

Request for Proposals (RFP)

Village of Ossining

Architectural Design Services
for Joseph G. Caputo Community Center

ISSUE DATE:

Monday, April 1, 2024

**revised April 10, 2024*

**deadline revised April 16, 2024*

MANDATORY SITE VISIT:

Monday, April 15, 2024 at 10AM

DEADLINE TO SUBMIT QUESTIONS:

Friday, April 20, 2024 at 10AM

RESPONSES DUE:

Wednesday, **May 1**, 2024 by 10AM



The Village of Ossining (population 27K+) seeks a qualified professional to create conceptual and schematic plans (inclusive of engineering and architectural design, construction drawings, and bid package) for renovations to the Joseph G. Caputo Community Center. This project will be funded in part by the NYS Downtown Revitalization Initiative (DRI) program, administered by the Department of State (DOS).

Goals and Objectives:

- Optimize space, flow, form and function of interior spaces
- Reconfigure the current Museum space to expand room for administrative/ meeting functions
- Re-design existing space to support youth programming and community outreach/ activities
- Re-imagine exterior courtyard area as functional and accessible outdoor programming space
- Ensure security via the redesign of a single main entrance on the lower level
- Thoughtful integration with the Sing Sing Kill Greenway and other transportation nodes
- Introduce decarbonization elements wherever possible

Project Description:

The Joseph G. Caputo Community Center is the heart of the Ossining community, literally and figuratively. The Community Center is sited at the intersection of Ossining's two main thoroughfares, Croton Avenue and NYS Route 9 (locally North/ South Highland Avenue), and is directly adjacent to the Downtown core, is easily accessible by foot, bike, bus or car, and is a quick walk from the Ossining Train Station via the Sing Sing Kill Greenway. The facilities on-site include a large multi-purpose space, a music room, an art room, a gymnasium, an Olympic-sized indoor pool with children's spray deck, and a newly-renovated kitchen, operated in concert with the Town of Ossining as part of the Senior Nutrition Program. Programming run by the Ossining Recreation Department, which serves residents of both the Village and Town of Ossining, is innovative and well-attended, and is particularly noteworthy for the high-level of affordability it offers to the Ossining community, which is primarily low/moderate income.

The building at 95 Broadway, which has not undergone significant renovation since its original construction in 1978, is no longer conducive to the way the Ossining community desires to use the space, and conversations about a large-scale renovation have been years in the making.

In 2021, the Village applied for and was awarded a \$10M Downtown Revitalization Initiative (DRI) award from Governor Kathy Hochul, and the Community Center project was among the top-rated projects during the community planning process led by the Local

Planning Committee (LPC). The project was ultimately funded under the DRI award for \$2.5M, complimenting a significant Village contribution as well as a \$500K SAM grant from NYS to resurface the pool and renovate and expand the pool locker rooms, which work is being finalized as of this writing.

Leveraging the \$2.5M in DRI funding, the Village aims to transform the Community Center into a state-of-the-art facility with opportunities for innovative programming that rival private facilities throughout Westchester County. Of primary consideration in the design process will be the re-allocation of space to emerging needs, the most significant of which is in support of the Ossining Youth Bureau (OYB). In 2021 and after years of planning, the Village of Ossining launched the OYB, the first Youth Bureau to be approved by Westchester County in nearly thirty years. In response to a Needs Assessment and other data collected from program participants, the Village intends to expand and improve space for STEM (Science, Technology, Engineering and Math) learning, support job readiness programs and become a career launch pad. Practically speaking, this takes the form of building renovations that support career training opportunities in industries, including tech services, healthcare, culinary arts, among others. In the long-term, these improvements will support sustainable economic development and advance equity and opportunity in the Ossining community.

