

## RECEIPT CONFIRMATION FORM

RFP NAME:

RFP NUMBER:

To ensure being advised of all addenda and other communications regarding this Request for Proposal (RFP) complete and return this confirmation form within five (5) business days from receipt of this proposal to:

Lisa Bruck  
Office of Economic Development & Strategic Partnerships  
420 Broadway  
Kingston, NY 12401

Phone: 845-334-3960 Fax: 845-334-3965

Failure to return this form may result in no further communications regarding this RFP.

PRINT CLEARLY

Responder Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_

We will submit a proposal

We will not submit a proposal for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RFP#: CK-EDSP-2015-001  
DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT

# REQUEST FOR PROPOSALS



## CITY OF KINGSTON, NEW YORK

RFP Release Date: Monday, January 5, 2015  
Proposals Due: Wednesday, January 28, 2015 at 11:00am local time.

It is recommended that proposals be submitted in advance, at least one day prior to the specified date and time to allow for a timely receipt. LATE PROPOSALS will NOT be considered.

Send a clearly marked original and five (5) copies of each proposal. One copy of the proposal in digital format (pdf preferred) is also requested, if possible. Please use the above RFP number on all correspondence.

### REQUEST FOR PROPOSAL DEFINITION:

*An RFP defines the situation or object for which the goods and or services are required, how they are expected to be used and/or problems that they are expected to be addressed. Vendors are invited to propose solutions that will result in the satisfaction of the City's objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may not be the primary consideration.*

Shayne R. Gallo  
John Tuey  
Brian J. Woltman  
Gregg Swanzey

Mayor  
Comptroller  
Purchasing Agent  
Director, Economic Development & Strategic Partnerships

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT  
REQUEST FOR PROPOSALS**

**The Term**

The award term shall be for **six months** commencing on or about **February 18, 2015** and expiring on **August 14, 2015**. A longer award term will not be considered.

**RFP Contact Person**

The Contact person for this project is Gregg Swanzey. All substantive RFP questions and/or inquiries should use the attached question form and be directed to him. He may be reached at:

**Telephone: (845) 334-3962**

**Email: [gswanzey@kingston-ny.gov](mailto:gswanzey@kingston-ny.gov)**

**Website: [www.kingston-ny.gov/EcoDev](http://www.kingston-ny.gov/EcoDev)**

**Proposals Due Date**

All proposals must be delivered to the office of the City of Kingston Economic Development Office by **Wednesday, January 28, 2015 at 11:00am local time** after which they will be publicly opened. No proposals shall be accepted or considered after that time. It is the responsibility of each Proposer to ensure that their proposal arrives on time.

RFP submissions shall be in a sealed envelope addressed to:

City of Kingston  
Office of Economic Development & Strategic Partnerships  
420 Broadway  
Kingston, NY 12401

On face of said envelope the following information shall be included:

- 1) NAME AND ADDRESS OF PROPOSER
- 2) NAME OF RFP

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES**  
**FOR THE KINGSTON CONNECTIVITY PROJECT**  
**REQUEST FOR PROPOSALS**

## **Table of Contents**

---

SECTION I: ADMINISTRATIVE INFORMATION .....	5
1.0 Background.....	5
1.1 Project Description .....	6
1.2 Project Stakeholders.....	7
1.3 Project Management and Responsibilities.....	8
1.4 Component Tasks .....	9
Task 1: Project Advisory Committee .....	9
Task 2: Project Kick-off Meeting.....	10
Task 3: Site Reconnaissance and Schematic Designs .....	10
Task 4: Public Meeting .....	11
Task 5: Construction Requirement Analysis.....	11
Task 6: Environmental Quality Review.....	11
Task 7: Draft Final Design .....	11
Task 8: Final Design and Construction Documents .....	12
Task 9: Site Control Land Acquisition/Easement.....	12
Task 10: Permits .....	12
Task 11: MWBE Quarterly Reports.....	13
Task 12: Project Status Reports.....	13
Task 13: Final Project Summary Report and Measurable Results forms .....	13
1.5 Project Inquiries.....	13
1.6 Schedule of Project Dates.....	14
1.7 Presentation by Proposers .....	14
SECTION II - PROGRAM BACKGROUND AND SPECIFICATIONS .....	14
2.0 Selection Criteria .....	14
2.1 Required Qualifications .....	16
2.2 Maximum Bid.....	16
2.3 Proposed Schedule .....	16
2.4 Platforms for Deliverables .....	16
SECTION III - PROPOSAL CONTENT AND CONDITIONS .....	17
3.0 General Information .....	17

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES**  
**FOR THE KINGSTON CONNECTIVITY PROJECT**  
**REQUEST FOR PROPOSALS**

Qualifications .....	17
Compliance with Laws .....	17
Social Security Taxes .....	17
3.1 Submission of Proposals .....	17
3.2 Conditions Governing Proposals .....	18
3.3 Equal Employment Opportunities and Minority and Women-Owned Business Enterprises Participation.....	19
3.4 Freedom of Information Law.....	19
3.5 Notification of Award .....	20
3.6 Liability.....	20
SECTION IV – CONTRACTUAL INFORMATION.....	20
4.0 Contract Term.....	20
4.1 Insurance Requirements.....	21
WORKERS' COMPENSATION AND DISABILITY INSURANCE:* .....	21
COMMERCIAL GENERAL LIABILITY INSURANCE: .....	22
AUTOMOBILE LIABILITY INSURANCE.....	23
PROFESSIONAL LIABILITY INSURANCE (e.g. MALPRACTICE INSURANCE).....	23
CERTIFICATE OF INSURANCE .....	23
4.2 Subcontracting.....	24
4.3 Reports and Other Deliverable Materials.....	24
4.4 Payment Process .....	24
4.5 Project Attribution.....	25
PLEASE RETURN THE FOLLOWING SHEETS WITH YOUR PROPOSAL.....	26
Information Sheet .....	27
Reference Sheet.....	28
Affidavit of Non-Collusion.....	29
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS .....	30
LIST OF AGENCIES/COMPANIES SUBMITTING PROPOSALS .....	31
Questions Regarding RFP .....	32
Scoring Matrix for Consultant Ratings by City.....	33
APPENDICES.....	34
Exhibit 1: Map of Study Area .....	34

RFP#: CK-EDSP-2015-001  
DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT  
REQUEST FOR PROPOSALS

## SECTION I: ADMINISTRATIVE INFORMATION

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### 1.0 Background

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The City of Kingston (the “**City**”), as Contractor to the NYS Department of State (DOS), New York State Energy Research and Development Authority (NYSERDA), NYS Office of Parks, Recreation and Historic Preservation (OPRHP), and Central Hudson (Main Street Revitalization Grant) (the “**Grantors**”), is seeking an interdisciplinary Consultant or team of Consultants (the “**Consultant**”) to provide design and engineering services for the streetscape and rail trail connections between Cornell Street in Midtown Kingston to the Rondout and Hudson Waterfronts along city streets including Ten Broeck Avenue, Smith Avenue, Foxhall Avenue, and Jansen Avenue to East Chester Street, along a previous railroad corridor (now called Kingston Point Rail Trail) to East Stand, along East Strand to North Street with connections to Kingston Point, Kingston Point Beach, Rondout waterfront and Hudson Landing Promenade. Funding is provided through DOS, NYSERDA, OPRHP and Central Hudson. It is expected that the design will include best practices for complete streets and rail trail design.

Grant requirements are placed on the City by the Grantors for this effort. The City and Consultant will be responsible for meeting all state requirements and tasks listed herein.

The project area is located entirely in the City of Kingston and has benefitted from significant planning and implementation efforts to date. The project is on publicly owned property including city streets and the City-owned ex-railroad corridor from East Chester Street to East Strand.

