

CITY OF HUDSON



REQUEST FOR PROPOSALS

JOHN L. EDWARDS SCHOOL BUILDING ADAPTIVE REUSE FEASIBILITY STUDY

A. PURPOSE

The City of Hudson is requesting proposals from qualified firms to complete an adaptive reuse feasibility study for the former John L. Edwards Elementary School (and property) located at 360 State Street, Hudson, New York, 12534, within the city limits.

We encourage consultants to look creatively at the entire property and to consider a wide range of options including, but not limited to, potential municipal use, and to propose only options with realistic possibilities for implementation that would benefit the City and County economically.

B. PROJECT ORGANIZATION

All firms responding to this Request for Proposal (RFP) shall:

- be experienced in developing adaptive reuse feasibility studies
- demonstrate the possession of sufficient resources to complete all of the tasks, activities and reports outlined within this document
- employ experienced and licensed (when appropriate) staff with thorough knowledge of their area(s) of expertise [L]
[SEP]
- possess a Certificate of Authorization to provide engineering services in New York State from the NYS Education Department. [L]
[SEP]

C. PROJECT DIRECTION

The primary interface between a selected consulting firm and the City will be through the City of Hudson Common Council. An advisory Committee will be created and the selected firm should plan to meet with this committee on at least two (2) occasions and should further be prepared to respond to feedback from this committee. The Advisory Committee shall be responsible for guiding the selected consulting firm in the completion of the work outlined herein.

D. INTERVIEW

The City of Hudson Common Council Advisory Committee reserves the right to determine whether interviews will be necessary. The purpose of the interview is to further document the proposer's ability to provide the required services and to impart to the Committee an understanding of how specific services will be furnished. The proposed lead principal, as well all other key personnel proposed to

provide the services must be present and participate in the interview. The interview will be evaluated on the basis of whether it substantiates the characteristics and attributes claimed by the proposer in its written response to this RFP and any other information requested by the Committee prior to the interview.

E. KEY EVENTS AND DATES

<u>Event</u>	<u>Date</u>
Issuance of RFP ^[1] _[SEP]	02/13/2019
Deadline for RFP Questions ^[1] _[SEP]	02/26/2019 (4:00PM)
Post Responses to RFP Questions	02/28/2019
Proposal Due Date	03/12/2019 (4:00PM)
Interviews/Presentations (not earlier than)	03/16/2019
Notice of Award (not earlier than)	03/23/2019

COMMUNITY PARTNERSHIP

The City of Hudson is located in western Columbia County, approximately 120 miles north of New York City, and 40 miles south of Albany, on the eastern shore of the Hudson River. The county seat, Hudson encompasses 2.3 square miles, and includes a population of roughly 6,500 people. The ethnic makeup is diverse, and the median household income hovers around \$35,000. The city recently received a New York State Downtown Revitalization Initiative (DRI) award of 10 million dollars, to be used for municipal infrastructure and also in partnership with private groups for economic development. Though the local economy has thrived in recent years due to an influx of investors and tourists, much of the population remains underserved.

PROJECT BACKGROUND

The former John L. Edwards School is currently owned by Hudson Area School District, which has not used the school for any purpose since June 2018. Elementary school classes are now part of the Middle School. The City is considering whether to purchase the property from the school district so that various programs and services could be consolidated in an existing building that is well located and has a substantial amount of parking.

BUILDING BACKGROUND

The main building was constructed in 1963, with an addition added in 2009. The total square footage is 89,500 sq. ft. Here are some more relevant facts about the

building: it has a three-phase electric service; two hot water boilers from 2000; a 10,000 gallon underground fuel storage with a new monitoring system installed in 2010; a new addressable fire alarm installed in 2016; a four-stop elevator; 12,000 sq. ft. is air-conditioned; there is asbestos in ceilings, floor tiles and some walls, but 755 of hallways have been abated; a standby generator system; a walk-in cooler and freezer; a new electrical distribution panel was installed in 2008; T8 fluorescent lighting throughout the building; the energy management system front end was updated in 2017.