Central to this re-imagining will be the re-activation of community engagement around draft concepts and a final concept. As the Village has envisioned a continuation of the Community Center's reputation as a multi-generational space for recreation, learning, and gathering, the engagement approach must be reflective of the current and anticipated populations using the facility. Though some concepts were introduced during the DRI process, the Village, and specifically the Village's Placemaking Committee and Recreation Advisory Board, will help the consultant team glean feedback that will shape the eventual design concepts presented for more broad consideration.

Leveraging these substantial grant resources from New York State, now is the time for the Village to proceed with these long-imagined improvements to the Joseph G. Caputo Community Center, in furtherance of not only economic development goals that will support the entire region, but also to elevate the quality of life via physical and mental health, in Ossining.

Parcel Information:

The Community Center encompasses two Village-owned lots: the parcel upon which most of the building is situated and which abuts NYS Route 9 (89.19-1-88) and the parcel which primarily contains the pool and the lower parking lot (89.19-1-87).

Budget:

The project budget for the remaining work, inclusive of design/ engineering and construction, is approximately \$5M, and may be subject to reduction.

Scope of Work:

Upon selection, the successful firm/ team shall work closely with Village staff and consultants to refine the detailed scope of work below, as well as a detailed project schedule. If the Consultant believes that the project can be enhanced in any way by the addition of other tasks or the deletion of any specified tasks, such information shall be included in the proposal. The central components and project-specific scope of work include:

- ***Project Coordination***
 - Coordinate with all permitting agencies, including but not limited to the Village of Ossining and New York State
 - Lead project kickoff meeting and schedule/lead progress and coordination meetings
- ***Site Investigation, Data Collection, Record Research***
 - Review existing records and data, including Village's 2021 DRI application, [Strategic Investment Plan](#), Community Center floor plan (Exhibit A) and all related documents
 - 3D Cloud Point Scan and AutoCAD File Development
 - Scanning of each room/space within the building
 - Drone photography will provide "fly overs" for reference to building construction. Roof scanning will not be necessary.
 - Provide continuous point clouds files for the interior and exterior of the building.
 - Provide 2D AutoCAD base plans, including exterior wall elevations.
 - Coordinate with Village's Planner on the SEQR and NEPA process and provide all necessary project information related to the environmental review.
 - Locate on-site utilities
 - Undertake any requisite environmental site assessments or investigations.
- ***Municipal & Community Engagement:***
 - Work with Board of Trustees/ Village Manager/ Superintendent of Recreation & Parks/ Youth Bureau Director to learn about space requirements and potential re-allocations of interior space
 - Meet with local committees about various facets of the re-design:
 - Placemaking Committee with respect to outdoor space and public art opportunities
 - Recreation Advisory Board with respect to specific facilities
 - With Village of Ossining, produce collateral for, and facilitate, two "Open House"- format events (one in-person, one virtual) to solicit community feedback in English and Spanish on three design concepts
 - Present findings and feedback to Board of Trustees prior to production of

- design report
 - Present final design report to Board of Trustees upon completion
- ***Conceptual Designs***
 - Develop at least three design concepts, all of which address each point from “Goals and Objectives”
 - The team should develop schematic plans based on the final preferred conceptual plan.
 - The team should provide architectural renderings and proposed materials list for preferred design.
 - The team should create a design report as final product.
- ***Design Submittal/ Bid Preparation/ Final Plan***
 - Prepare complete detailed plans, standard and project details, technical specifications, bid schedule, bid item descriptions, and engineer’s cost estimate.
 - Submit one set of full-sized stamped and signed final drawings along with technical specifications and other contract documents.
 - Submit one copy of final quantity calculations and engineer’s construction cost estimate.
 - Submit all digital files (AutoCAD, MS Word, MS Excel, etc.) for the project.
 - Consultant shall prepare the Scope of Bids and Bid Schedule specification sections in addition to the technical specifications.
 - Create a Final Plan and presentation that consolidates work products and findings from all previous tasks into a single document.