Much of the corridor that is the focus of this project is included in the Heritage Area, formerly the Urban Cultural Park and is under the purview of the Heritage Area Commission for design considerations.

The City of Kingston adopted a Local Waterfront Revitalization Plan (LWRP) in 1992, and a LWRP Implementation Plan (LWRIP) in 2003. The LWRIP was developed with significant public input and involved area residents, business owners, property owners, governmental agencies and advocacy groups. The LWRIP sets and advances goals and objectives for waterfront redevelopment along the Rondout Creek and Hudson River waterfronts in the City.

The **Kingston Point Rail Trail Feasibility Study** and **Kingston Greenline Conceptual Plan** have been completed and provide guidance on the overall conceptual plan. A project called “**Building a Better Broadway**” is also in the planning stages and will need to be interfaced with this project.

Additionally, reference documents that support this effort include, but are not limited to:

- Broadway Existing Conditions Report
- Midtown Revitalization Plan
- Kingston Tidal Waterfront Flooding Task Force Recommendations
- Revitalizing Hudson Riverfronts
- Local Waterfront Revitalization Plan
- Local Waterfront Revitalization Implementation Plan (LWRIP)
- Urban Cultural Parks (Heritage Area) Plan

RFP#: CK-EDSP-2015-001

**DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT  
REQUEST FOR PROPOSALS**

- Trolley Electrification Feasibility Study
- East Strand Stormwater Management Analysis
- East Strand Streetscape Design

Digital versions of these documents are available through links on the City of Kingston website at <http://www.kingston-ny.gov/EcoDev> and specifically linked from the Kingston Greenline page at <http://kingston-ny.gov/Kingston-Greenline> or the Hudson Riverport page at <http://kingston-ny.gov/Hudson-Riverport>

## **1.1 Project Description**

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The Kingston Connectivity Project will create a more livable, vibrant community through complete streets strategies and establishment of a trail on an historic railbed linking Midtown to the Rondout and Hudson River Waterfronts (please see attached map). A multi-modal infrastructure will be designed and constructed that will provide safe, universally accessible alternatives for moving about by bicycle, on foot and other non-motorized means while smoothing the flow of motorized vehicles into the heart of the City in Midtown. It will catalyze a significant regional effort to create a rail trail network that will serve as a recreational amenity and visitor attraction of international significance. It will create a green infrastructure that reduces fossil fuel consumption, mitigates climate change through reduced automobile use and fossil-fuel emissions, promotes pedestrian-friendly development in close proximity to public transit, enables freedom of mobility, encourages more physical activity, allows children to walk or bike to school, reduces traffic congestion, stimulates economic growth, and invigorates the municipal center. Finally, it will have serve as a catalyst for economic vitality of the Midtown and Rondout areas that are economically distressed.

This project is aimed at transforming Kingston, the County Seat of Ulster County. It serves many of the regional economic priorities and will address the multiple challenges faced by an aging city in upstate New York. It will target regional growth in an urban center and encourage compact, mixed-use development. It will stimulate growth that is sustainable, cost-effective, energy- and natural resource-conserving, climate friendly, affordable, and attractive to young workers and an aging population. It will promote the redevelopment of vacant and distressed properties, as well as the removal of blight and impediments to revitalization.

Currently, active rail trails end at the city's perimeter and are not accommodated on the streets. There is no striping and bike lanes and paths do not exist. In some areas sidewalks are not serviceable or do not exist. The Kingston Connectivity Project will bring the regional rail trail system in to a Midtown Hub at the center of the City.

The project includes the design and engineering for the Kingston Point Rail Trail with Heritage Area Enhancements including benches, decorative pavement, and signage consistent with guidelines in the Heritage Area for the trail and other adjacent areas of the Heritage Area. The Kingston Point Rail Trail (KPRT) is proposed on the City of Kingston-owned corridor between the Kingston Hospital to the west, and the Trolley Museum to the east. The western terminus is to be located at the intersection of Jansen Avenue and East Chester Street. The eastern terminus will be located at on the East Strand, at the public parking area. The KPRT will run through residential areas of Kingston over a distance of 1 1/2 miles from near Kingston High School in Midtown to the site of the Trolley Museum on the Rondout Waterfront. It

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES**  
**FOR THE KINGSTON CONNECTIVITY PROJECT**  
**REQUEST FOR PROPOSALS**

will pass nearby John F Kennedy Elementary School. The existing right-of way (ROW) is approximately 35 to 45 feet wide with a gradual 3% grade declining to the east. The grade of the existing ROW lends itself well to ADA accessibility.

Multi-modal connections will also be made along the Rondout Waterfront via East Strand and North Street to Kingston Point Park, the Hudson River, and out to the mile-long Promenade at Hudson Landing (soon coming under construction thanks to a successful 2012 CFA).

This Design and Engineering phase is intended to position the Kingston Connectivity Project to be able to proceed with construction since funds are in hand. The components of the overall project include the following:

1. Coordinate and interface with Complete Streets Design/Construction of Broadway (Building a Better Broadway Project) including enhancements in the area near the Ulster Performing Arts Center, Lace Mill, Shirt Factory, and Catskill Mountain Rail Trail (proposed) in Midtown. [NYSERDA Cleaner Greener Communities and NYS DOT Transportation Enhancement Program (TEP) funding]
2. Heritage Area Enhancements including benches, decorative pavement, and façade improvements consistent with guidelines in the Heritage Area [NYSERDA Cleaner Greener Communities and OPRHP Heritage Area funding]
3. Trailhead for the proposed Catskill Mountain Rail Trail at Cornell Street and incorporation of elements of a “Rail Tail Hub” in Midtown where the Wallkill Valley Rail Trail coming in along Greenkill Avenue will also converge.
4. Walkability/Bikeability Enhancements with pedestrian signals, lighting, ADA compliant crosswalks, pedestrian ramps, and sidewalks, as appropriate, on Cornell Street, Foxhall Avenue, Smith Avenue, Ten Broeck Avenue, Jansen Avenue, and other streets. [NYSERDA Cleaner Greener Communities and NYS DOT Transportation Enhancement Program (TEP) funding]
5. Kingston Point Rail Trail consistent with the “Greenline” concept as per plans developed by the Kingston Land Trust from Midtown near the Kingston Hospital to the Rondout Waterfront. [OPRHP Heritage Area, RTP, and DOS LWRP funding]
6. Replacement/Refurbishment/Installation of trolley trackage along the Rondout Promenade, as necessary, and to set the stage for electrification of the trolley from the Trolley Museum of NY to the lower end of Broadway with refurbishments along East Strand between the Museum Building and TR Gallo Park at the foot of Broadway and possible loops at the foot of Broadway and out in the vicinity of Kingston Point Park with an extension along North Street to eventually connect to Hudson Landing. [NYSERDA Cleaner Greener Communities and DOS LWRP funding]
7. Waterfront Walkway/Bike Path connections along the Rondout and Hudson Waterfronts on East Strand, North Street and Delaware Avenue to Hudson Landing with a spur to Kingston Point Park. [RTP, DOS LWRP and NYSEDA Cleaner Greener Communities funding]

## **1.2 Project Stakeholders**

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The City benefits from strong interest and active participation in the project location from:

Art Society of Kingston <http://www.askforarts.org>

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT  
REQUEST FOR PROPOSALS**

R&F Paints <http://www.rfpaints.com>

Bailey Pottery <https://www.baileypottery.com>

Center for Creative Education <http://cce-kingston.org>

Friends of Historic Kingston <http://www.fohk.org>

Cornell Street Studios <http://www.cornellstreetstudios.com>

The Lace Mill <http://www.rupco.org>

The Shirt Factory <http://artistworkspace.com>

Kingston Land Trust <http://www.kingstonlandtrust.org>

Trolley Museum of NY <http://www.tmny.org>

Hudson River Maritime Museum <http://www.hrmm.org>

Historic Kingston Waterfront, LLC <http://historickingstonwaterfront.com>

Rondout Rowing Club <http://www.rondoutrowingclub.org>

Church Communities

Arts Advisory Council

Waterfront Advisory Council

The Kingston Land Trust has been organizing cleanups in partnership with the Church Communities and taking steps to support this project as partner to the City including the development of a Management Plan for the long-term operation and care. The project area is completely on City streets or within the city-owned rail corridor. Most rails and creosote ties over much of the length have been removed and disposed of. However, some still remain and drainage issues will need to be resolved and a new bed and surface installed.

