

REQUEST FOR PROPOSALS

**PLANNING, DESIGN AND COST ESTIMATE SERVICES RELATED TO THE
CONSTRUCTION OF
POLICE HEADQUARTERS**

**Port Washington Police District
500 Port Washington Blvd.
Port Washington, New York 11050**

June 3, 2019

Section 1

BACKGROUND

The Port Washington Police District

The Port Washington Police District (the “District”) was established by an act of the state legislature in November of 1921 and began operation on January 1, 1922. It is the only Police District in the State of New York. The District serves the unincorporated area of Port Washington and the incorporated villages of Port Washington North and Baxter Estates—a population of approximately 25,000 to 30,000.

The PYPD currently employs approximately 63 sworn officers, 4 civilian dispatchers and 15 additional civilians that perform street and school crossing, parking enforcement, IT, bookkeeping, and secretarial functions.

The District has operated out of its current facility (“Headquarters”) at 500 Port Washington Boulevard since 1955. The last substantive modifications to Headquarters were made in 1983. Additions were made to building and a maintenance garage was constructed at the west end of the site.

Headquarters is situated on the west side of Port Washington Boulevard. It is bordered by Port Washington Boulevard on the east, residential properties on the south, and a cemetery on the north and west. Ingress and egress is limited to Port Washington Boulevard, a four (4) lane north-south roadway under the jurisdiction of the New York State Dept. of Transportation.

The site measures approximately 30,000 sq. ft (0.69 acres). The main facility consists of approximately 7,880 square feet spread across two floors, all of which is utilized. The existing building has a brick veneer exterior. Steel studs and gypsum board were used in the new additions and some masonry back up was used in the original portion of the facility. The roof is constructed of wood framing and asphalt shingles.

The garage, originally intended for vehicle maintenance and now used storage, is approximately 1,600 square feet, all of which is fully utilized.

Parking on the site is inadequate. There is insufficient parking for the public, for District employees, and to allow safe maneuvering of police vehicles and equipment.

There is a monopole on northern border of the site utilized for police communications purposes. The District also leases space on the monopole to Verizon Wireless. The District’s lease obligations extend for at least another three (3) years, with mutual options to continue the lease arrangement years beyond that.

Section 2

PURPOSE OF THE RFP

The District invites proposals from qualified and licensed engineering and/or architectural firms to provide services related to the construction of a new Police Headquarters with attendant facilities to meet the District's current and future anticipated needs. Services shall include: (i) needs assessment and spatial analysis based upon the District's requirements, as well as requirements imposed by statute, regulation and/or law enforcement and safety agencies; (ii) program development; (iii) site evaluation; (iv) preliminary design drawings focused on site and buildings plans fitted to the existing site; (v) total project cost estimate and schedule; and (vi) implementation plan.

It is anticipated that construction costs, including soft costs, shall be financed by municipal bonding and that such bonding will be pursued in the latter of part of 2019 or the early part of 2020. The services required hereunder must be completed sufficiently in advance of the District's bonding request.

(i) Needs Assessment and Spatial Analysis

The spatial needs assessment requires that the successful firm assess the current and future needs of the Police Department, including but not limited to, office space, storage, locker rooms, shower and bathroom facilities, prisoner facilities (holding, transport and processing), IT facilities, communications facilities, meeting space, dispatch area, desk officer and reception area, interview rooms, squad rooms, and any other needs identified by the District and/or required by agencies and authorities with jurisdiction over the District.

Prior to conducting the assessment, the successful firm will be required to meet with the Board of Police Commissioners and designated police officials to receive input and comment as to the District's anticipated requirements and to instruct the District as to any further or unanticipated requirements it must comply with in the construction of a new facility.

(ii) Program Development

Prepare and provide a comprehensive and complete program list with function, allocated square footage and diagram addressing the requirements and needs set forth above.

(iii) Site Evaluation

The successful firm will conduct a detailed and thorough evaluation of the site, gathering all pertinent site characteristics, data and information on the site, including but not limited to existing structures, site access, utilities, communication facilities, storm water, parking, landscaping and all other relevant factors, and provide the District with a Site Analysis Report addressing the adequacy of the site and the development potential of the site.

