

**City of Dunkirk
Request for Proposals
For Consultant Services
Wright Park Amenities Project**

General Information

The City of Dunkirk is seeking proposals for professional services for development of park amenities for Wright Park. Qualified consultants interested in providing design development, construction documents, and construction administration for Wright Park are encouraged to apply. The City of Dunkirk has retained grant funds from the New York State Office of Parks, Recreation and Historic Preservation under the 1993 NYS Environmental Protection Act for these services. Responses to this Request for Proposals must be submitted to **Rebecca Yanus, Director of Planning and Development, 342 Central Ave. Dunkirk, New York 14048** no later than **Tuesday, February 28, 2017**.

Background

Wright Park is a 50 acre City owned park located on the northeast side of Dunkirk. Wright Park has been a City owned park for over 50 years. The park is located adjacent to the shores of Lake Erie and offers an abundance of outdoor recreational activities. Over the years the City has made upgrades and improvements to the park. The little league baseball fields and City softball fields were constructed in 1990. The existing City restaurant pavilion was built in 1960. A bike trail was incorporated into the park in 1995. Basketball courts were developed in 1990. The hockey rink was installed in 1990. Lastly, the City's skate park was built in 2010.

Wright Park can be described as land east of North Ocelot Street to a point two hundred five (205) feet south of Lake Front Boulevard; north of a line drawn perpendicular to North Ocelot Street at that point extending to North Serval Street; east of North Serval Street, north of East Pine Street, unopened; west of the center line of Rabbit Street, unopened; north of the center line of East Elm Street, unopened; west of Talapoin Street, unopened; and north to the water's edge of Lake Erie.

This 50-acre park provides many recreational amenities for the community. Yet, these amenities are outdated, in deterioration, and in some cases cannot be used for what they were intended for. Many of the fields and courts are in severe need of resurfacing and upgrading field conditions. The City's hockey rink was intended to be used as an ice skating rink in the winter and street hockey rink in the summer. Due to improper installation, the rink is not able to currently support flooding for a winter ice skating rink and is in major need of repaving for summer street hockey. In addition, the park lacks amenities for families. There is no playground or fountain for children to play in. Therefore, plans to install a playground and splash pad are vital.

Current and future uses of Wright Park include:

Current

- Baseball Fields
- Basketball Court
- Street Hockey Court
- Picnicking
- Beaches

- Sightseeing

Future

- Splash Pad
- Playground Equipment
- Pavilion/Gazebo
- Skating/Hockey Rink Renovations
- Pickle Ball Courts
- Resurfacing of Basketball Courts
- Updating Baseball Fields (dirt, lighting, bleachers)
- ADA Compliant Restrooms
- Foot Showers
- Plantings (trees, shrubs, landscape)
- Signage
- Amenities (benches, trash receptacles, bike racks, drinking fountains, grills)

Proposed Project and Associated Professional Services

Information about Wright Park includes a Photogrammetric Land Survey and Amenity Plan. In addition, the City of Dunkirk’s Engineer is in the process of conducting a topographic survey of the land.

The major design elements of the Wright Park Amenities Project Include:

- Splash Pad
- Playground Equipment
- Pavilions
- Pickleball Facility
- Resurfacing of the Basketball Courts, Bike Paths, and Parking Lots
- ADA Compliant Restroom Facilities
- Baseball Field Improvements
- Skating/Hockey Rink Renovations
- Foot Showers
- Signage
- Landscape
- Amenities

The City of Dunkirk intends to accomplish the proposed project in **6 months**. The requested services must conform to established professional standards for the requested work, which will include, but not be limited to the following:

1. Design Plan Objectives
 - a. Meet with City Staff to discuss the project and items necessary for park plans and specifications (est. 1 mtg.).
 - b. Conduct one (1) open house public meeting to present proposed design elements.
 - c. Develop standard permit ready construction documents (plans, specifications, and cost estimates) incorporating the design elements listed above.
 - d. Submit preliminary design plans to City for review.
 - e. Based on feedback from City, complete the design process and prepare permit ready construction plans.