### **1.3 Project Management and Responsibilities**

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**The Consultant will support the City in meeting its responsibilities under the terms of the grants as follows. The City:**

- will be responsible for conducting all project work in conformance with the Work Plan included in the executed contract with the Grantors.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and subconsultants.
- will certify to the Grantors that the procurement record for project consultants and subcontractors complies with the applicable provisions of General Municipal Law.
- will receive approval from the Grantors for any and all consultant subcontracts before beginning project work.
- will be responsible for submission of all products and payment requests.

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES**  
**FOR THE KINGSTON CONNECTIVITY PROJECT**  
**REQUEST FOR PROPOSALS**

- will be responsible for coordinating participation and soliciting comments from local government personnel, project volunteers, and the public.
- will keep the Grantors informed of all important meetings for the duration of this contract.
- will receive approval from the Grantors before purchase of any equipment.
- will secure all necessary permits and perform all required environmental reviews.
- will ensure that all materials printed, constructed, and/or produced reflect the Grantor logos, feature the agency heads and the Governor, and acknowledge the contributions of the Grantors to the project.
- will ensure that all products prepared as a part of this contract shall include the NYS Comptroller's contract # as indicated on the Face Page of this contract.
- will ensure the project objectives are being achieved.
- will ensure that comments received from the Grantors and the project advisory committee, or other advisory group, are satisfactorily responded to and reflected in subsequent work.
- will recognize that payments made to consultants or subcontractors covering work carried out or products produced prior to receiving approval from the Grantors will not be reimbursed unless and until the Grantors find the work or products to be acceptable.
- will participate, if requested by the Grantors, in a training session or sessions focused on developing and implementing revitalization strategies. The purpose of the training session(s) is to build knowledge and provide support to community leaders to advance revitalization efforts and complete priority projects.

The Grantors:

- will review and approve or disapprove of subcontracts between the Contractor and consultant(s) and any other subcontractor(s).
- will participate in initial project kick-off meeting and subsequent meetings that are important to the project.
- will review all draft and final products and provide comments as necessary to meet the objectives.
- must approve or disapprove any and all design, site plan, and preconstruction documents before construction may begin.

## **1.4 Component Tasks**

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The City of Kingston is looking to engage a qualified individual or firm to provide design and engineering services to work with the City and to support the scope of work as follows:

### **Task 1: Project Advisory Committee**

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The City shall establish a project advisory committee to oversee all aspects of the project in cooperation with municipal officials and the Consultant. The committee shall be representative of project stakeholders, including representatives of State and municipal agencies with jurisdiction over project activities or the project area, and non-governmental and community based organizations.

Products: Draft and final list of proposed members of project advisory committee. Project advisory committee established.

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES**  
**FOR THE KINGSTON CONNECTIVITY PROJECT**  
**REQUEST FOR PROPOSALS**

## **Task 2: Project Kick-off Meeting**

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The City, the Grantors, Consultant, project partners and any other appropriate entities shall hold an initial meeting to review the project scope, project requirements, roles and responsibilities of project partners, the selection process for procuring consultants, State Environmental Quality Review Act (SEQRA) compliance requirements, the number of public meetings and techniques for public involvement proposed for the project, and any other information which would assist in project completion. In addition, the composition of a project advisory committee shall be discussed during the project kick-off meeting. The Consultant shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements/understandings reached at the meeting. Work on subsequent tasks shall not proceed prior to Grantors approval of the proposed approach as outlined in the meeting summary.

Products: Project kick-off meeting held with appropriate parties. Written meeting summary outlining agreements/understandings reached.

## **Task 3: Site Reconnaissance and Schematic Designs**

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### *A. Site Reconnaissance*

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The Consultant shall conduct site-specific reconnaissance, in preparation for design. Work shall include, at a minimum, identification and mapping of the following: [NOTE: The following list of resources/issues to be included as part of the reconnaissance SHOULD be reviewed and tailored, as appropriate, to fit the local budget, and circumstances. For instance, additional language may need to be added to clarify the extent and manner to which certain resources are studied.]

- Site survey showing extent of project boundary
- Ownership/grant/lease status of all lands to be incorporated into the design
- Manmade structures, buildings, or facilities on or adjacent to the site
- Above and below ground infrastructure, including stormwater treatment structures
- Transportation/circulation systems (truck, car, bus, ferry, train, pedestrian, bicycle, etc.) that serve or are located near the site
- Adjacent land and water uses
- Historic and archeological resources
- Soil and, as appropriate, core sampling to determine site stability
- Topography and hydrology
- Natural resources, including location of mature trees
- View corridors
- Zoning and other applicable designations
- Analysis of site constraints, needs and opportunities

Products: Map(s) and written summary describing the above information and any other appropriate information identified during the project kick-off meeting.

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT  
REQUEST FOR PROPOSALS**

*B. Schematic Designs*

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The Consultant shall prepare a minimum of three alternative schematic designs for review by the project advisory committee, the City and the Grantors.

In consultation with the Grantors and the project advisory committee, the City shall select one of the alternative schematic designs as the basis for final design and engineering/construction plans and specifications, or shall work with the consultant(s) to develop a final schematic design incorporating elements of or building upon the alternative schematic designs. Final design and engineering/construction plans and specifications shall be prepared based on the selected schematic design.

Products: Alternative schematic designs. Schematic design alternative selected.

**Task 4: Public Meeting**

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In consultation with the Grantors, a public information meeting shall be conducted to solicit public input on the schematic design to assist in refining the preferred alternative. A written summary of public input obtained at this meeting shall be prepared and provided to the Grantors for review and comment.

Products: Public information meeting held. Minutes/Summary of meeting prepared and submitted to the City and the Grantors.

**Task 5: Construction Requirement Analysis**

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The Consultant shall prepare an analysis of all federal, state and local requirements for the selected schematic design alternative, including necessary permits and approvals, and a description of how these requirements will be satisfied by the design. This analysis shall be submitted to appropriate project partners and the Grantors for review. A pre-permitting meeting with the Grantors and the identified federal, state and local entities may be required to discuss any revisions needed to satisfy regulatory requirements. Work on final design shall not proceed prior to the City and Grantor approval of the construction requirement analysis and the pre-permitting meeting, if necessary.

Products: Written construction requirement analysis. Pre-permitting meeting with identified entities.

**Task 6: Environmental Quality Review**

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The Consultant in collaboration with the City shall prepare all documents necessary to comply with NEPA and SEQRA through determination of significance.

Products: Environmental Assessment Form and Determinations as to Actions

**Task 7: Draft Final Design**

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The Consultant shall prepare a draft final design based on the selected schematic design alternative. The draft final design shall include all required maps, tables, data, written discussions, and other information identified in the contract and subcontract work plans and during the project kick-off meeting. The draft final design shall be provided to the City, Grantors, and the project advisory committee for review at least two weeks prior to the due date for comments. Department comments

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES**  
**FOR THE KINGSTON CONNECTIVITY PROJECT**  
**REQUEST FOR PROPOSALS**

must be addressed to the satisfaction of the Department in subsequent revisions of the products and the final design.

Products: Draft final design and supporting materials.