(iv) Design Plans

The successful firm will be required to develop and provide preliminary design drawings focusing on site and building plans fitted to the site. Development of the plans must be interactive and requires maximum involvement of designated District staff and representatives. Several schematic design sessions should be anticipated and the incorporation of changes recommended by District staff and representatives should be anticipated.

The successful firm will be required to prepare and provide plans, renderings, sketches and other useful communications tools and to participate in community meetings to describe the scope, nature, impact, benefits and anticipated cost of the project.

(v) Total Project Cost Estimate and Schedule

The successful firm shall provide a total project cost estimate that includes all soft costs related to the design and construction of the building (i.e., construction cost estimate, furniture/equipment, project management, fees, contingencies, etc.).

A report summarizing the costs of all project elements and estimated time frames for implementing all phases of design and construction will be required.

(vi) Implementation Plan

The successful firm shall complete the above tasks and provide the District with three (3) copies of a written report, and the required plans and promotional materials, based upon the described scope of services. The District shall own all rights to any reports, plans or promotional materials provided under the scope of services. The successful firm should anticipate attending multiple public and community meetings as part of its commitment under this Project.

Section 3

MANDATORY PRE-SUBMISSION MEETING

There shall be a pre-submission site meeting with District personnel to describe the scope of the project and to view the existing facility and site on June 18, 2019 at 4:30 PM. Rain date is scheduled for June 20, 2019 at 4:30 PM. Attendance is mandatory. Failure to attend will result in rejection of any submission by the proposer.

Section 4

PROPOSER PROFILE

Responses to this Request for Proposals must contain the following:

General Information

- a. Company name and address;
- b. Business status (e.g., corporation, partnership, proprietorship, etc.);
- c. Date company was formed and state(s) where registered to do business;
- d. Business address from which services will be performed;
- e. Number of employees in company, and number of employees located at servicing office; and
- f. Contact person and title.

Specific Information

- a. How many years has the proposer been providing the requested services?
- b. Identify similar projects (*i.e.*, Police Headquarters or facilities) for which the firm has provided the same or similar services?
- c. With reference to the projects identified above, provide the following for each:
 - i. the specific services provided;
 - ii. the time frame during which such services were provided;
 - iii. the telephone number, address, and e-mail of a contact person for each municipal entity that procured the project.

References

- a. From the projects identified above, provide at least three (3) client references for which you have created, implemented and/or administered the same or similar project. Provide the name and title of the contact person for the reference, as well as the telephone number, address, and e-mail of such person.

Qualifications and Experience of Personnel

- a. Identify and provide resumes for the contact person and other key professional staff who will be assigned to this account.
- b. For each individual identified, set forth that individual's:
 - i. Education;

- ii. Professional licenses and affiliations;
 - iii. Number of years engaged in services relating to the services requested in this RFP;
 - iv. Other relevant work experience or qualifications;
 - v. The role each identified person would assume with respect to this account if awarded.
- c. Demonstrate the stability of the proposer as evidenced by its experience with similar projects, its reputation, its clients, and its assets.
 - d. If temporary staff will also be involved with this account, so state. If so, include details of their supervision and training.

Financial Viability

a. Financial Statements-Mandatory

- i. Provide three (3) previous years of audited financial statements prepared and certified by Independent Certified Public Accounts to include (1) a balance sheet; (2) an income statement; (3) a cash flow projection; and (4) and opinion letter.
- ii. If independently audited financial statements are not available, the most current in-house company statements to include (1) a balance sheet; (2) an income statement; (3) a cash flow projection; and (4) financial statement to be signed by one of the following, attesting to the accuracy of the statement: Chief Executive Officer, Chief Financial Officer, or Chief Operating Officer.

b. Statement Regarding Bankruptcy

Include a statement disclosing any bankruptcy(ies) filed within the last seven years by the proposer. The statement must include the date the bankruptcy was originally filed, the current status, and if applicable, the date the bankruptcy was discharged.