POTENTIAL BUILDING/PROPERTY USES

The Common Council of Hudson has been discussing the repurposing of the John L. Edwards School Building and has tentatively determined that the following non-exclusive list of uses may be well suited for the adaptive reuse of the building and the property on which it is located:

- **To move all current city offices into one building, including the Council Chambers, Code Enforcement, and all the offices currently housed in City Hall.**
- **To move the Youth Center from its current location.**
- **To move quasi-city agencies (HDC, HCDPA) to the building.**
- **To provide rental space for the various local pre-school services (COARC's Starting Places, the Hudson Daycare Center, and Head-Start, which was previously housed in the building.)**
- **To consider remaining space for potential rent by the county, which is currently assessing its own space needs.**

Consulting firms responding to this RFP should take note that this not an all-inclusive list.

Additionally, the selected consulting firm should be prepared to analyze the layout, floor space, and existing assets of the existing building and provide recommendations as to how a mix of these uses (and any other uses identified and prioritized by the advisory committee) could be most efficiently and cost-effectively established.

SCOPE OF WORK

1. **Assessment of Building/Property (Existing Asset Assessment):** The selected consulting firm will be responsible for assessing the current condition of the building and the property it is located on and shall identify and/or review the following items (from an engineering/architectural /code compliance perspective):
 - Existing and likely structural defects;

- Existing and likely building code deficiencies, including but not limited to:
 - Electrical system and wiring
 - Mechanical systems
 - Plumbing systems
 - Building code violations
- Existing and potential mold issues or other conditions that might impair air quality
- Existing environmental deficiencies
- Existing water, sewer and storm drainage capacities
- Any reports that must be completed (as determined through an assessment of all existing support documentation regarding air quality, removed underground storage tanks, asbestos removal, etc.)
- The basic condition of the property upon which the building is located
- Any improvements that could be made to enhance the energy efficiency of the building
- And any other related items reasonably connected to the above detailed items.

As an integral component of this assessment, the selected consulting firm shall provide cost estimates related to the remediation and/or correction of any detected deficiencies and cost estimates for the making of any improvements.

Additionally, consulting firms should be aware that blue prints of the building and its components are available for inspection and reference at the office of George Keeler, Superintendent of Buildings and Grounds for the Hudson City School District, 215 Harry Howard Ave., Hudson, N.Y. 12534. Email: KeelerG@hudsoncsd.org; phone # 518-828-4360, ex. 2131.

2. **Adaptive Reuse Assessment:** The selected consulting firm will be responsible for analyzing the building and property, within the context of any issues identified through the existing asset assessment, and within the context of potential property/building listed herein to identify:

- Whether any of the proposed and/or potential uses of the building/property are not appropriate;
- How the existing building and floor space may be best utilized to provide a mix of proposed and/or potential uses in a functional and logical manner; and
- Any improvements required to the building/property (including available parking) to adaptively re-use the existing building/property for those uses detailed herein and/or identified by the advisory committee.

As an integral component of this assessment, the selected consulting firm shall provide cost estimates related to any improvements that would be required to repurpose the building/property for identified uses.

Additionally, the selected consulting firm shall provide detailed estimates of the anticipated operational and/or upkeep costs associated with the adaptive reuse of the building/property.

3. Sustainability

Initial programming meetings shall define specific sustainable goals and references to “sustainability” including, but are not limited to, energy efficiency and zero net energy, renewable energy, water use reductions, greenhouse gas reductions, green procurement, reduced toxins in the built environment and landscaping, green innovation, and resiliency/adaptation to climate changes.

4. **Public Engagement/Communication:** The selected consulting firm, as detailed above, shall attend at least two (2) meetings of the advisory committee (which will be held in a town-hall format) and shall be available, as needed to discuss the completion of the adaptive reuse feasibility study with the Common Council and relevant stakeholders. The selected consulting firm shall provide a quote for its attendance at any additional meetings and public functions on a per occasion basis.
5. **Supporting Analysis:** The selected consulting firm shall also provide assistance with identifying and analyzing appropriate funding sources and grant opportunities for identified uses.

SUBMISSION OF PROPOSALS

By submitting a proposal, consulting firms represent that they have thoroughly examined and become familiar with the scope of work outlined in this RFP and are capable of performing the work to achieve the objectives. Proposals should how

their skills and experience will be relevant to the project.

Provide license numbers or copies of registration certificates, as appropriate. Provide a copy of the Certificate of Authorization to provide Engineering Services in New York State from the State Education Department.