### **Task 8: Final Design and Construction Documents**

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The Consultant shall prepare the final design and construction drawings, plans, specifications, and cost estimates. The final design and construction documents shall be provided to the City, the Grantors, and the project advisory committee for review at least two weeks prior to the due date for comments. Final design and construction documents are subject to approval by the Grantors. These documents must be certified by a licensed professional engineer, architect, or landscape architect and the appropriate seal must be affixed to these documents.

Products: Final design and construction documents, certified by a licensed professional engineer, architect or landscape architect.

### **Task 9: Site Control Land Acquisition/Easement**

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The Consultant will ensure that adequate site control (deed, easement or other legal instrument) for public access is in place for the areas designed and constructed with this grant. Draft documents shall be submitted to the Department for review and approval before it is executed. The City will provide the Department with verification of site control.

Products: Draft and final documents related to site control.

### **Task 10: Permits**

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After the final design and construction documents have been approved by the Grantors, the Consultant shall prepare the necessary permit or other approval applications and obtain the required permits or approvals. A pre-application meeting with the Grantors and the appropriate federal, state and local regulatory authorities may be required to discuss the necessary permit or other approval applications. Prior to filing, the Consultant shall submit all applications to the Grantors for review and comment.

Potential permitting and approval agencies include but are not limited to:

- *federal agencies such as the United States Army Corps of Engineers;*
- *the Department, pursuant to the consistency provisions of the federal Coastal Zone Management Act;*
- *other New York State agencies such as the Department of Environmental Conservation; the Office of General Services pursuant to the Public Lands Law, or similar authorization from the Power Authority (in certain areas of the St. Lawrence Seaway) or Canal Authority (in the State Canal System), in order to use or occupy certain State-owned lands or waters overlying those lands; and the Office of Parks, Recreation, and Historic Preservation or the State Historic Preservation Officer; and*
- *agencies of a county, city, town, village, or special purpose district, including but not limited to: town boards, boards of trustees, or city councils; planning commissions, boards or departments; and/or building or health officials.*

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT  
REQUEST FOR PROPOSALS**

Prior to construction the Consultant shall also demonstrate that the project is in compliance with 6 NYCRR Part 502, "Floodplain Management Criteria For State Projects" by obtaining a floodplain development permit, if local regulations establish such requirements, or by submitting a signed certification, by an official authorized to enforce local floodplain management regulations, that the project complies with the requirements of the statute.

Copies of all required permits and approvals shall be submitted to the Grantors upon receipt.

Products: All required permits and approvals received. Written certification of compliance with floodplain management regulations, if applicable.

### **Task 11: MWBE Quarterly Reports**

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The Consultant shall submit MWBE Quarterly Reports (every March 31, June 30, September 30, and December 31) on the form provided, including a breakdown of payments issued to state-certified MWBE firms during the quarter.

Products: MWBE reports submitted to Grantors during the life of the contract.

### **Task 12: Project Status Reports**

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The City shall submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered, with support from the Consultant.

Products: Completed project status reports submitted to DOS during the life of the contract.

### **Task 13: Final Project Summary Report and Measurable Results forms**

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The City and the Consultant shall work with the Grantors to complete the Final Project Summary Reports and other required forms. Final payment shall not be authorized until these forms have been completed and filed with project deliverables.

Products: Completed Final Project Summary Report and other required forms submitted to Grantors.

In responding to this RFP for the projects listed above, the selected Consultant will be responsible for meeting the City's obligations in its grant agreement with the New York State Department of State. This includes all the Tasks that are not specifically the direct responsibility of the City, as follows:

## **1.5 Project Inquiries**

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All inquiries must be written and submitted by e-mail and cite the RFP section in question (see form attached).

All answers to substantive questions will be provided to all inquirers. Inquiries should be directed to:

Gregg Swanzey, Director

Office of Economic Development & Strategic Partnerships

City of Kingston

420 Broadway

Kingston, New York 12401

[gswanzey@kingston-ny.gov](mailto:gswanzey@kingston-ny.gov)

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT  
REQUEST FOR PROPOSALS**

## **1.6 Schedule of Project Dates**

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ADVERTISEMENT AND RELEASE OF RFP	<u>January 5, 2015</u>
SUBMISSION OF PROPOSALS	<u>January 28, 2015</u>
PROPOSER INTERVIEWS	<u>Week of February 9, 2015</u>
AWARD OF CONTRACT	<u>February 18, 2015</u>
COMPLETION OF WORK	<u>No later than August 14, 2015</u>

## **1.7 Presentation by Proposers**

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Qualified Proposers may be asked to make a presentation to the Committee. The Committee will require that all key managerial personnel, as well as key personnel working on the project be in attendance at the proposal presentation. The presentations will be made to provide the Committee with an opportunity to obtain an understanding of:

1. The extent of the firm's depth of knowledge of the subject matter of the RFP and the firm's perception of what the Committee requires;
2. Whether the methods and resources that will be used by the firm in performing services to achieve the project goals and objectives are appropriate, and cost effective; and
3. The firm's ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project.

## **SECTION II - PROGRAM BACKGROUND AND SPECIFICATIONS**

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### **2.0 Selection Criteria**

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Proposals will be evaluated in accordance with applicable City of Kingston procurement policies and procedures. Evaluation will be performed to determine the Proposer's understanding of work to be performed, technical approach, and potential for completing the work as specified in the RFP Components, cost reasonableness, the probable cost to the City, and ranking with competing Proposer's.

The selection of a Consultant for this effort will be based on the following criteria:

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES**  
**FOR THE KINGSTON CONNECTIVITY PROJECT**  
**REQUEST FOR PROPOSALS**

- Demonstrated ability to perform the proposed services
- Technical merit and applicability of the methodologies, analyses and procedures proposed for accomplishing the project
- Ability to complete the project within the time frame described in the RFP
- The cost of the work plan as compared with the proposed budget. Proposers must break down each task in the Scope and assign a detail of cost for the action including personnel costs and reimbursable expenses
- Quality and clarity of the Proposal and a demonstrated understanding of the project scope of work and objectives.
- Applicability of proposed alternatives or enhancements to information requested.
- Qualifications and relevant experience with respect to the tasks to be performed.
- Reputation among previous clients.

Incomplete proposals that do not address all of the requested components will not be accepted for review and consideration. The Consultant will be selected by the City subject to approval by Grantors.

In addition, the Proposing Firm or Team should:

1. Demonstrate ability to perform the proposed services and other related work;
2. Provide a minimum of three references for similar projects including name, address, phone, description of the project, the names of the employees or subConsultants who worked on the project and methodology used;
3. A staffing plan for the project, including resumes and a description of the experience of the person or sub-Consultant has had through work on similar projects;
4. Description of completed projects, which have similar scopes and methodologies. Sample reports from previous projects would be helpful;
5. Technical merit and applicability of the methodologies, analyses and procedures proposed for accomplishing the project.
6. Ability to complete the project within the time frame described in this RFP.
7. Quality and clarity of the proposal and a demonstrated understanding of the project objectives.

In consultation with Grantors, the City will review all proposals received as a result of the RFP. Based on the reviews of the Consultant proposals, the City will prepare a list of the top-ranked candidates. The

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT  
REQUEST FOR PROPOSALS**

City will organize and conduct interviews of the top-ranked candidate Consultants. Grantors may participate in the interview process.

The City of Kingston will only consider proposals that meet satisfactory levels of the above criteria. The City is not required to accept the proposal that includes the lowest fee offer.

The City cannot consider any proposal that does not comply with the RFP Submission Package section of this RFP. Proposals that do not meet these requirements will be deemed as non-responsive and will not be evaluated.

## **2.1 Required Qualifications**

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Proposer(s) must demonstrate skills, similar experience, and availability of specialists and professionals on the Consultant team to contribute to the overall project. The award of this project will be based on the firm's experience, references and similar projects, as well as financial proposal.