- f. Present plans and specs to OPRHP for review and approval.
2. Construction/Bid Document Preparation
 - a. Prepare construction documents and advertise for bid.
 - b. Follow MWBE requirements of 13% MBE and 17% WBE.
 - c. Review bid documents and award construction contracts.
3. Construction Administration/Monitoring
 - a. Furnish a detailed timeline of construction activities.
 - b. Phase projects so that Wright Park can still be used throughout the summer.
 - c. Erect a project sign.
 - d. Propose a suggested construction sequencing plan to be included in the construction documents.
 - e. Provide construction inspection duties as scheduled by the Program Manager.

Procedurally the Consultant shall:

1. Meet with City staff to establish a working relationship, detail task outline and project schedule.
2. Draft Progress reports and submit to OPRHP in a timely matter.
3. Compose MWBE reports and submit to OPRHP in a timely matter.
4. Submit the required paperwork for reimbursement of costs.

Form of Proposal

Respondents must provide a brief description of the firm, emphasizing areas of expertise or focus of practice. Please include a list of recent relevant projects, identifying those projects that involved the New York State Office of Parks, Recreation and Historic Preservation and particularly any work reviewed by the State Historic Preservation Office.

Proposals must identify all members of the proposed project team, including sub-consultants, and should include a resume for each person with primary work responsibility. Please identify each member's participation in past projects with the firm, or under separate employment, that specifically qualifies him/her for this project. The information provided should indicate if persons with primary work responsibility meet the minimum professional qualifications for education and experience for historic preservation.

Proposals must include a minimum of three client references for similar, recent projects. Please briefly describe each project, including overall project budget and specific services performed. Provide the name, land address and telephone number of a client representative for each project.

Respondents should submit a fee proposal with their submission. Compensation will be discussed during a personal interview with selected candidates. At that time, each candidate should be prepared to discuss its typical fee structure as applied to the subject project.

Schedule

1. Advertisement and distribution of RFP's	Feb. 14
2. Deadline for receipt of proposals (4:00 p.m.)	Feb. 28
3. Notification of finalists	Mar. 3
4. Complete interviews with finalists	Mar. 8
5. Select consultant and notify	Mar. 13
6. City Council action on consultant selection and contract	Mar. 21
7. Commence work	Mar. 22
8. Site inventory and analysis	Mar. 23
9. Pre-design meetings	Mar. 30
10. Preliminary design drawings	Apr. 4
11. OPRHP review/approval of bid documents	Apr. 20
12. Final design/permit drawings sets	May. 11
13. Construction documents (advertise for bids)	May. 15
14. Bidding Open bids	May. 18, 25, June 1
15. OPRHP MWBE Utilization Plan review/approval	Jun. 2
16. Award construction contract/City council approval	Jun. 6
17. Commence Construction	Jun. 7

* Please note that these dates represent targets rather than deadlines. They are included so that respondents may address the question of availability.

* Please note that OPRHP written approval is needed on all designs, drawings, bid documents, and MWBE Utilizations Plans before moving forward.

Consultant Review/Selection Process

Proposals are requested by Tuesday, February 28th, 2017. All those responding will be notified of decisions as soon as possible after that date. The City of Dunkirk will interview selected consultants the week of March 8th, 2017 and fee proposals will be requested of the finalists.

The City of Dunkirk is an equal opportunity employer and will follow State mandated minority- and women-owned business enterprises and affirmative action requirements [see attachment].

Selection will be based in part on:

- Previous relevant experience
- Qualifications of project team
- Responsiveness of proposal to RFP
- References
- Ability to meet schedule
- Fee

Proposals should be mailed to Rebecca Yanus, Director of Planning and Development, 342 Central Ave. Dunkirk, NY 14048. Respondents are encouraged to visit the property. Questions should be addressed to Rebecca Yanus at 716-366-9879 or ryanus@cityofdunkirk.com.

Minimum Qualifications for Professional Education and Experience as related to Historic Preservation Projects

Professional shall mean an individual practicing in the areas of architecture, engineering, landscape architecture, archaeology or historic preservation. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time or part-time experience. These qualifications define the minimum education and experience required. In some cases, additional areas or levels of expertise may be determined necessary depending on the complexity of the project and the nature of the property involved. All professional services must be performed under the direct supervision of a design professional currently licensed in the State of New York as Registered Architect or Professional Engineer. All work product plans shall bear the professional seal and signature of this licensed design professional.

