

On this 28th day of January 2015, on a motion by Commissioner Licatesi, seconded by Commissioner Mason, the following was unanimously adopted in connection with the below described project:

THE GREATER ATLANTIC BEACH WATER RECLAMATION DISTRICT, NEW YORK

Request for Qualifications

for

Architectural/Engineering Design Services

for

HARDENING OF WATER RECLAMATION DISTRICT PLANT PROJECT
FOR THE GREATER ATLANTIC BEACH WATER RECLAMATION DISTRICT

**New York State Governor's Office of Storm Recovery (GOSR)-Funded
Disaster Recovery**

February 23, 2015

Responses must be received by
March 16, 2015
3:00 P.M. (Eastern), 2015

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Request for Qualifications

INTRODUCTION AND OVERVIEW

THE SUBRECIPIENT, GREATER ATLANTIC BEACH WATER RECLAMATION DISTRICT (DISTRICT), is eligible to apply for U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant–Disaster Recovery (CDBG-DR) funding for disaster recovery projects.¹ Funding will be delivered through the NY Rising Community Reconstruction (NYRCR) Program, within the New York State Governor’s Office of Storm Recovery (GOSR). Accordingly, Respondents are obligated to comply with applicable federal and State laws and regulations set forth in Exhibit A (Supplementary Contract Conditions), as well as with the DISTRICT’S Procurement Policy and Procedures. In addition, Respondents are obligated to comply with all District codes, ordinances, and regulations.

Procurement shall only be conducted with responsible vendors who have the technical and financial competence to perform as well as an exemplary record of integrity. Before selecting a vendor, the Subrecipient intends to review the federal and state lists of vendors excluded from procurement. Contracts shall not be awarded to debarred, suspended or ineligible vendors. Accordingly, responses to RFPs must include a completed NYS Vendor Responsibility Questionnaire and notarized certification, along with verification that a completed NYS Vendor Responsibility Questionnaire has been filed with the NYS Office of the State Comptroller. <http://www.osc.state.ny.us/vendrep/>

In accordance with New York State General Municipal Law Section 104-b, this Request for Qualifications (RFQ) is designed to identify New York State licensed professional architect/engineering (A/E) firms best qualified to provide the services necessary for **hardening the existing water reclamation plant and three (3) sewage pump stations, including installation of four (4) elevated power generators and replacing and/or modifying six (6) doors with watertight bulkhead type doors at building entrances to prevent flooding and maintain functionality during periods of extremely high tides, heavy rain and hazardous events** consistent with the requirements of this funding stream. Respondents will be reviewed on the basis of their eligibility and ability to provide services in a manner sensitive to specific requirements and timetables established by federal law. Not all qualified Respondents will be selected to provide these services.

The DISTRICT will select qualified architectural and engineering firms of the highest quality that employ adequate staff and possess the financial management capacity to be able to focus immediate attention on this project.

PROJECT DESCRIPTION

Hardening the existing water reclamation plant and three (3) sewage pump stations, including installation of four (4) elevated power generators and replacing and/or modifying six (6) doors with watertight bulkhead type doors at building entrances to prevent flooding and maintain functionality during periods of heavy rain and hazardous events.

¹ U.S Department of Housing and Urban Renewal (HUD) Community Development Block Grant-Disaster Recovery (öCDBG-DRö) funds appropriated by the Disaster Relief Appropriations Act (öPL 113-2ö).

The successful Respondent will assist the Subrecipient with all basic services necessary for application preparation, design, bidding, and construction administration of this project in accordance with HUD and GOSR requirements and timetables.

DEADLINES AND COMPLETION DATE

Requests for Qualifications are due on March 16, 2015.

The DISTRICT reserves the right to extend receipt of submissions beyond March 16, 2015.

SUBMITTAL CONTENT

Respondent must supply TEN (10) copies of its submission to the attention of **Alexander Michaelis, Superintendent**, RFQ Coordinator, no later than 3:00pm A.M./P.M. on March 16, 2015.