For preparation/certification of final designs and construction documents, and for supervision of construction, a licensed professional engineer, architect or landscape architect licensed to practice in New York State is required.

## **2.2 Maximum Bid**

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The cost for the Design and Engineering Consulting Services for the Kingston Connectivity Project is estimated at \$161,500 which includes all reimbursable expenses.

The expected construction funds available for a future project in a subsequent phase (to be bid separately) are expected to be in the \$1,615,200 range. The objective for the current design and engineering project is to be fully positioned to proceed with work to follow on immediately or even to be staged in during the design process, if possible.

## **2.3 Proposed Schedule**

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Contract Start Date.....February 18, 2015

Contract End Date.....August 14, 2015

## **2.4 Platforms for Deliverables**

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Word processing product should also be made available to the Committee utilizing Word for Windows. Spreadsheets should be delivered in Excel and any maps should be made available on Mylar originals, on AutoCAD and ArcGIS. The Municipalities and DOS will finalize the format to be provided in the successful proposer's contract after discussion.

The selected Consultant (s) must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Grantors to the project.

The materials must include the following acknowledgments:

"This (document, report, map, etc.) was prepared for the New York State Department of State (DOS) and the New York State Office of Parks, Recreation, and Historic Preservation (OPRHP) with funds provided

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES**  
**FOR THE KINGSTON CONNECTIVITY PROJECT**  
**REQUEST FOR PROPOSALS**

under Title 11 of the Environmental Protection Fund and the New York State Energy Research and Development Authority (NYSERDA) with funds provided through a Cleaner Greener Communities grant.”

## **SECTION III - PROPOSAL CONTENT AND CONDITIONS**

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### **3.0 General Information**

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In preparing a proposal for consideration, responding parties should follow the guidelines within this RFP.

#### **Qualifications**

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In order to be qualified for this award, all prospective Proposer’s shall be required to certify within their proposal submissions that they meet the following minimum requirements:

The Consultant must demonstrate skills, similar experience, and availability of specialists and professionals on the Consultant team to contribute to the overall project. The award of this project will be based on the firm’s experience, references and similar projects, as well as financial proposal.

#### **Compliance with Laws**

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The Consultant shall comply with all the provisions of the Laws in the City of Kingston, the County of Ulster, the State of New York, and of the United States of America which affect municipalities and municipal contracts, and provide at his expense, any and all permits, licenses and registrations required for the fulfillment of this agreement, and more particularly the Labor Law, the Immigration and Naturalization Laws and Regulations, the General Municipal Law, the Workers' Compensation Law, the Lien Law, Personal Property Law, State Unemployment Insurance Law, Federal Social Security Law, State, Local and Municipal Health Laws, Rules and Regulation, and any and all regulations promulgated by the State of New York and of amendments and additions thereto, insofar as the same shall be applicable to any contract awarded hereunder with the same force and effect as if set forth at length herein.

#### **Social Security Taxes**

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The Consultant for the agreed consideration promises and agrees to pay the taxes measured by the wages of their employees required by the Federal Social Security Act and all amendments thereto, and to accept the exclusive liability for said taxes. The Consultant further promises and agrees to indemnify and hold the City harmless on account of any tax measured by the wages aforesaid of employees of the Consultant assessed against the City under authority of said law.

### **3.1 Submission of Proposals**

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All Proposer’s shall be required to submit a clearly marked original along with five (5) copies of their proposals to the Office of Economic Development & Strategic Partnerships. One copy of the proposal in digital format (pdf preferred) is also requested, if possible. Proposers shall be required to complete, and

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES**  
**FOR THE KINGSTON CONNECTIVITY PROJECT**  
**REQUEST FOR PROPOSALS**

include within their RFP Submission, the Non-Collusive Bidding Certification that is on the last page of this solicitation.

The proposal submission should be typed on both sides of 8 ½ " x 11" paper. Pages should be paginated.

Proposals may NOT be submitted in plastic sleeves or spiral binders. Illustrations may be included. All plans are subject to City of Kingston approval. Oversized drawings may be submitted, but must be accompanied by 8 ½ " x 11" sectionals or reductions to 8 ½ " x 11", no telegraphic or facsimile proposals will be accepted. The proposal will be evaluated on the basis of its content, not length.

Value-Added Considerations: Proposers are encouraged to include in their RFP Submissions any relevant services or products that will be provided to the City which may not be referenced to in this specification, but will enhance the value of the service to the City.

Proposals received after the scheduled time and date will not be accepted. Facsimile and E-mail proposals will not be accepted. Each proposer must submit a complete proposal, which addresses each component of the RFP.

1. The proposal must include a full description of how the Assignment will be completed along with a schedule detailing when the items will be completed.
2. There must be a description of each staff member or sub Consultant who will be involved with this project and a description of their role in the project. The successful propose may be permitted to substitute staff with the approval of the Department.
3. Proposers should submit a client list including contact name and phone number, and a brief description of similar projects.
4. Budget and expense information must be provided, broken out by task and subtask where possible, which details all costs including personnel expenses, which state the name and title of each individual, assigned to the project, their hourly rate and the number of estimated hours the individual will be working on the project. The same information should be submitted in detail for subcontracts. Administrative costs for printing, postage and next day mail, photocopying, telephone, printing and other related expenses must be detailed. Travel expenses must be estimated and must conform to guidelines adopted by the Municipalities.
5. Please find addition sheets to be completed and attached at end of RFP document.

## **3.2 Conditions Governing Proposals**

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1. Only those proposals, which contain complete information and are responsive to the RFP, will be considered.
2. Proprietary or patented information, which may be included in the proposal, must be clearly identified and brought to the Committees attention.
3. The Project Committee reserves the following rights:
  - A. to accept or reject any of all proposals;
  - B. to waive or modify minor irregularities in proposals received;
  - C. to negotiate with proposes, within the proposal requirements, to best serve the interests of the Municipalities;

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES**  
**FOR THE KINGSTON CONNECTIVITY PROJECT**  
**REQUEST FOR PROPOSALS**

- D. to amend specifications after their release, with due notice given to all proposers to modify their proposals to reflect changed specifications;
  - E. to consider every offer as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation; and
  - F. to award a contract for any or all parts of a proposal and negotiate with the successful company.
4. By submitting a proposal, the proposer agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP.
5. The Project Committee will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

### **3.3 Equal Employment Opportunities and Minority and Women-Owned Business Enterprises Participation**

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The award of this contract is subject to applicable provisions of Federal, State, and local laws and executive orders requiring affirmative action and equal employment opportunity.

The City of Kingston actively supports and encourages equal employment opportunities for minority and women owned business enterprises and encourages Consultants and sub-Consultants to utilize MBE/WBE firms when possible.

The City of Kingston is required to make a good faith effort to meet the goals set forth in the State contract, which is 10% MBE and 10% WBE. These MWBE goals apply when the contractor is procuring goods and/or services and there are MWBE firms available to provide those goods and/or services.

To remain in compliance with the MWBE requirements the City and its consultants must:

- Make a good faith effort to meet the MWBE goal.
- Document the good faith effort.
- Submit MWBE Forms C and F on a quarterly basis.

To demonstrate good faith effort, keep records of the following:

- Copies of solicitations of MWBE firms.
- Copies of responses to solicitations.
- Documentation of the specific reasons that the MWBE was not selected.
- Copies of advertisements issued.
- Description of potential additional subcontracting opportunities available in the primary subcontract.

For more information on the MWBE program and to access the directory of New York State Certified MWBE's, please visit: <http://www.esd.ny.gov/mwbe.html>

### **3.4 Freedom of Information Law**

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All RFP submission materials become the property of the City of Kingston.