Anticipated Project Timeline:

- Community Engagement (led by Village of Ossining): May to September 2023
- **RFP for Architecture and Design Services:**
 - RFP Issued: Monday, April 1, 2024
 - Mandatory Site Visit: Monday, April 15, 2024 at 10AM
 - RSVP in advance to Maddi Zachacz (maddi@villageofossining.org)
 - Deadline to Submit Questions: Friday, April 20, 2024 at 10AM
 - Responses Due: Wednesday, **May 1**, 2024 by 10AM
 - Bid & Award Design: May 2024
- Design Process: May 2024- August 2024
- Prepare, Circulate and Award Construction Contract: October 2024- December 2024
- Start of Renovations: March 2025

Submission of Proposals:

Interested respondents must submit three (3) paper copies of their proposals and one (1) electronic version via email/ Dropbox (no flash drives will be accepted) of their proposal no later than 10:00AM on Wednesday, **May 1, 2024**. Proposals should be addressed to:

Village of Ossining
c/o Assistant Village Manager Maddi Zachacz
16 Croton Avenue, Ossining, NY 10562

Proposals received after the scheduled date and time will not be accepted. Faxed or otherwise non-conforming proposals will not be accepted.

Proposal Content and Conditions:

Each proposer must submit a complete proposal which addresses each component of the RFP, as follows:

- A full description of how the Scope of Work will be completed along with a schedule detailing when the items will be completed.
- Work samples from similar projects demonstrating relevant scope of work proposed.
- Resumes of each staff member or sub-consultant who will be involved with this project and a description of their role in the project. The Proposer must designate an individual as the Project Manager who will be directly responsible for all activities of the organization and provide their resume showing qualifications, educational background, training and experience. The Project Manager must have managed the implementation of at least one other project of similar scope and nature. A description of past projects managed must be submitted with the resume.
- A client list for similar projects in the last five years, including contact name and phone number, and a brief description of projects including project locations.
- The proposer must submit three (3) references from projects of similar scope and nature. Each reference should include a contact name, phone number, and email address, as well as a short statement describing the project. The Village of Ossining reserves the right to obtain information from other sources.
- A Cost Proposal organized to follow the outline of Scope of Work and assign a detail of cost for the action including personnel costs and reimbursable expenses. Personnel should be listed by 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 any subcontractors.
- Administrative costs for travel, postage, photocopying, telephone, printing, and other related expenses must be detailed. Also, estimates of expense for each of the tasks with assumptions.

Conditions Governing Proposals:

Only those proposals which complete information and are responsive to the RFP will be

considered.

Proprietary or patented information which may be included in the proposal must be clearly identified and brought to the Village's attention.

The Village of Ossining reserves the following rights:

- To accept or reject any or all proposals
- To waive or modify minor irregularities in proposals received;
- To negotiate with proposers, within the proposal requirements, to best serve the interests of the community and NYS Department of State;
- To amend specifications after their release, with due notice given to all bidders to modify their proposals to reflect changed specifications;
- 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;
- To award a contract for any and all parts of a proposal including award of specific project components to individual proposer team members and to negotiate with the successful bidder(s).
- 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.
- The Village of Ossining will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

The Consultant must comply with all provisions in the Contracts between NYS Department of State and the Village of Ossining, including all appendices. A copy of the contracts will be available upon request.

Inquiries:

All inquiries regarding the RFP should be made in writing and sent via email, citing the RFP section in question, prior to Friday, April 20, 2024 at 10AM. Answers to substantive questions will be provided to all attendees of mandatory site visit. Inquiries should be directed to:

Maddi Zachacz, Assistant Village Manager
maddi@villageofossining.org
(914) 223-1022

Presentation by Proposers:

Presentations will be conducted for the two highest-scoring proposals. The presentations will be made to provide the Village with an opportunity to better understand the following:

- The extent of the firm's depth of knowledge of the subject matter in the RFP;

- 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;
- The firm's ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project;
- To allow proposers to further define the primary features and benefits of their proposal.