THE GREATER ATLANTIC BEACH WATER RECLAMATION DISTRICT

2150 BAY BOULEVARD (MAILING ADDRESS: P. O. BOX 128) ATLANTIC BEACH, NEW YORK, 11509

alexgabwrd@aol.com

The Submittal must contain the following information and documentation:

- **Firm.** Respondent's legal structure, areas of expertise, length of time in business, number of employees, and detailed contact information for the person authorized to contractually obligate the Respondent and the person administratively responsible for the Proposal.
- **Subconsultants.** Identify any subconsultants, including a summary of the organization, experience, and technical skills. Respondent shall not employ, contract with, or use the services of any consultant for the work of this Contract (except such third parties which may be used by the Respondent in the normal course of business, such as couriers, imaging services, etc.) without obtaining the prior written approval of GOSR.
- **Disclosure.** Disclose all allegations or claims of substandard work, unethical or illegal practices, and/or debarment or suspension from state- or federally-funded projects, and provide documentation as to the resolution of these matters. Respondent must not be suspended or debarred from participation in State- or Federally-funded projects. Include completed NYS Vendor Responsibility Questionnaire, with notarized certification. <http://www.osc.state.ny.us/vendrep/>
- **Relevant Experience.** Previous projects that demonstrate relevant experience and identify public sector clients for whom Respondent has provided similar work in the past five (5) years. For each project described, provide current contact information for the individual with whom Respondent worked.
- **Approach and Methodology.** Respondent's understanding of the scope, including a detailed work plan to complete the design services.
- **Staffing Plan.** Respondent's capacity to provide services in the required timeframe, and key personnel to provide services and the proposed staffing plan. Outline the resumes of key personnel who will be assigned to the project, including their years of experience and functions on this project.

- **Ability to Conform to the District's Timeline.** Describe firm’s workload and the impact on its current capacity to perform services on this project, and describe specifically how the firm will comply with the required delivery schedule set forth in Schedule A.
- **Commitment to Comply with All Applicable Federal, State, and Local Regulations, including Minority and Women-Owned Business Enterprise (M/WBE) and Section 3.** Describe firm’s commitment to and plan for complying with all applicable federal, State, and local regulations, including, as described below, M/WBE obligations and hiring requirements under Section 3 of the Housing and Community Development Act. This is a factor for firm selection, and Respondents who demonstrate a commitment to comply will receive the most points (as described herein under “Selection Process”).
- **Iran Divestment Act.** Respondent must attach a signed statement on company letterhead that is affirmed as true under penalty of perjury.

Attachments. Resumes and material helpful to the technical evaluation may also be attached (short project descriptions, brochures).

SELECTION PROCESS

The DISTRICT will determine which firm’s qualifications best satisfy its objectives using the selection criteria noted below.

During or after its review of responses, the DISTRICT may submit written questions and requests for clarification, and may conduct interviews. Respondents must comply with the Deadline Schedule (Schedule A), which may be adjusted at the DISTRICT'S discretion if necessary.

The DISTRICT shall evaluate each Respondent in terms of:

<u>Technical Factors</u>	<u>Maximum Points</u>
1. Relevant Experience	25
2. Approach and Methodology	25
3. Staffing Plan	20
4. Ability to Conform to THE GREATER ATLANTIC BEACH WATER RECLAMATION DISTRICT'S Timeline (see Schedule A)	20
5. Commitment to Comply with all applicable federal, State and local regulations, including M/BWE and Section 3	10
Total Technical Factors – Maximum Points	100

SPECIFIC LEGAL OBLIGATIONS

Procurement

In accordance with Section 104-b(2)(f), General Municipal Law, and Section 139-j(2)(a), State Finance Law, THE GREATER ATLANTIC BEACH WATER RECLAMATION DISTRICT must identify the individual responsible for purchasing and the individual who is the sole point of contact during the procurement. **Accordingly,**

Alexander Michaelis, Superintendent, 2150 bay boulevard (mailing address: P.O. Box 128) Atlantic Beach, New York, 11509; is named RFQ Coordinator.

In accordance with State Finance Law §§ 139-j and 139-k, this RFQ imposes restrictions on communications between the DISTRICT, GOSR, and Respondents during the procurement. Respondent is restricted from making contact from the earliest notice of intent to solicit offers through final award and approval of the contract (the restricted period) with the DISTRICT'S staff other than the RFQ Coordinator, unless it is a contact included among expressly provided statutory exceptions set forth in State Finance Law § 139-j(3)(a).

The DISTRICT employees also are required to obtain certain information when contacted during the restricted period and make a determination of responsibility of the Respondent pursuant to these two statutes. Certain findings of non-responsibility can result in the rejection for contract award and in the event of two (2) findings within a four (4) year period, the Respondent is debarred from obtaining governmental procurement contracts.

