



CITY OF KINGSTON

OFFICE OF ECONOMIC DEVELOPMENT & STRATEGIC PARTNERSHIPS

Shayne R. Gallo, Mayor

Gregg H. Swanzey, Director

January 26, 2015

<Consultant Firm from LDSA List>
Address
City, State, Zip

RE: Request for Qualifications (RFQ) for
Preliminary Engineering, Detailed Design Service, Construction Support and Inspection.
PIN 8780.49, Preliminary and Final Highway Design and Construction Inspection Services for the Kingston Connectivity Project Broadway: Foxhole Avenue to St. James Street, in the City of Kingston, Ulster County.

Dear <Name>:

The City of Kingston, NY seeks to obtain the services of a professional consulting civil engineering firm from the Region 8 LDSA list to *prepare preliminary and final plans and specifications, and provide construction support and inspection* for a Federal Aid project in City of Kingston, New York, as referenced in the subsequent pages. Each company, if interested, should respond to this Request for Qualifications. The City of Kingston will select one qualified engineering firm and will enter into a negotiated contract to perform the work.

Responses are due by **2:00 pm on Monday, February 23, 2015**. Responses and/or questions shall be submitted to:

Gregg Swanzey, Director
Office of Economic Development & Strategic Partnerships
City Hall
420 Broadway
Kingston, NY, 12401

We look forward to a response from your firm. Sincerely,

Gregg Swanzey

Request for Qualifications (RFQ)

PIN 8780.49, City of Kingston, NY

Kingston Connectivity Project Broadway: Foxhole Avenue to St. James Street

Preliminary Engineering, Detailed Design Service, Construction Support and Inspection

Submission Requirements

The City of Kingston will be using the NY State County Highway Superintendents Association (NYSCHSA) Locally Driven Selection Arrangement (LDSA) procedures and list for Region 8 to select a consultant for this project. All consultants on the Region 8 LDSA list are being contacted to:

- A. Determine the firm's interest in performing the work.
- B. Determine the firm's ability to perform the work.
- C. Determine the firm's ability to meet the project schedule based on workload analyses.
- D. Determine the most qualified firm to perform the work.

In order to make these determinations, the following information must be submitted by **2:00 pm on Monday, February 23, 2015**. Three (3) copies of the information must be provided as follows:

1. Statement indicating your interest in providing design and construction services for the project as defined in this Expression of Interest (EOI) solicitation.
2. Firm brochure outlining the firm's background and experiences. If sub-consultants are proposed, a similar brochure shall be submitted.
3. A listing and brief narrative description of no more than 5 projects involving similar type services provided to public or private clients within the last 5 years. References with names and telephone numbers must be included for the projects.
4. A project organization chart indicating Key personnel to be assigned to the project. Sub-consultant personnel should be included as appropriate. Limit Key personnel to no more than 7 names.
5. Include resumes of all personnel noted on the project organization chart. Also, indicate current and project workload of the Key personnel included. Time frame for workload should be from June 2015 through December 2017.
6. Include a maximum of 1 page outlining a Project Approach for the project. (Please use standard #12 font for this statement.)
7. Indicate, in a brief summary, information about the firm, or sub-consultants, regarding Disadvantaged Business Enterprise (DBE) designation and/or the firm's equal opportunity, affirmative action plan/policy.

Selection Procedure

Based on a review and evaluation of the information provided in items 1 through 7 above the City of Kingston will rank the firms that respond and select the firm, ranked as most qualified to meet the City of Kingston and project needs. Contract negotiations will commence with the most qualified firm to establish an acceptable scope of service, total fee and project schedule. If the City of Kingston and the most qualified firm cannot agree the City of Kingston, at its sole discretion, can start negotiations with the second ranked firm, and so on through the top three ranked firms.

All questions and/or requests for clarifications must be submitted in writing to the project administrator Gregg Swanzy. All such questions and responses will be sent to all firms responding to this EOI request. All such inquiries must be submitted and received by the City of Kingston by **2:00 pm on Monday, February 23, 2015**.

The City of Kingston retains the right to request further information from all respondents and reject all EOI responses at its sole discretion.

If determined necessary by the City of Kingston, oral interviews can be requested with the top-ranked consultant(s).

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The ranking and selection will be based on a committee evaluation of the firms that submit the required EOI information as outline in this solicitation. All ranking documentation will be sent to NYSDOT Region 8 for review and procedural concurrence.