Presentation format will be left to the discretion of the proposers. Presentations will be limited to a one-hour period per respondent, which includes time for questions. All key managerial personnel, as well as key personnel working on the project, must be in attendance at the proposal presentation.

Liability:

The Village of Ossining and NYS Department of State are not liable for any cost 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 Village of Ossining is not liable for any costs incurred prior to approval of the contract.

Evaluation Process:

The Village of Ossining will review submitted proposals with reference to the qualifications and criteria as detailed in this Request for Proposals. The intent is to select the consultant having the technical capability and necessary experience to perform the services as outlined in this RFP within the time frame required.

Selection Criteria:

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

1. Technical Proposal: proposals will be evaluated based on their quality, clarity and demonstrated understanding of the project objectives. The proposal must include a plan outlining how each item in the Scope of Work will be addressed.
2. Relevant Experience: The Proposer must provide a list of all projects similar in scope and nature completed in the last five years. The Proposer must demonstrate experience with New York State-based municipal projects, with preference given to firms who have documented experience working with NYSERDA on decarbonization strategies and NYStretch Code. The projects listed will be used to determine the proposer's experience and knowledge. Submission of sample reports or products from previous projects is encouraged.
3. Implementation Schedule: **Proposals will be evaluated based on their ability to complete the design and engineering work within a six-month time frame.** The proposal must include an implementation schedule that lists all milestones for the development and implementation of project deliverables.

4. Cost Proposal: A Cost Proposal Outline organized to follow the outline of Scope of Work and assign a detail of cost for the action including personnel costs and reimbursable expenses.
5. MWBE Compliance: As this project is largely grant funded, the Village will give preference to proposals that demonstrate a team composed of firms who are able to meet or exceed the 30% MWBE goal. Further, the project team be required to solicit and utilize NYS certified MWBEs, [a directory of which can be found here](#).
6. Team Composition and Resumes: The Proposer must provide a list of all persons who will be assigned work pursuant to this RFP (including subcontractors), as well as their resumes showing qualifications, educational background, training and expertise.
 - a. Team members will be evaluated based on relevant education, work experience and professional accreditation.
7. Location of Office: The Proposer will be evaluated based on their proximity to the community to ensure a physical presence, when necessary, throughout the process of this project.
8. References: The proposer will be evaluated on references provided.

Notification of Award

The Village of Ossining will notify the successful bidder by phone, followed by written confirmation. Each bidder whose proposal is not accepted will be notified in writing.

The Village of Ossining will authorize the award of a contract to the successful proposer based upon the evaluations and recommendations of the review team. In the event that a contract cannot be finalized within thirty (30) days of the award, the Village Board of Trustees of the Village of Ossining reserves the right to enter negotiations with the consultant which received the second highest evaluation.