Section 5

CONTRACT AWARD

Any contract award made in connection with this RFP will be made in the best interests of the District, taking into consideration cost as well as technical or other non-cost factors. The District, at its sole discretion, reserves the right to reject any or all proposals or to accept any proposal which is in its best interests and best meets the evaluation criteria. The District also reserves the right to waive any informalities, irregularities and technicalities in procedure. The District reserves the right prior to contract award to require a vendor to submit such evidence of qualification as it may deem necessary, and may consider any information available to it in making an award. The District reserves the right to cancel the contract or portions thereof without penalty for reasons of legal compliance or funding limitations.

Evaluations of proposals will be made by the District's Board of Commissioners and will be weighted in the following manner:

Experience:	30%
Desirability of Proposed Project:	40%
Cost:	30%

Questions and Comments

Administrative and technical questions relating to the RFP shall be made by e-mail only, addressed to: rdelmuro@pwpd.ny.gov. No questions or comments should be directed to any District employee during the RFP process except in the manner indicated above. Failure to comply with this requirement may subject the vendor to immediate disqualification.

Questions and answers to substantive questions may, at the discretion of the District, be the subject of an addendum to this RFP.

Due Date for Proposals

Proposals must be submitted and received by the District by 5:00 P.M. on July 10, 2019 and made to the attention of Chief Robert Del Muro. No extensions or exceptions to this deadline will be permitted, unless an addendum has been issued to this RFP made applicable to all prospective vendors.

Submission Instructions

Prospective vendors must submit an original and five (5) copies of the proposal sealed in one package clearly labeled "PROPOSAL FOR 401-a RFP". The original copy must be clearly labeled as such and include the manual signature of an officer or employee with authority to bind the vendor. Failure to comply with this requirement will result in rejection of the proposal. The legal name, address, proposer's contact person, and proposer's telephone number shall also be clearly printed on the outside of the package. These documents shall constitute the complete set of specifications, requirements and/or proposal forms.

The District reserves the right to reject all proposals, to negotiate individually with the proposers, and to select a vendor based upon the best interests of the District, which best interests may not be based exclusively upon pricing.

The District reserves the right to withdraw the RFP at any time at its sole discretion.

The District reserves the right to amend the RFP to correct errors or oversights, or to supply additional information as shall become available, at any time prior to the opening of responsive submissions.

The District reserves the right to eliminate any mandatory, non-material specification or requirements that cannot be met by any of the prospective proposers.

The District reserves the right to conduct contract negotiations with the next most responsible and responsive proposer in the event it is unsuccessful in negotiations with the initially selected proposer.

The District reserves the right to request and require clarification at any time during the procurement process and/or require correction of mathematical or other apparent errors and/or to determine a proposer's compliance with the requirements of the RFP.

The District retains the right to contact any or all proposers subsequent to the submission date to obtain supplemental information and/or clarification in oral or written form. The District, at its sole discretion, may elect to interview all or some of the proposers during the selection process and to request presentations.

Proposals that do not conform to the instructions set forth herein are subject to disqualification at the option of the District.

Proposals shall identify all past and presently pending litigation and claims made against the proposer, its officers and principal employees, and shall provide a description of the nature and extent of that litigation and those claims. This requirement shall apply to all litigation and claims arising within the ten (10) years preceding the proposer's response.

The cost of preparing a response to this RFP is borne solely by the proposer, without liability of any kind to the District. All proposals submitted become property of the District.

Proposals shall identify the principal officers and employees that will be assigned to the District's plan, and shall include resumes of all such individuals.

Section 6

TIMELINE

June 3, 2019	RFP publication and/or distribution
July 10, 2019	Deadline for submission of proposals
September 11, 2019	Anticipated Date of Award
October 1, 2019	Effective date of service by selected vendor

Dates established in this section are subject to change at the District's discretion.

Section 7

ADDITIONAL TERMS AND REQUIREMENTS

Terms and Conditions

Proposals may be withdrawn prior to the designated deadline for submittal, but not thereafter. All proposals not withdrawn prior to the designated submission deadline shall constitute irrevocable offers binding upon the vendor for a period of one hundred eighty (180) days.

The laws of the State of New York shall govern any contract award pursuant to this RFP.