Diversity and Income Requirements

Minority and Women-Owned Businesses (M/WBE)

THE GREATER ATLANTIC BEACH WATER RECLAMATION DISTRICT is committed to awarding a contract(s) to firms that will provide high-quality services and that are dedicated to diversity and to containing costs. THE GREATER ATLANTIC BEACH WATER RECLAMATION DISTRICT strongly encourages Respondents that are certified by New York State, or any other city or state, or the federal government, as an M/WBE, as well as Respondents that are not yet certified, but have applied for certification, to submit responses to this RFQ. All New York State-certified M/WBE firms submitting proposals to this RFQ should be registered as such with the New York State Department of Economic Development. For M/WBE firms that are not certified but have applied for certification, Respondents must provide evidence of filing, including filing date.

THE GREATER ATLANTIC BEACH WATER RECLAMATION DISTRICT is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (M/WBE Regulations) for all New York State funded contracts as defined therein, with a value in excess of \$25,000. THE GREATER ATLANTIC BEACH WATER RECLAMATION DISTRICT strongly encourages joint ventures of M/WBE firms with majority firms and M/WBE firms with other M/WBE firms. For purposes of this solicitation, THE GREATER ATLANTIC BEACH WATER RECLAMATION DISTRICT hereby establishes an overall goal of 30% for M/WBE participation, 15% for minority-owned business enterprises (MBE) and 15% for women-owned business enterprises (WBE).

Section 3

In addition to the above diversity requirements, and pursuant to Section 3 of the Housing & Community Development Act (HCDA), THE GREATER ATLANTIC BEACH WATER RECLAMATION DISTRICT is committed to ensuring that employment and other economic opportunities generated by HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, State and local laws and regulations, be directed to Section 3 residents and businesses.

A "Section 3 resident" is: 1) a public housing resident; or 2) a low-or very low-income person residing in the metropolitan area or non-metropolitan county where the Section 3 covered assistance is expended. For the purposes of Section 3 of the HCDA, low-income persons are defined as families (including single persons) whose

incomes do not exceed 80% of the median income for the area, and very low-income persons are defined as families (including single persons) whose incomes do not exceed 50% of the median income for the area.

A "Section 3 business" is a business that can provide evidence that it meets one of the follow criteria: 1) 51 % or more owned by Section 3 residents; or 2) at least 30% of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within three years of the date of first hire; or 3) can provide evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to business concerns that meet one of the preceding two qualifications.

In their submittals, Respondents should demonstrate their commitment to advancing THE GREATER ATLANTIC BEACH WATER RECLAMATION DISTRICT'S Section 3 goals, which include the following: 30% of new hires associated with the CDBG-DR funded project shall be Section 3 residents, 10% of new construction contracts shall be awarded to Section 3 businesses, and 3% of non-construction contracts shall be awarded to Section 3 businesses.

Iran Divestment Act

Every Proposal made to THE GREATER ATLANTIC BEACH WATER RECLAMATION DISTRICT pursuant to a competitive solicitation must contain the following statement, signed by the Respondent on company letterhead and affirmed as true under penalty of perjury:

"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law."

The list in question is maintained by the Office of General Services. No Response that fails to certify compliance with this requirement may be accepted as responsive.

APPLICABLE LAW (NEW YORK LAW AND VENUE)

This contract shall be construed under the laws of the State of New York. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of this contract shall be brought in the Supreme Court of the State of New York, Nassau County.

Schedule A

Deadline Schedule

A. Date for Publication of Notice:	Monday, February 23, 2015
B. Date for Questions from Respondents:	Thursday, March 5, 2015
C. Date for Response to Respondents' Questions:	Tuesday, March 10, 2015
D. Date for submittal of Proposal:	Monday, March 16, 2015
E. Proposal Review and Rating/Selection:	Thursday, March 19, 2015
F. Date for Award:	Thursday, March 26, 2015
G. Date for Notice of Contract Award with Draft Contract:	Friday, March 27, 2015
H. Date for Execution of Contract with Notice to Proceed:	Friday, April 10, 2015
I. Date for Application Deliverable:	Monday, May 11, 2015

GREATER ATLANTIC BEACH WATER RECLAMATION DISTRICT reserves the right to modify this Timeline as necessary.

Changes to the timeline will be published on the GREATER ATLANTIC BEACH WATER RECLAMATION DISTRICT'S Website: www.gabwrd.com

Respondent is responsible for meeting all deadlines.

Schedule B

Insurance Requirements

Exhibit A

Supplementary Contract Conditions