EXHIBIT A

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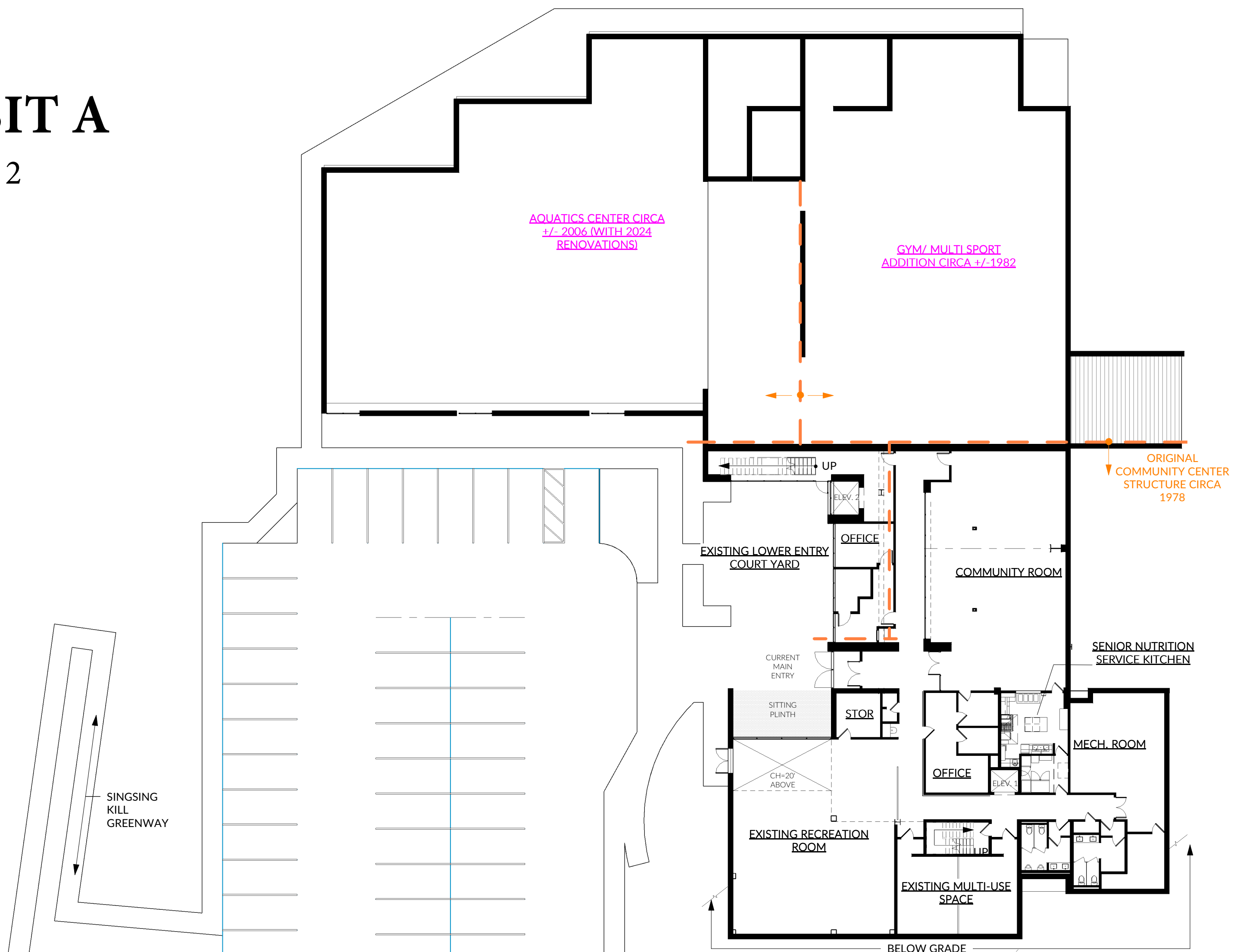
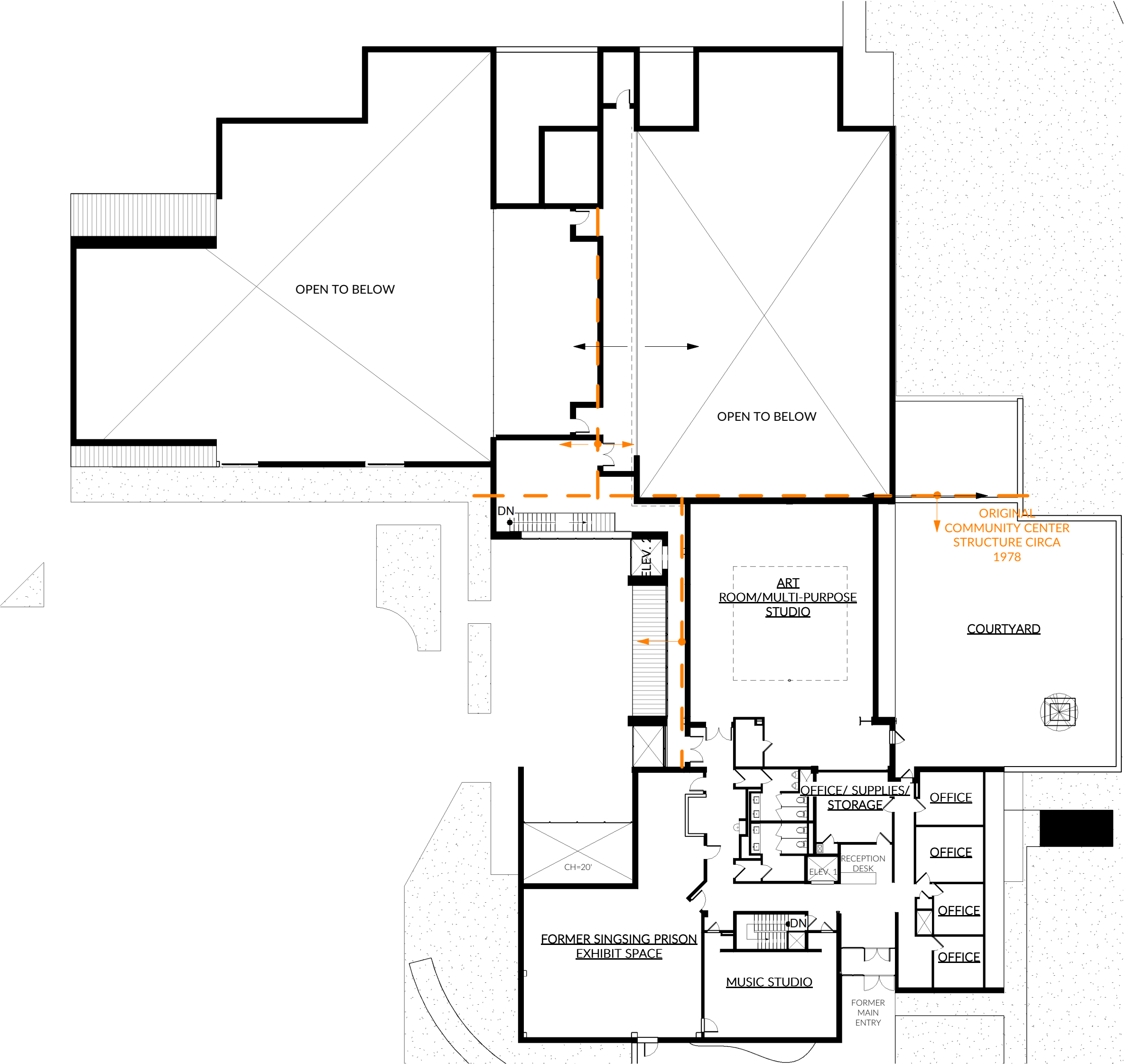


EXHIBIT A

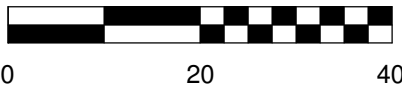
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NOTE: EXISTING CONDITIONS PLAN PROVIDED FOR GENERAL INFORMATION ONLY. PLAN DIAGRAMS AS DEPICTED AND SHARED ARE DEVELOPED UTILIZING THREE SOURCES WHICH INCLUDED VINTAGE CONSTRUCTION DOCUMENTS OF THE ORIGINAL COMMUNITY CENTER BUILDING [CIRCA +/-1978], A SCHEMATIC SURVEY REFLECTING THE SUBSEQUENT GYM ADDITION [CIRCA +/- 1982] AND WESTCHESTER GIS/GOOGLE EARTH FOR THE AQUATICS CENTER ADDITION [CIRCA +/- 2006]. THE PLAN DIAGRAMS DO NOT REFLECT COMPREHENSIVE OR DETAILED EXISTING CONDITIONS FOR THE COMPOSITE FACILITY.

JOSEPH G. CAPUTO COMMUNITY CENTER
95 BROADWAY, OSSINING, NY 10562

EXISTING SECOND FLOOR



DATE: 3/22/24