The parties agree that any and all claims that they may have against one another, at law or in equity, shall be brought in the Supreme Court of the State of New York, County of Nassau. Vendor waives any right to pursue a claim in federal court or in any other state court or venue outside of the County of Nassau.

Vendor agrees that it is an independent contractor as to all services rendered under the agreement, and is not an employee, agent, servant or representative of the District.

The vendor agrees to comply with all applicable laws, ordinances and regulations governing every aspect of the services provided by the vendor under the agreement.

Conditional proposals will not be considered. The District reserves the right to conduct its own investigation as to the proposer's qualifications and capacity to carry out the obligations of the contract and to complete the work contemplated therein.

Freedom of Information Law

All submissions for the District's consideration will be held in confidence pending final execution of the contract(s) unless disclosure is required by law or judicial order. However, fully executed contracts are subject to the Freedom of Information Law (FOIL). Therefore, if a proposer believes that any information in its submission constitutes a trade secret or is otherwise information, which if disclosed would cause substantial injury to the competitive position of the proposer's enterprise, and the proposer wishes such information to be withheld if requested pursuant to FOIL, the proposer shall submit with its proposal a separate letter addressed to the primary contact identified in this RFP, specifically identifying the page number(s), line(s) or other appropriate designation(s) of the proposal containing such information, explaining in sufficient detail why such information is a trade secret or is other information which if disclosed would cause substantial injury to the competitive position of the proposer's enterprise, and formally requesting that such information be kept confidential. Failure by the proposer to submit such a letter with its submission will constitute a waiver by the proposer of any interest in seeking exemption of this information under Article 6 of the Public Officer's Law relating to the protection of trade secrets. The proprietary nature of the information designated confidential by the proposer may be subject to disclosure if it is requested and the District deems it subject to disclosure or if ordered by a court of competent jurisdiction. A request that an entire proposal be kept confidential may not be considered reasonable.

Indemnification

The successful proposer agrees to indemnify and hold harmless, to the extent permitted by law, the District and the District's Board of Commissioners, employees, agents, servants, and officials, from and against any liabilities, lawsuits and losses arising out of any acts or omissions of the successful proposer in connection with its provision of services.

Insurance

Proposers must submit proof of the following insurance:

- i. Commercial General Liability Insurance, including contractual liability coverage, in an amount no less than Two Million Dollars (\$2,000,000) per occurrence for bodily injury and Two Million Dollars (\$2,000,000) per occurrence for property damage. The District shall be named as an additional insured on such policy(ies).
- ii. Professional Liability insurance in an amount not less than Two Million Dollars (\$2,000,000) on either a per occurrence or claims-made coverage basis.

- iii. Workers' Compensation Insurance and Employers' Liability insurance in compliance with all applicable New York State laws and regulations (or adequate proof of exemption) and Disability insurance to the extent required by law. In accordance with General Municipal Law §108, the contract shall be void and of no effect unless the contractor shall provide and maintain coverage during the term of the contract for the benefit of such employees as required to be covered by the provisions fo the Workers' Compensation Law.
- iv. Automobile Liability insurance (if any non-owned or owned vehicles are used by the properly in the performance of the contract) in an amount not less than Five Hundred Thousand Dollars (\$500,000) per person, per accident, for bodily injury and not less than One Hundred Thousand Dollars (\$100,000) for property damage per occurrence.

All policies providing such coverage shall be issued by insurance companies authorized to do business in New York with an A.M. Best rating of A- or better.

Bonding

Proposers must include a description of the amount and type of bonding that the proposer will provide to ensure the security of the provision of services contemplated by this RFP. Such bonding must meet all legal requirements and be consistent with industry standards.

Conflict of Interest

Each proposer is charged with the continuing duty to disclose to the District the existence of any interests it may have, contractual or otherwise, ongoing or previous, with any companies or individuals with whom the District does business with respect to the services required by this RFP. This duty continues for so long as the proposed is retained on behalf of the District or its employees.

Subcontractors

If proposer intends to utilize subcontractors in the performance of this contract, provide all of the information requested above with respect to such subcontractor and identify the services that the Proposer intends to utilize the subcontractor to provide. The use of subcontractors is subject to the pre-approval of the District.