

# VILLAGE OF OSSINING

## MUNICIPAL BUILDING

16 Croton Avenue  
Ossining, N. Y. 10562

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(914) 941-3554 - FAX (914) 941-5940

[www.villageofossining.org](http://www.villageofossining.org)

### VILLAGE OF OSSINING REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGEMENT SERVICES

**Qualifications Submission Deadline: Friday January 22, 2021 at 12:00 pm.**

The Village of Ossining invites interested engineering firms to submit written qualifications packages to provide Construction Management Services to the Village. Under the supervision of the Village Engineer and Water Superintendent, the selected engineering firm will provide Construction Management Services to the Village of Ossining for the construction of a new 7.0 MGD Water Filtration Plant to replace the existing Indian Brook Water Filtration Plant.

The Village of Ossining is located on the Hudson River approximately 35 miles north of New York City. The Village was chartered by the New York State Legislature in 1813 and is one of the few charter villages in the state. The Village operates under a Village Manager form of government where the manager is the Chief Administrative Officer. The Village's Board of Trustees ("Board"), consists of five members including the mayor, who are each elected to two-year terms. The Board meets the first and third Wednesday of the month at 7:30 pm for Legislative Meetings. The Board conducts work sessions on the second and fourth Wednesday of the month, also at 7:30 pm.

Construction of the new water treatment plant will be a multi-prime project that will take place at the existing Indian Brook Water Treatment Plant location (25 Fowler Avenue Ossining, NY 10562). The Village will retain the Design Engineer (Hazen and Sawyer) for construction administration (e.g. reviewing contractor shop drawing submittals and samples, responding to requests for information, and design services during construction), as well as hold separate contracts for each prime contractor and the Construction Manager. Water Filtration Plant construction will include: the following processes, Dissolved Air Floatation, Conventional Filtration, Chemical Feed Systems, Green Roof Technology, and Ultraviolet reactor installations.

The expected construction project timeline is 641 days for construction and 45 days for final completion, followed by start-up and commissioning. The Construction Manager will also be responsible for supporting the start-up and commissioning of the water treatment plant.

## **CONSTRUCTION MANAGEMENT SERVICES**

The following is a non-exclusive list of Construction Management Services anticipated to be provided by the selected firm. The Construction Manager is expected to have its Resident Engineer onsite for a minimum of 40 hours a week. The Assistant Construction Manager, specialty inspectors and other support staff will be provided on an “as-needed” basis as determined by the Construction Manager.

The Construction Management Firm shall be responsible for (at a minimum) the following:

- Reviewing and accepting the Project Baseline Schedule, Schedule of Shop Drawing Submittals and Schedule of Values prepared by the Contractors.
- Chairing meetings with the Contractors, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and preparation and circulation of minutes thereof.
- Serve as liaison with the Contractors, working principally through the Contractors’ Superintendents and assist the Design Engineer in explaining the intent of the Contract Documents as necessary.
- Serve as Village's liaison with the Contractors when the Contractors’ operations affect the Village's on-site operations.
- Maintain records of shop drawings and samples.
- Conduct on-site inspections of the Work in progress to determine whether the Work is proceeding in general compliance with the Contract Documents.
- Report to the Design Engineer whenever the Construction Manager believes that any Work is unsatisfactory, faulty or defective, or does not conform to the Contract Documents, has been damaged, or does not meet the requirements of any inspection, test or approval required to be made.
- Verify that tests, equipment and system startups, and operating and maintenance training are conducted in the presence of appropriate personnel, and that the Contractors maintain adequate records thereof. Observe, record and report to the Design Engineer appropriate details relative to the test procedures and startups.
- Schedule all training with Village’s operations staff.
- Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to the Design Engineer.
- Report to the Design Engineer when clarifications and interpretations of the Contract Documents are needed. Draft RFI’s as necessary for project documentation.
- Consider and evaluate Contractors’ suggested changes to Drawings or Specifications and report to the Design Engineer with the Construction Manager's recommendations.
- Maintain orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, and additional drawings issued subsequent to the

execution of the Construction Contract, and Design Engineers' clarifications and interpretations of the Contract Documents.