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT  
REQUEST FOR PROPOSALS**

The Project Committee is subject to the Freedom of Information Law, which, under the Public Officer's Law Sections 87 and 89, allows for a process for public disclosure of certain records in possession of the City and Town.

Portions of the proposals which contain proprietary information, trade secrets or information which could cause substantial injury to the competitive position of the proposer can be excluded from public access. If there is such information included, and the proposer wishes it to be excluded from access, the proposer must notify the Project Committee in writing along with the specific reasons for the exception.

### **3.5 Notification of Award**

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The City of Kingston shall retain the right to consider the Proposer's proposals for a period of up to 120 days after the submission deadline; the prices quoted in the Proposer's proposal shall be firm during the consideration period. Currency and Taxes Prices are to be in U.S. Dollars. The City of Kingston is exempt from all sales and use taxes.

Award of contract occurs when a formal contract has been finalized or other evidence of acceptance by the City is provided to the Proposer. A Recommendation of Award does not constitute award of contract. If a contract is awarded, it shall be awarded to the responsive and responsible Proposer whose offer conforming to the Request for Proposal will be most advantageous to the City as set forth in the Evaluation Criteria.

The Project Committee will notify the successful proposer by phone, followed by written confirmation. The Municipalities will notify each proposer whose proposal is rejected in writing.

A contract defining terms and conditions of the parties will be drafted by the Committee with approval from the New York State Department of State. The contract may incorporate any or all of the RFP and as much of the successful proposers final proposal as may be appropriate. The successful proposer must show evidence of adequate insurance coverage.

The City of Kingston reserves the right to postpone or cancel this RFP, or reject all proposals, if in its judgment it deems it to be in the best interest of the City to do so. Proposers are advised that the City of Kingston has the option of selecting the Consultant without conducting discussions or negotiations. Therefore, Proposers should submit their best proposals initially, since discussions or negotiations may not take place.

### **3.6 Liability**

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The Project Committee is not liable for any costs incurred by any individual or firm for work performed to prepare its proposal or for any travel and or other expenses incurred in the preparation and/or submission of its proposal. Further, the Project Committee is not liable for any costs incurred prior to approval of the contract.

## **SECTION IV – CONTRACTUAL INFORMATION**

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### **4.0 Contract Term**

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RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT  
REQUEST FOR PROPOSALS**

The contract term will be from February 18, 2015 through August 14, 2015. Once a contract is executed and approved, the Project Committee has the right to cancel it, for cause or convenience, on 30 days written notice, and agrees to pay the company for charges incurred in the performance of the agreement up to the time of cancellation. Both parties must approve changes in schedule in writing.

## **4.1 Insurance Requirements**

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### CITY OF KINGSTON STANDARD CONTRACT INSURANCE REQUIREMENTS

CONSULTANT shall not commence work under this Agreement until it has obtained all insurance required under the following paragraphs and until such insurance has been approved by the CITY.

### WORKERS' COMPENSATION AND DISABILITY INSURANCE:\*

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The VENDOR shall take out and maintain during the life of this Agreement, Workers' Compensation (WC) Insurance and Disability Benefits (DB) Insurance, for all of its employees employed at the site of the project, and shall provide to the CITY'S Insurance Department Certificates of Insurance evidencing this coverage. If the VENDOR is not required to carry such insurance, the VENDOR must submit form CE-200 attesting to the fact that it is not required to do so.

**WORKERS' COMPENSATION REQUIREMENTS:** To assist the State of New York and municipal entities in enforcing WCL Section 57, a business entity (the VENDOR) seeking to enter into contracts with municipalities (the CITY) MUST provide ONE of the following forms to the municipal entity (the CITY) it is entering into a contract with:

IF THE VENDOR IS REQUIRED TO CARRY COVERAGE AND HAS AN OUTSIDE CARRIER, submit Form C-105.2, "Certificate of Workers' Compensation Insurance." The VENDOR'S insurance carrier will send this form to the CITY at the VENDOR'S request. PLEASE NOTE: The State Insurance Fund provides its own version of this Form (the U-26.3).

IF THE VENDOR IS REQUIRED TO CARRY COVERAGE AND IS SELF INSURED, submit Form SI-12, "Certificate of Workers' Compensation Self- Insurance." The VENDOR'S Group Self-Insurance Administrator will send this form to the CITY at the VENDOR'S request.

IF THE VENDOR IS NOT REQUIRED TO CARRY COVERAGE, submit Form CE-200, "Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Insurance Coverage." This form and the instructions for completing it are available from the link below.

**DISABILITY BENEFITS REQUIREMENTS:** To assist the State of New York and municipal entities (the CITY) in enforcing WCL Section 220(8), business entities (the VENDOR) seeking to enter into contract with municipalities (the CITY) MUST provide ONE of the following forms to the municipal entity (the CITY) it is entering into a contract with:

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES**  
**FOR THE KINGSTON CONNECTIVITY PROJECT**  
**REQUEST FOR PROPOSALS**

IF THE VENDOR IS REQUIRED TO CARRY COVERAGE AND HAS AN OUTSIDE CARRIER, submit Form DB-120.1, "Certificate of Disability Benefits Insurance." The VENDOR'S insurance carrier will send this form to the CITY at the VENDOR'S request.

IF THE VENDOR IS REQUIRED TO CARRY COVERAGE AND IS SELF INSURED, submit Form DB-155, "Certificate of Disability Self-insurance." The VENDOR must call the Workers Comp. Board's Self-Insurance Office at (518)402-0247.

IF THE VENDOR IS NOT REQUIRED TO CARRY COVERAGE, submit Form CE-200, "Certificate of Attestation of Exemption from New York State Workers Compensation and/or Disability Benefits Insurance Coverage." This form and the instructions for completing it are available from the link below.

Form CE-200 and the instructions for completing the application and obtaining the form are available on the New York State Workers' Compensation Board's website, [www.wcb.state.ny.us](http://www.wcb.state.ny.us), under the heading "Common Forms." Business entities without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board. However, business entities using the manual process may wait up to four (4) weeks before receiving a CE-200. Employees of the Workers' Compensation Board cannot assist business entities in answering questions about this form. Please contact an attorney if you have any questions regarding Form CE-200. However, if you have questions regarding workers' compensation coverage requirements, please call the Bureau of Compliance at (866) 546-9322.

\*NOTE: ACORD forms are NOT acceptable proof of New York State Workers' Compensation or Disability Benefits Insurance Coverage. The manner of proof related to Workers' Compensation and Disability Insurance is controlled by New York State Laws, Rules and Regulations.

### COMMERCIAL GENERAL LIABILITY INSURANCE:

The VENDOR shall take out and maintain during the life of this Agreement, such bodily injury liability and property damage liability insurance as shall protect it and the CITY from claims for damages for bodily injury including accidental death, as well as from claims for property damage that may arise from operations under this Agreement, whether such operations be by the VENDOR, by any subcontractor, or by anyone directly or indirectly employed by either of them. It shall be the responsibility of the VENDOR to maintain such insurance in amounts sufficient to fully protect itself and the CITY, but in no instance shall amounts be less than those set forth below. The amounts set forth below establish the minimum acceptable levels of coverage.

Bodily Injury Liability Insurance in an amount not less than TWO MILLION AND 00/100 (\$2,000,000.00) DOLLARS for each occurrence and in an amount not less than TWO MILLION AND 00/100 (\$2,000,000.00) DOLLARS general aggregate

Property Damage Liability Insurance in an amount not less than TWO MILLION AND 00/100 (\$2,000,000.00) DOLLARS for each occurrence and in an amount of not less than TWO MILLION AND 00/100 (\$2,000,000.00) DOLLARS general aggregate.