1. Archaeology: a graduate degree in archaeology, anthropology or a closely related field plus:

- at least one full year of full-time professional experience or equivalent specialized training in archaeological research, administration or management; and
- at least four months of supervised field and analytic experience in general North American archaeology; and
- demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric (i.e., pre-European settlement) archaeology shall at have least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full time professional experience at a supervisory level in the study of archeological resources of the historic period.

2. Architecture, engineering or landscape architecture: a professional degree in architecture, engineering or landscape architecture plus at least three years of full-time professional experience; or a State license to practice.

3. Historic architecture, historic engineering or historic landscape architecture: a professional degree in architecture, engineering or landscape architecture, or a State license to practice; plus one of the following:

- a graduate degree in historic preservation, architectural history, preservation planning or a closely related field and at least two years of full-time professional experience on historic preservation projects; or
- at least three years of full-time professional experience on historic preservation projects.

4. Historic preservation:

- a graduate degree in preservation, architectural history, art history, historic preservation planning or a closely related field, plus two years of full-time professional experience on historic preservation projects; or
- a bachelor's degree in historic preservation, architectural history, art history, preservation planning or a closely related field, plus four years of full-time professional experience on historic preservation projects; or

- completion of a recognized training program in historic preservation, or a bachelor's degree in an unrelated field, plus five years of full-time professional experience on historic preservation projects; or
- ten years of full-time work experience on historic preservation projects.

Affirmative Action and Minority and Women Owned Business Enterprises Requirements

1. The consultant/contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group persons and women are afforded equal opportunity without discrimination. Such programs shall include, but not be limited to, recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.
2. At the request of the Office of Parks, Recreation, and Historic Preservation (PARKS) or the City of Dunkirk, the consultant/contractor shall request each employment agency, labor union, or authorized representative of works with which it has a collective bargaining or other agreement or understanding and which is involved in the performance of this contract to furnish a written statement that such employment agency, labor union or representative shall not discriminate because of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will cooperate in the implementation of the consultant's/contractor's obligation hereunder.
3. The consultant/contractor will state, in all solicitations or advertisements for the employees placed by or on behalf of the contractor in the performance of this contract, that all qualified applicants will be afforded equal employment opportunity without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.
4. The consultant/contractor will include the provisions of paragraphs (1) through (3) of this subdivision in every subcontract or purchase order in such a manner that such provisions will be binding upon each subcontractor or vendor as to its work in connection with the contract with the City of Dunkirk.
5. Every consultant/contractor and subcontractor shall submit to the City of Dunkirk such compliance reports relating to the implementation of its affirmative action and minority and women-owned business enterprise utilization plan as shall be requested by PARKS.
6. The consultant/contractor and its subcontractors shall make good faith efforts to meet goal requirements of the project agreement. Good faith efforts may include:
 - a. Advertisement in appropriate general circulation, trade and minority and women-oriented media;
 - b. Timely notice of job and contract opportunities;
 - c. The development and maintenance of lists for purposes of notifying minorities and women of employment and contracting opportunities; and
 - d. Maintenance of records required by the Office of documenting the contractor's actions, which identify minorities and women soliciting employment and contract opportunities.
7. Sanctions may be imposed for a consultant's /contractor's failure to comply with these requirements.

Prior to the award of the contract, the successful bidder shall submit an ([Affirmative Action Plan or Affirmative Action Policy Statement](#)) and a Minority and Women-Owned Business Enterprise Utilization Plan. The consultant/contractor shall be responsible for submitting Affirmative Action/Equal Employment Opportunity and Minority and Women-Owned Business Enterprise Compliance Reports and making good faith efforts to meet Affirmative Action/Equal Employment Opportunity and Minority and Women-Owned Business Enterprise goals. Sanctions may be imposed for failure to comply with Affirmative Action/Equal Employment Opportunity and Minority and Women-Owned Business Enterprise contract requirements.