- Keep daily records of the Contractors' hours on the job site, weather conditions, data relative to questions concerning Change Orders or changed conditions, list of job site visitors, daily activities, decisions, general observations, and specific, more detailed observations as in the case of test procedures.
- Maintain a record of names, addresses and telephone numbers of all Contractors, subcontractors and major suppliers of materials and equipment.
- Furnish reports at appropriate intervals to the Design Engineer concerning progress of the Work and of the Contractors' compliance with the progress schedule and Schedule of Shop Drawings and Sample Submittals.
- Perform required stormwater inspections for compliance with the Stormwater Pollution Prevention Plan, maintain required documentation of inspections, and advise the Contractors and Design Engineer of any necessary maintenance and/or improvements.
- Verify Contractors' compliance with required permits and approvals.
- Consult with the Design Engineer in advance of scheduled major tests, inspections or start of important phases of the Work, including Health Department submittals and approvals.
- Construction Management firm shall be responsible for coordinating all special inspections required by NYS building code. The special inspections firm will be retained by the Village under separate contract.
- Attend on-site Contractor safety meetings.
- Report any accidents or unusual incidents to the Design Engineer and Village immediately upon occurrence.
- Review the Contractors' applications for payment for compliance with the requirements of the Contract Documents and forward with recommendations to the Village. The Construction Manager will note the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the site, but not incorporated in the Work.
- Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be furnished by Contractors are appropriate to the items actually installed and in accordance with the Contract Documents.
- Determine whether necessary inspections and approvals by public agencies having jurisdiction over the Work have been performed and advise the Design Engineer accordingly.
- Conduct a Substantial Completion inspection of the Work in the company of the Design Engineer, Village, and Contractors, and prepare a final list of items to be completed or corrected.
- Verify that all items on the final list of items have been completed or corrected and make recommendations to the Design Engineer concerning acceptance of the Work.
- Limitations of Construction Manager's Authority. The Construction Manager:
  - Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment unless authorized by the Design Engineer.
  - Shall not undertake any of the responsibilities of Contractors, subcontractors or Contractors' Superintendents.

- Shall not advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required by the Contract Documents.
- Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.

Responses to the RFQ should acknowledge that the above anticipated services can be provided by the Firm. Please also indicate any relevant additional services that your firm would offer.

## **FIRM QUALIFICATION REQUIREMENTS**

The following are minimum requirements for the firm responding to the RFQ:

- Licensed to practice engineering in the State of New York.
- Maintain office(s) within a 60-mile radius of Ossining, New York.
- 20 years' experience providing Construction Management Services to municipalities in and around Westchester County, NY (prior experience working for the Village of Ossining or municipalities of similar size preferred).
- Experience providing Construction Management Services for water treatment plant projects larger than 6 MGD within the past 10 years.
- Experience providing Construction Management services for water treatment projects with Dissolved Air Flootation, Conventional Filtration, Chemical Feed Systems, Green Roof Technology, and UV Reactors.
- Electrical inspection capability and SCADA system integration experience.
- Commitment to Health and Safety.

## **Staffing Requirements and Qualifications:**

- Project Executive must have at least 25 years' experience in municipal water/wastewater design and construction and shall be licensed and registered to practice engineering in the State of New York.
- Project Manager must have at least 20 years' experience in municipal water/wastewater design and construction and shall be licensed and registered to practice engineering in the State of New York.
- Construction Manager must have at least 15 years' construction management experience in municipal water/wastewater treatment plant construction and shall be licensed and registered to practice engineering in the State of New York. Experience with Filtration, DAF and UV Reactor technologies preferred.
- Assistant Construction Manager must have at least 5 years' experience in construction, resident engineering inspection, and construction management. Water/wastewater experience is preferred.
- Experienced specialty inspection staff in the areas of electrical, mechanical, plumbing, and instrumentation inspection and SCADA integration.
- Experience with start-up, performance testing and commissioning of completed water treatment plant equipment and systems.

## **QUALIFICATIONS PROPOSAL FORMAT AND CONTENT**

The proposal should include detailed information on how the firm and proposed staff meet the qualification requirements described above. Proposal format and organization should be as follows:

- Cover Letter (not more than two pages) outlining your firm's ability to meet the minimum requirements and key features of your proposal.
- Proposal Body: (maximum 25 pages total)
  - Firm qualifications and profile of the firm including number of employees and office locations
  - Staffing qualifications and organizational chart
  - Demonstration of Minimum Requirements
  - Acknowledgement of Construction Management Responsibilities / Scope of Work
  - Example Projects (minimum of 2 municipal projects shall be in Westchester County, NY)
- Appendix A: Completed and signed Exhibit A from this RFQ (1 Page)
- Appendix B: References (1 page)
  - Submit at least three references with contact information for clients currently or previously served. At least two of the references must be from municipal water clients.
- Appendix C: Resumes (Up to 12, maximum of 2 pages each)
- Appendix D: Proposed fee structure. This should include anticipated staffing, hourly rates and other anticipated charges.

## **PROPRIETARY INFORMATION**

The New York State Freedom of Information Law, Public Officers Law, Article 6, provides for public access to information. Public Officers Law, section 87(d)(2) provides for exceptions to disclosure for records or portions thereof that are "trade secrets or are submitted to an agency by a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information that the proposer wishes to have treated as proprietary and confidential trade information should be identified and labeled "Confidential" or "Proprietary" on each page at the time of submittal. This information should include a written request to exempt it from disclosure, including a written statement of the reasons why the information should be exempt.

## **RIGHT TO REJECT PROPOSALS**

This RFQ does not commit the Village to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFQ or to procure or contract for services. The Village intends to award a contract on the basis of the best interest and advantage to the

Village, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers or to cancel this RFQ in part or its entirety, if it is in the best interest of the Village to do so.

## **INSURANCE AND INDEMNIFICATION REQUIREMENTS**

The selected Construction Management Firm shall maintain professional liability insurance in the amount of at least \$5,000,000 per claim. The Construction Manager shall cause all Subconsultants to comply with the requirements with respect to professional liability insurance.