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES**  
**FOR THE KINGSTON CONNECTIVITY PROJECT**  
**REQUEST FOR PROPOSALS**

**OTHER CONDITIONS OF COMMERCIAL GENERAL LIABILITY INSURANCE**

- Coverage shall be written on Commercial General Liability form.
- Coverage shall include:
  - Contractual Liability
  - Independent Contractors
  - Products and Completed Operations
- The City of Kingston, located at 420 Broadway, Kingston, New York, 12401, shall be added to the Commercial General Liability policy as an "Additional Insured" and this insurance shall be primary and non-contributory with any other valid and collectable insurance.

**AUTOMOBILE LIABILITY INSURANCE**

Automobile Bodily Injury Liability and Property Damage Liability Insurance shall be provided by the VENDOR with a minimum Combined Single Limit (CSL) of TWO MILLION AND 00/100 (\$2,000,000.00) DOLLARS.

Coverage shall include:

- a) All owned vehicles
- b) Hired car and non-ownership liability coverage
- c) Statutory No-Fault coverage

**PROFESSIONAL LIABILITY INSURANCE (e.g. MALPRACTICE INSURANCE)**

Professional Liability Insurance shall be provided by the VENDOR as follows:  
Professional Liability Insurance in an amount not less than TWO MILLION AND 00/100 (\$2,000,000.00) DOLLARS

**CERTIFICATE OF INSURANCE**

The VENDOR shall file with the CITY CLERK'S OFFICE, prior to commencing work under this Agreement, a Certificate of Insurance.

1. The Certificate of Insurance shall include:

- a) Name and address of Insured
- b) Issue date of certificate
- c) Insurance company name
- d) Type of coverage in effect
- e) Policy number
- f) Inception and expiration dates of policies included on the certificate
- g) Limits of liability for all policies included on the certificate
- h) "Certificate Holder" shall be the City of Kingston, 420 Broadway, Kingston, New York 12401.

2. If the VENDOR'S insurance policies should be non-renewed or canceled, or should expire during the life of this Agreement, the CITY shall be provided with a new certificate indicating the replacement policy information as requested above. The CITY requires thirty (30) days prior written

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES**  
**FOR THE KINGSTON CONNECTIVITY PROJECT**  
**REQUEST FOR PROPOSALS**

notice of cancellation [fifteen (15) days for non-payment of premium] from the Insurer, its agents or representatives.

3. The VENDOR shall submit copies of any or all required insurance policies as and when requested by the CITY.

## **4.2 Subcontracting**

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The Consultant may propose subcontracting portions of the responsibilities addressed in its proposal. The proposal must identify any such subcontracts(s) and the reason for subcontracting the portion of the contract. The Project Committee reserves the right to review and approve all subcontracts. After the contract is awarded, any subcontracts or purchases in excess of \$5,000 must adhere to the following:

1. Subcontracts or purchases that are sole source must include a detailed justification for this type of procurement; and

2. Subcontracts or purchases that are competitively bid must include proposals from at least three qualified firms, and the lowest responsible proposer shall be accepted.

## **4.3 Reports and Other Deliverable Materials**

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The successful Consultant must submit the following reports:

- a. Bi-monthly activity reports with a synopsis of progress to date, conformance with schedule, and reasons for variance with the schedule;
- b. Financial reports needed to obtain reimbursement from the New York State Department of State;
- c. Drafts and Final documents;
- d. Final Reports

Periodic review of Consultant methods and progress will occur through scheduled meetings, phone conversations and correspondence. The Project Committee reserves the right to review and comment on the Consultant work schedules, data collection efforts and instruments and the conduct of the public input process.

## **4.4 Payment Process**

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The City's standard payment term is thirty (30) to sixty (60) days upon receipt of invoice and originally signed voucher after services are performed or goods delivered.

Payment for services performed to the satisfaction of the Project Committee shall be made on a monthly basis in the ordinary course of business upon receipt of duly authenticated invoices and vouchers and upon receipt of monthly activity reports. Receipts for all non-personal expenses must be attached as evidence of, among other things, whether a party of a firm other than the Consultant

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT  
REQUEST FOR PROPOSALS**

performed the work. Ten (10) percent of the contract amount will be retained for up to 60 days after the final product has been delivered in order to insure full compliance with contract guidelines.

Vouchers or invoices shall detail expenses as follows:

1. Details concerning the staff members assigned to the project, including their titles, hours worked and rate per hour; total amount billed for each staff member; and
2. Allowable administrative and reimbursable (travel, etc.) expenses

## **4.5 Project Attribution**

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The City and the Consultant must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the grantors. The materials must include the following acknowledgment:

“This (document, report, map, etc.) was prepared for the New York State Department of State (DOS) and the New York State Office of Parks, Recreation, and Historic Preservation (OPRHP) with funds provided under Title 11 of the Environmental Protection Fund and the New York State Energy Research and Development Authority (NYSERDA) with funds provided through a Cleaner Greener Communities grant.”

RFP#: CK-EDSP-2015-001  
DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT  
**REQUEST FOR PROPOSALS**

**PLEASE RETURN THE FOLLOWING SHEETS WITH YOUR PROPOSAL**

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT  
REQUEST FOR PROPOSALS**

**Information Sheet**

---

NAME OF PROPOSER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TYPE OF ENTITY: Corp. \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_  
LLC \_\_\_\_\_

If a non publicly owned Corporation: NAME OF CORPORATION: \_\_\_\_\_

List Principal Stockholders (holding over 5% of outstanding shares) \_\_\_\_\_  
\_\_\_\_\_

LIST OFFICERS: \_\_\_\_\_  
\_\_\_\_\_

LIST DIRECTORS: \_\_\_\_\_  
\_\_\_\_\_

DATE OF ORGANIZATION: \_\_\_\_\_

If a partnership:  
PARTNERS: \_\_\_\_\_  
\_\_\_\_\_

NAME OF PARTNERSHIP: \_\_\_\_\_

DATE OF ORGANIZATION: \_\_\_\_\_

\* If the business is conducted under an assumed name, a copy of the certificate required to be filed under the New York General Business Law must be attached.

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES**  
**FOR THE KINGSTON CONNECTIVITY PROJECT**  
**REQUEST FOR PROPOSALS**

**Reference Sheet**

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All Proposers shall be required to complete this form providing three (3) references of past performance. References should involve projects and/or service situations of similar size and scope to this RFP. References must have had dealings with the proposer within the last thirty-six (36) months. The City reserves the right to contact any or all of the references supplied for an evaluation of past performance in order to establish the responsibility of the proposer before the actual award of the RFP and/or contract. Completion of the reference form is required.

PROPOSER'S NAME: \_\_\_\_\_

DATE FILED: \_\_\_\_\_

Proposer's Address: \_\_\_\_\_

Reference's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Reference's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Reference's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT  
REQUEST FOR PROPOSALS**

**Affidavit of Non-Collusion**

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NAME OF RESPONDER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

I hereby attest that I am the person responsible within my firm for the final decision as to the prices(s) and amount of this proposal or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm.

I further attest that:

1. The price(s) and amount of this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition with any other contractor, responder or potential responder.
2. Neither the price(s), nor the amount of this proposal, have been disclosed to any other firm or person who is a responder or potential responder on this project, and will not be so disclosed prior to proposal opening.
3. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from responding to this RFP, or to submit a proposal higher than the proposal of this firm, or any intentionally high or non-competitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary proposal.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by an firm or person to refrain from responding to this RFP or to submit a complementary proposal on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any project, in consideration for my firm's submitting a complementary proposal, or agreeing to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's proposal on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this affidavit.
8. By submission of this proposal, I certify that I have read, am familiar with, and will comply with any and all segments of these specifications.

The person signing this proposal, under the penalties of perjury, affirms the truth thereof.

