvals and permits are obtained from the city agencies.
4. All materials for the entire Project are to be supplied by the Contractor.

5. Schedule – The Grand Street DMA’s goal is to complete the entire program by the end of September 2008. The chosen CE firm must be able to have the Project start the assignment by Monday, May 12, 2008. Standard DOT work permits must be followed.

RFP TIMETABLE

<u>Event</u>	<u>Date</u>	<u>Time</u>
Release of RFP	March 14, 2008	9:00 AM
Question Submission Deadline:	March 28, 2008	3 PM
Projected Date of Response to Questions:	March 31, 2008	3 PM
Proposal Due Date:	April 04, 2008	3 PM
Projected Notification of Finalists:	April 08, 2008	3 PM
Projected Award Date:	April 15, 2008	3 PM
Projected Contract Start Date:	April 21, 2008	

REQUEST FOR PROPOSAL

Civil Engineerural Services

*CAPITAL IMPROVEMENT OF Grand Street
(Between Bushwick Ave. and Union Ave)
Brooklyn, New York, 11211*

The Grand Street District Management Association, Inc., a private non-profit corporation, hereafter known as the “**BID**” is seeking proposals for Civil Engineerural Services related to a Capital Improvement project to revitalize the commercial corridor on Grand Street, between Bushwick Avenue and Union Avenue.

I- Scope of work: The BID seeks a qualified Civil Engineer to provide the following services, they are:

- Basic services
 - Engineerural drawings (schematic design, preliminary and construction documents) for the installation of new tainted-color concrete sidewalks, planting of new trees and rehabilitation of existing trees within the Grand St. corridor.
 - Prepare and file all construction documents and applications to the New York City Department of Parks, Department of Transportation and any other respective city agencies.
 - Submit an estimated budget by unit cost for the entire project to the BID.
- Construction Administration:
 - The Engineer shall prepare and assist the BID in selecting a fully insured and bonded General Contractor to perform the services of the revitalization.
 - The Engineer shall prepare and assist the BID in selecting a fully licensed arborist to perform the services as required by the DPR.
 - The Engineer shall periodically inspect construction in progress (Field Reports) and establish the basis for payments to the Contractor (Requisition)
 - Engineer shall coordinate and be present at all Field meetings (Owner, Contractor, Engineer)
 - Engineer shall check the Shop Drawings and approve all samples
 - Engineer shall prepare all Change Orders
 - The Engineer shall prepare the Punch list upon substantial completion of the project and shall be responsible for filing all documents and reports to the appropriate agencies, such as The New York City Economic Development Corporation, New York City Department of Transportation and the New York City Department of Parks and any other city agency related to this project that has not been mentioned here.

II- Evaluative Criteria:

- A: Professional experience
- B: Cost of Proposal
- C: Quality of team proposed
- D: Quality of proposal

III- Submission Requirements:

All respondents are required to submit the following information in their proposals:

- (a) A list of three businesses or organizations in the City of New York which the respondent recently (within the last three years) provided similar services to;
- (b) Name, address and phone number for the appropriate contact person at each facility listed above;
- (c) A complete list of any agreements to which the respondent has been a party to that were terminated or revoked prior to their scheduled expiration date together with a statement indicating the reason for such termination or revocation;
- (d) A description of all litigation which is currently pending or which was initiated in the past three years involving the respondent and the operator or owner of any facility where the respondent is providing or has provided similar services.
- (e) All proposals must be submitted by **Friday, April 04, 2008** and should be delivered to:

**Mr. Max Javier, Executive Director
Grand Street Business Improvement District
246 Graham Avenue
Brooklyn, New York 11206
Tel: (718) 218-8836 Fax: (718) 218-8834**

**NO FAXED PROPOSALS WILL BE ACCEPTED.
ALL PROPOSALS SHALL BE SUBMITTED SEALED.**

IV- Other Instructions:

- (a) All respondents shall be duly licensed to conduct business in the State of New York and should possess all necessary insurance policies, licenses, permits and other documentation required to provide immediate services;
- (b) All respondents shall comply with all applicable federal, state and local laws, executive orders, regulations and rules;
- (c) The BID intends to enter into a contract agreement with the successful proposer. By submitting a proposal, the respondent agrees to abide by the terms, conditions, and other stipulations as set in this RFP and in the respondent's proposal as portions of this document and the respondent's subsequent response will become part of the contract agreement.

V- Operational Guidelines:

- (a) The contractor assumes exclusive liability for and shall pay all contributions or taxes imposed or required by the unemployment insurance laws of New York, the Federal Social security Act, or any other act, now or hereafter in effect, upon or in respect to wages, salaries or other compensation paid to employees engaged upon or in connection with the work to be performed.
- (b) The BID reserves the right to make reasonable changes to the general scope of work to be performed. Any such changes shall be in writing.
If the BID directs any changes with regard to the cost of or time required for performance, an equitable adjustment shall be agreed to in the contract price of delivery schedule, or both.
- (c) The contractor shall not subcontract all or any portion of the performance to be rendered hereunder without the express prior written approval of the BID as to the work to be subcontracted and the subcontractor, provided that the contractor shall not be relieved of any obligations hereunder by reason of any such approved subcontracting.

VI- Insurance Requirement

- (a) Throughout the term of the contract, the contractor shall maintain and shall cause all its subcontractors and permittees to maintain in effect comprehensive liability and vehicular insurance. The BID, the City and the Economic Development Corporation shall be named as additional insured's on all such policies, and the contractor shall be named as an additional insured on all such policies obtained by its subcontractors and permittees.
- (b) During the performance of the work covered by this agreement, the contractor shall maintain and shall require any subcontractors to maintain Workman's Compensation, covering all aspects of its performance under this agreement.
- (c) All insurance policies entered into by contractor in relation to this contract shall provide that any change in or cancellation of any policies shall not be valid until the BID has had thirty(30)days notice in writing of such change or cancellation.
- (d) The contractor shall procure and deliver to the BID, the City and the New York City Economic Development Corporation (NYCEDC) certificates of insurance executed by the insurance companies providing such insurance.

VII- Indemnification:

The contractor agrees to indemnify and hold the City, the New York City Economic Development Corporation (NYCEDC), the BID, their agents and employees, harmless from any and all claims, damage, loss, judgments, or liabilities including costs and expenses, legal or otherwise, to which they may be subject as a result of any act or omission of the contractor, its agents, employees, subcontractors, contractors, or permittees in connection with this contract. The contractor shall be solely responsible for the safety and protection of all its employees and shall assume all liability for injuries, including death that may occur to said employees due to the negligence, fault or default of the contractor. The contractor shall also require such indemnification from its contractors and permittees.