General liability and automobile insurance providing no less than \$1,000,000 per occurrence and \$2,000,000 policy aggregate naming the Village of Ossining, its officers, elected officials, volunteers, and employees as additional insureds on a primary and non-contributory basis. Both insurance policies shall provide waiver of subrogation endorsement clauses in favor of the Village of Ossining. The Village shall be provided no less than 30 days' written notice of the cancellation and/or material change in coverage. Prior to commencement of work, the selected firm shall provide to the Corporation Counsel certificates of insurance for review. Additionally, documentation confirming statutory Workers Compensation and New York State disability insurance coverage shall be provided.

The selected Construction Management firm shall agree to indemnify and hold harmless the Village of Ossining, its officers, elected officials, volunteers and employees from and against any and all lawsuits, settlements, judgments, costs, penalties and expenses, including attorneys' fees, and at the selected firm's own cost and expense, defend any action against the Village of Ossining arising from the selected Construction Management firm's: a) willful misconduct, fraud or criminal conduct, including the conduct of the selected Construction Management firm's directors, officers and employees or b) any material breach of the selected firm's obligations under the agreement entered into with the Village of Ossining.

## **PROPOSAL TIMELINE**

### **December 23, 2020-RFQ Release Date**

All questions for additional information concerning this RFQ should be directed to Paul Fraioli, Village Engineer and Andrew Tiess, Water Superintendent at the following e-mail addresses: [PFraioli@villageofossining.org](mailto:PFraioli@villageofossining.org) [ATiess@villageofossining.org](mailto:ATiess@villageofossining.org)

A Pre-Proposal Conference Call to discuss the RFQ and Village requirements will be held remotely on **January 8, 2021**. Call in information to be provided. Attendance at the pre-proposal conference is not mandatory but, is strongly recommended.

Questions regarding this RFQ should be submitted no later than 4:30 PM on **January 15, 2021**.

**January 22, 2021** - Proposals due at the location and time indicated below.

**Weeks of January 25 and February 1, 2021** - Village staff will conduct interviews for preferred Construction Management firms (may include Village Manager, Assistant Village Manager, Corporation Counsel, Treasurer, Village Engineer and Water Superintendent).

**February 10, 2021-** Staff to discuss Recommendation of Award with Board of Trustees at work session.

**February 17, 2021-** A resolution will be presented to the Board of Trustees authorizing the Village Manager to sign an agreement with the selected firm. Assuming that the resolution is approved, the Village will negotiate the terms of the service agreement; and upon review and acceptance by the Corporation Counsel, the Construction Management agreement will be executed.

The Village of Ossining is an Equal Employment Employer and strongly encourages all firms qualified and certified as Women/Minority Business Enterprises (W/MBE) to submit proposals.

The Village reserves the right to amend the RFQ based upon questions and issues raised at any time prior to the RFQ submission deadline.

The Village reserves the right to change the timeline, at which time all participants will be notified of the changes.

### **PROPOSAL SUBMISSION**

An original and three copies of the proposal and any other required documents must be submitted in an opaque sealed envelope clearly marked with the name of the proposal and the name and address of the responding firm. Where the United States Postal Service or another delivery service is used, the sealed envelope shall be enclosed in a separate envelope with the notation "Proposal Enclosed" on the face thereof. Please leave sufficient time for mailing and delivery.

Proposals must be received no later than **12:00 PM on January 22, 2021** at the following address:

Village of Ossining - Village Engineer's Office  
John-Paul Rodrigues Ossining Operations Center  
101 Route 9A, P.O. Box 1166  
Ossining, New York 10562  
Attention: Paul Fraioli, Village Engineer

In addition to mailing the proposal, one electronic copy of the proposal with all other documents in PDF format shall be emailed to the Village Engineer to be received on **January 22, 2021** at [PFraioli@villageofossining.org](mailto:PFraioli@villageofossining.org).

Thank you in advance for your interest. If you have any questions or need additional information, please contact the Village Engineer at (914) 941-4660 or by email at [PFraioli@villageofossining.org](mailto:PFraioli@villageofossining.org).

## **EXHIBIT A: REQUEST FOR QUALIFICATIONS SPECIFICATION**

### **VILLAGE OF OSSINING**

All terms, conditions and requirements as set forth in this Request for Qualifications are acceptable as specified therein. Yes \_\_\_\_\_ No \_\_\_\_\_

If **“NO”**, please provide a detailed description and/or explanation of any deviation in your proposal from the specification detailed in the Request for Qualifications with your proposal response.

By submission of this proposal, each Construction Management Firm, and each person signing on behalf of any Firm, under penalty of perjury, certifies that to the best of its knowledge and belief:

- The proposal is made without any connection with any person making a proposal for the same purpose, and is in all respects fair and without collusion or fraud and that no elected official or other officer or employee or person whose salary is payable in whole or in part by the Village of Ossining is directly or indirectly interested therein, or in any of the profits thereof.

**As an authorized representative for the identified company, I accept all the terms and conditions identified in the Request for Qualifications except as identified.**

**Company Name and Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_ Date

\_\_\_\_\_  
Name and Title