\_\_\_\_\_  
Signature & Company Position

\_\_\_\_\_  
Print Name & Company Position

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Federal I.D. Number

DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT  
**REQUEST FOR PROPOSALS**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND  
OTHER RESPONSIBILITY MATTERS**

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*PRIMARY COVERED TRANSACTIONS*

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- (1) The responder certifies to the best of its knowledge that it and its principals-
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business with any Federal department or agency;
  - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or the commission of embezzlement, theft, forgery, bribery, falsification, the destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted, or otherwise criminally or civilly charged, by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not, within a three-year period preceding this proposal, had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) If the responder is unable to certify to any of the statements in this certification, please attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the responder for contracts to be let by the City of Kingston.

Signed at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
(Name of Firm)

By \_\_\_\_\_  
(Title)

RFP#: CK-EDSP-2015-001  
DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT  
REQUEST FOR PROPOSALS

**LIST OF AGENCIES/COMPANIES SUBMITTING PROPOSALS**

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*Disadvantaged Business Enterprise (DBE) & MWBE Requirements*

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For every firm, we require the following information:

Agency/Company Name: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Firm Mailing Address \_\_\_\_\_

Phone Number: \_\_\_\_\_

DBE \_\_\_\_\_ Non-DBE \_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ Non-MWBE \_\_\_\_\_

Agency/Company Name: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Firm Mailing Address \_\_\_\_\_

Phone Number: \_\_\_\_\_

DBE \_\_\_\_\_ Non-DBE \_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ Non-MWBE \_\_\_\_\_

Agency/Company Name: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Firm Mailing Address \_\_\_\_\_

Phone Number: \_\_\_\_\_

DBE \_\_\_\_\_ Non-DBE \_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ Non-MWBE \_\_\_\_\_

Agency/Company Name: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_

Firm Mailing Address \_\_\_\_\_

Phone Number: \_\_\_\_\_

DBE \_\_\_\_\_ Non-DBE \_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ Non-MWBE \_\_\_\_\_

SUBMITTED BY (Signature) \_\_\_\_\_

AGENCY/COMPANY NAME \_\_\_\_\_

RFP#: CK-EDSP-2015-001  
DESIGN AND ENGINEERING CONSULTING SERVICES  
FOR THE KINGSTON CONNECTIVITY PROJECT  
**REQUEST FOR PROPOSALS**

**Questions Regarding RFP**

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**SUBMIT ALL** QUESTIONS PERTAINING TO THIS RFP  
**IN WRITING** NO LATER THAN 4:00 PM August 1, 2013.

Please use this form and email questions to Gregg Swanzey at [gswanzey@kingston-ny.gov](mailto:gswanzey@kingston-ny.gov) all substantive questions will be responded to in the form of an addendum no later than April 18, 2014.

**Date:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

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RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES**  
**FOR THE KINGSTON CONNECTIVITY PROJECT**  
**REQUEST FOR PROPOSALS**

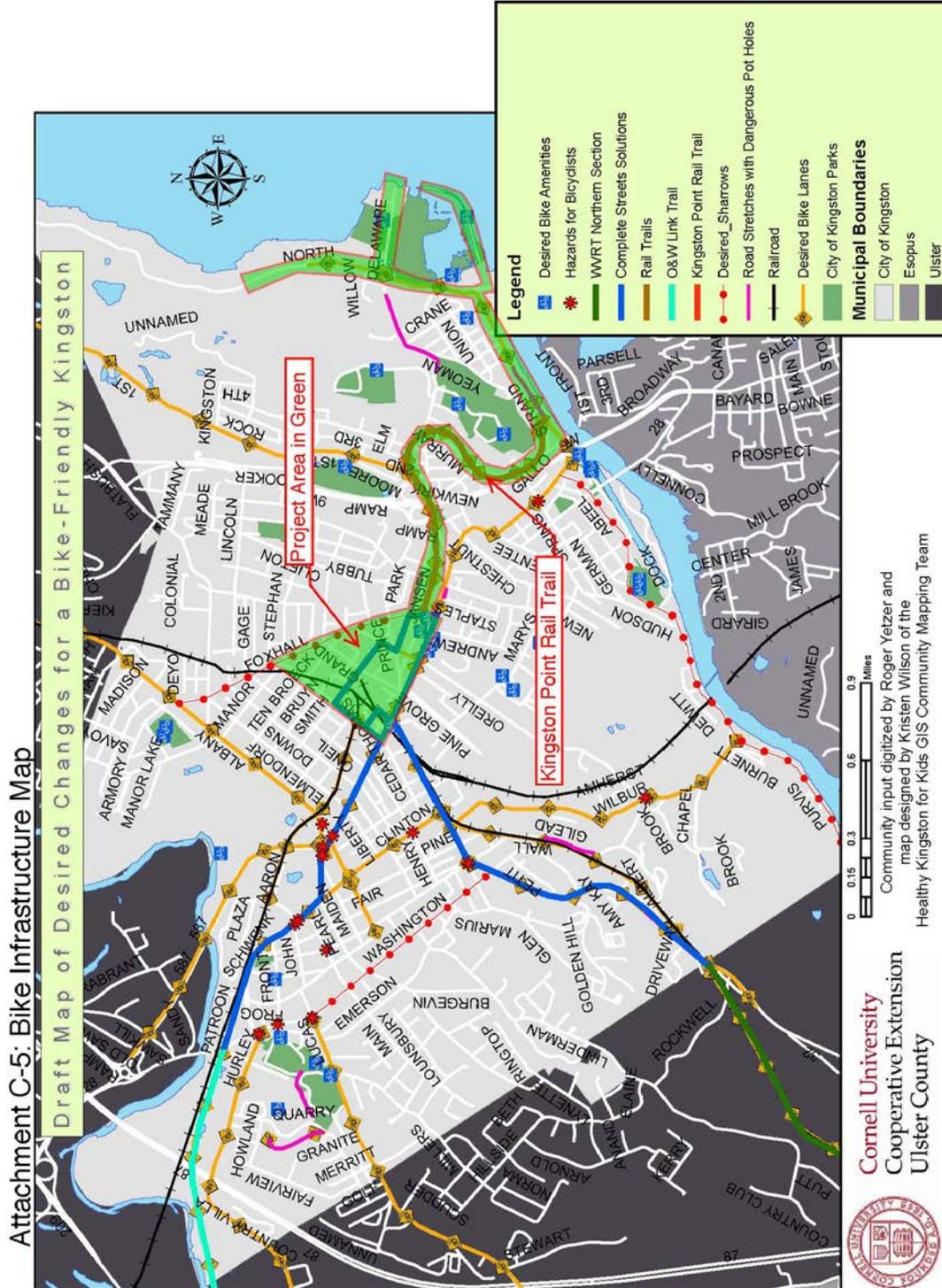
## Scoring Matrix for Consultant Ratings by City

Name of Firm			
Criteria	Points	Percentage of Importance	Total
Demonstrated ability to perform the proposed services		35	
Technical merit and applicability of the methodologies , analyses and procedures proposed for accomplishing the project		35	
Ability to complete the project within the time frame described in the RFP		5	
The cost of the work plan as compared with the proposed budget. Proposers must break down each task in the Scope and assign a detail of cost for the action including personnel costs and reimbursable expenses		5	
Quality and clarity of the Proposal and a demonstrated understanding of the project objectives.		5	
Qualifications and relevant experience with respect to the tasks to be performed.		10	
Reputation among previous clients.		5	
Name of Reviewer:			TOTAL

RFP#: CK-EDSP-2015-001  
 DESIGN AND ENGINEERING CONSULTING SERVICES  
 FOR THE KINGSTON CONNECTIVITY PROJECT  
 REQUEST FOR PROPOSALS

APPENDICES

Exhibit 1: Map of Study Area



RFP#: CK-EDSP-2015-001  
**DESIGN AND ENGINEERING CONSULTING SERVICES  
 FOR THE KINGSTON CONNECTIVITY PROJECT  
 REQUEST FOR PROPOSALS**