4. **References:** For your firm and any sub-contractor provide references and brief descriptions of three (3) relevant projects worked on in the past two (2) years. Reference projects should be similar in nature to this project. Describe briefly the types of services provided for each relevant project, the duration of the project and the current status. For each reference project provide the client's name, the name and title of the client's primary contact person, and the contact person's email and phone number.
5. **Approach:** Provide a detailed description of your firm's approach to providing the requested scope of services.
6. **Budget:** Include a detailed budget for services required for the completion of the project, including a detailed listing of the cost for each activity/task, and any other costs (such as for travel and materials).

Provide documentation indicating your firm's Overhead and Profit Multiplier and that of your sub-consultants (if any).

7. **Number of copies and length:** Your submission should be clearly marked: "John L. Edwards School Building Adaptive Reuse Feasibility Study." Please include eight (8) copies of your proposal along with the original. Also include an electronic set of all documents via a flash drive.

SUBMISSION OF RESPONSES:

All responses must be submitted by no later than 4:00 p.m. on March 12, 2019 to the attention of Tracy Delaney, the City Clerk, at 520 Warren Street, Hudson, N.Y. 12534.

Questions regarding this RFP should be directed to the Common Council President of the City of Hudson, 518-828-1030; councilpres@cityofhudson.org.

All questions must be submitted in writing by email, citing the particular proposal section and paragraph number. Proposers should note that all clarifications and exceptions, including those related to the terms and conditions of the contract are to be resolved prior to the submission of a proposal. A list of all substantive inquiries received with relevant responses will be posted on the City of Hudson website, www.cityofhudson.org.

A proposer may withdraw a proposal anytime prior to the final due date and time by written notification, signed by an authorized agent, to the contact person identified above. The proposal may thereafter be resubmitted, but not after the final

due date and time. Modifications offered in any other manner, oral or written, will not be considered. [SEP]

If a proposer discovers an ambiguity, conflict, discrepancy, omission or other error in this RFP, the proposer should immediately notify the contact person identified in above. Notice of such error or omission should be submitted prior to the final due date and time for submission of proposals. Modifications shall be made by addenda to this RFP. Such clarifications will be given by written notice to all parties who have received this RFP. [SEP]

If a proposer fails, prior to the final due date and time for submission of proposals, to notify the City of Hudson of a known error or an error that reasonably should have been known, the proposer shall assume the risk of proposing. If awarded the contract, the proposer shall not be entitled to additional compensation or time by reason of the error or its late correction. [SEP]

A proposer indicates its acceptance of the provisions and conditions enumerated in this RFP by submitting a proposal. [SEP]

By submitting a proposal, the proposer covenants that the proposer will not make any claims for or have any right to damages because of any misinterpretation or misunderstanding of the specifications or because of lack of information. [SEP]

The City of Hudson shall not be liable for any cost incurred by the proposer in proposal preparation or in activities related to the review of this RFP or any interview costs. [SEP]

Other than the contact person identified above, or their designee(s), prospective proposers shall not approach City of Hudson employees during the period of this RFP process about any matters related to this RFP or any proposals submitted pursuant thereto. [SEP]

SELECTION CRITERIA: Responses to this solicitation will be evaluated on the following criteria:

- The qualification and experience of the prime consultant and any sub-consultants with projects of a similar scope and size;
- Demonstrated knowledge of adaptive reuse feasibility studies;
- Demonstrated staffing and/or capacity and resources for all required work;
- A history of successful performance on similar projects,

- The proposed cost of the study;
- And a demonstration of commitment for meeting the proposed timeline.

The City of Hudson will make a final determination regarding the award of this project by April 2, 2019; this date is subject to change.

OPTIONAL SERVICES Bidders may submit quotes for optional services they believe may enhance the quality of the completed feasibility study and/or aid in the efficient and comprehensive completion of this study. However, the final determination as to the suitability of such optional services shall be made entirely by the city of Hudson.

TERMS AND CONDITIONS

1. Incurred Costs: This RFP does not commit the City of Hudson to award a contract or to pay any costs incurred in the preparation of a response to this request. The city of Hudson will not be liable in any way for any costs incurred by respondents in replying to this RFP.