The following factors will be considered by the committee in ranking the responding firms:

1. Understanding of the work to be done
2. Experience with similar kinds of projects and/or work
3. Quality of staff for work to be done
4. Familiarity with Federal and State requirements
5. Organization and financial responsibility
6. Logistics and familiarity with the project area

Project Description

PIN 8780.49

Kingston Connectivity Project Broadway: Foxhole Avenue to St. James Street

The project will be funded with Federally funded Transportation Enhancement Program funds provided via NYSDOT Region 8 with the City of Kingston as sponsor. Notice is hereby given that the City of Kingston is seeking to retain an engineering firm to provide preliminary and final design services, and construction support and inspection services for contract CK-EDSP-2015-002, this Federally Funded project located in the City of Kingston, Ulster County, NY. PIN 8780.54 involves the construction of pedestrian and bicycle facilities on the Broadway Corridor from the head of Broadway at St. James Street to Foxhall Avenue. The project involves streetscaping improvements and enhancements as follows:

Design features and standards for the project include:

- Sidewalks
- Brick pavers
- Curbing
- Colored, stamped concrete applications
- Pavement Crosswalks
- Pedestrian Bumpouts
- Accessibility Ramps
- Bike Lanes
- Accent Lighting & Street Lights
- Architectural lighting
- Benches, bollards, bike racks, trash receptacles
- Landscaping
- Trees
- Public Transit stops
- Integrated environmental and sustainable design features
- Solar energy considerations
- Life cycle cost considerations

All work will be designed to AASHTO specifications and the NYSDOT Standard Specifications (Construction and Materials).

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Preliminary Design will include but not be limited to: preparation of the Design Approval Document (identifying, assessing, and selecting a feasible design alternative and its associated impacts), gathering and analyzing data such as topographic and right-of-way survey and mapping, traffic patterns and traffic count data evaluation, evaluation of cost and environmental factors, coordination with mass transit, and preparation for attendance and participation at public informational meetings and/or hearings.

Final Design will include but not be limited to: development of final plans and specifications, highway design, development and design for public utilities, maintenance and protection of traffic during construction, and preparation and submission of final Plans, Specifications, and Estimate (PS&E) for the project.

Construction Support will include but not be limited to: providing technical support during construction on questions relating to the design, and providing assistance in construction bid proceedings, analysis of bids, and review of shop drawings, if necessary. Construction Administration will be in accordance with MURK requirements and include but not limited to daily inspector reports, engineer diaries and preparation of contractor's monthly and final estimates.

Construction Inspection will include but not be limited to: providing on-site construction inspection and oversight to ensure the quality of construction and conformity with the final plans and specifications, and preparation of as-built plans.

The anticipated start date of preliminary design is **June 2015** with the letting expected to be held in **May 2016** and construction completed by **September 2017**.

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CHSALDSA LIST OF CONSULTANT FIRMS- USE APRIL 1, 2013 THROUGH MARCH 31, 2016

REGION 8

AECOM

40 British American Blvd.
Latham, NY 12110-1421

Barton & Loguidice, PC

10 Airline Drive
Suite 200
Albany, New York 12205

C & S Engineers, Inc.

499 Col Eileen Collins Blvd.
Syracuse, NY 13212

COM Smith

112 Delafield Street, Suite 300
Poughkeepsie, NY 12601

OR

11 British American Boulevard, Suite 200
Latham, NY 12110

Clark Patterson Iee

900 Corporate Blvd.
Newburgh, NY 12550

OR

4 Fairlawn Ave., Middletown NY 10940

Clough Harbour Associates, LLP

Ill Winners Circle
PO Box 5269
Aibany, NY 12205-0269

GPI (Greenman-Pederson, Inc.)

80 Wolf Road, Suite 300
Albany, NY 12205

Hudson Valley Engineering Associates

560 Route 52, Suite 201
Beacon, NY 12508

Lochner Engineering, P.C.

310 Fullerton Avenue, Suite 200
Newburgh, NY 12550

Maser Consulting

12 Metro Park Road
Albany, New York 12205

Mcfarland Johnson

Metrocenter, 49 Court Street
P.O. Box 1980
Binghamton, NY 13902-1980

Modjeski & Masters

301 Manchester Road, Suite 102
Poughkeepsie, NY 12603

Stantec Consulting

3 Columbia Circle
Suite 6
Albany, New York 12203-5158

OR

50 West 23'd Street, 8th Floor
New York, NY 10010

Tectonic Engineering

70 Pleasant Hill Road
Mountainville, NY 10953

WSP Sells

512 Seventh Avenue
New York, NY 10018