2. Right to Cancel: The city of Hudson reserves the right to cancel this RFP at any time and to decide not to consider any or all of the respondents submitting information in response to this request.

3. Severability: If any terms or provisions of this Request for Proposal are found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

4. Collusion: By submitting a proposal, a firm implicitly states that its proposal has not been made in connection with any other competing firm submitting a separate response to this RFP; is in all respects fair; and has been submitted without collusion or fraud.

5. Oral Presentation/Interview: Oral presentations may or may not be conducted. If presentations are requested, it should be noted that they would be for fact-finding purposes, not negotiations.

6. Scope of Work: The final scope of work may be negotiated between the bidder and the City depending upon any optional services proposed.

7. Required Insurances: The selected consultant shall maintain and furnish proofs of required liability insurance and worker's compensation insurance that are satisfactory to the City. The Professional shall purchase at its own expense and maintain until final acceptance of the Project by the Owner, from a company or companies licensed or authorized to do business in New York State or otherwise acceptable to the Owner, insurance policies containing the following types of coverage's and minimum limits of liability protecting from claims which may arise out of or result from the performance or non-performance of services under this

Contract For Professional Services by the Professional or by anyone directly or indirectly employed by it, or by anyone for whose acts it may be liable. The Professional shall not commence work under the Contract for Professional Services until the Professional has obtained all the insurance required

8. Non-Discrimination: In accordance with Federal, State and local law and all other applicable laws, the City of Hudson does not discriminate on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, or a handicap unrelated to an individual's ability to perform the job.

9. Disclaimer: The City of Hudson reserves the right to reject any and all bids, or portions thereof, for any reason. Additionally, the City of Hudson reserves the right to adjust the scope of work as needed for the completion of a high-quality feasibility study.

10. Assignment/Transference of Agreement: The selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from the City of Hudson.

11. City of Hudson Rights and Prerogatives: The City of Hudson reserves the right to exercise the following prerogatives:

- To accept or reject any or all proposals and amend, modify or withdraw this RFP. [L] [SEP]
- To correct any arithmetic errors in the proposals. [L] [SEP]
- To change the final due date and time for proposals. [L] [SEP]
- To accept or reject any of the firm's employees or proposed sub-consultants assigned to provide services on this project and to require their replacement at any time. The proposer shall obtain the written approval of the City of Hudson of changes to the technical proposal after it is submitted, including any changes with respect to sub-consultants. The City of Hudson shall have the right to reject any proposed change to the proposer's technical proposal. [L] [SEP]
- To waive or modify any irregularities in proposals received after prior notification to the proposer. This will in no way modify the RFP documents or excuse the proposer from full compliance with its requirements. [L] [SEP]
- To consider modifications to proposals at any time before the award is made, if such action is in the best interest of the City of Hudson. [L] [SEP]
- To request a revised cost proposal from firms selected as finalists. [L] [SEP]
- To accept a proposal for the engagement containing other than the lowest cost proposal. [L] [SEP]
- To interview proposers prior to selection. [L] [SEP]
- To reject any proposal containing false or misleading statements or that provides references that do not support an attribute or condition claimed by the proposer. [L] [SEP]

- To begin negotiations with the next most responsive proposer to this RFP should the City of Hudson be unsuccessful in negotiating a contract with the selected proposer within a reasonable time frame. [L] [SEP]
- To contract with more than one firm. [L] [SEP]

12. Modification of Contract

- Any modification to the original contract signed between the successful proposer and the City of Hudson will require the mutual consent of the successful proposer and the City of Hudson.
- Any contract or amendments thereto will be considered effective only after approval by the appropriate City of Hudson authorities.

13. Interpretation: [L] [SEP] The contract shall be construed and interpreted in accordance with the laws of New York State. New York State shall be the forum for disputes. [L] [SEP]

14. Public Announcements: [L] [SEP] Upon selection of the successful proposer and contract execution, public announcements or news releases pertaining to the contract shall not be made without prior written consent of the City of Hudson. [L] [SEP]

15. Negotiation: After completion of the selection process, the City of Hudson will commence finalization of the project scope and fee negotiations with the selected firm(s).

16. Notification Upon completion of the selection process, DASNY will notify all firms of its decision. Notification will be sent to the primary contact only. Shortly after notification the selected firm(s) will be posted on DASNY's website.