

REQUEST FOR PROPOSALS (RFP)

RFP NO. 2022-12-02

Marcus Park Collaboration Project Design

Design Services for the Marcus Park Collaboration Project located at 324-333 North Fifteenth Street, Olean, NY 14760

The City of Olean, Department of Public Works is accepting proposals from qualified companies for Design Services for the parkland.

The RFP provides background information on the project, contact person for the project, general scope of services, required contents of the Proposal, rating/selection process, and the time and date to respond.

A company will be considered qualified by having experience with projects similar in size and nature.

1. BACKGROUND

Olean, established in 1823, is the major commerce and industrial center for Cattaraugus County. Between 1830 and 1850, Olean was known for timber production and as a major hub of rail travel. For a short time, the City was the world's largest oil depot and the home of oil executive and NYS Governor, Frank W. Higgins. Olean's key location along the Allegheny River, combined with the establishment of rail service, resulted in the development of a strong industrial corridor. Over the years, with the decline of rail and water-based transportation, the City experienced an erosion of its manufacturing base as companies closed, consolidated operations, or moved out of state. The latest shuttering has been by its largest employer, Siemens Energy (Dresser-Rand) as part of the company's plan to reduce its global workforce by 7,800 jobs in its gas and power segment by 2025. The facility on Paul Clark Drive, which was previously Dresser-Rand, had in one way or another helped to support the area with reliable manufacturing jobs for over 100 years.

In 2011, the City adopted the Olean Urban Renewal Plan to identify unmet community needs while addressing issues involving preserving neighborhood character, promoting diverse housing, facilitating redevelopment and encouraging local employment. Additionally, the City formed a Downtown Restoration Task Force, identifying a vision for a walkable Olean by easing traffic through street designs, and in June 2016, the City Council formally adopted Olean's Complete Street Policy, recognizing that safe, pedestrian friendly streets are a vital part of livable attractive communities. It also completed the North Union Street Reconstruction Project in its downtown by completing a road diet, removing 7 traffic signals, installing 5 roundabouts, implementing green infrastructure techniques and infrastructure replacement. The City has also completed place-making projects in its downtown, upgrades to its Recreation Center, citywide ADA compliant sidewalk projects and has approached road reconstructions with a focus on traffic-calming measures and enhanced walkability, bike-ability and inclusivity.

The City of Olean owns Marcus Park located in a Residential 3 District. It consists of approximately 3.26 acres of underutilized land with an approximate 142,005 sq. ft. athletic field along with a small space of outdated playground equipment. In 2016, a storm hit the area and destroyed the lighting to the athletic field that was primarily used for co-ed adult softball. The remaining lights have since been removed and the field is no longer being utilized. The parkland also houses a concession stand with an attached restroom that is in need of repair and conversion to meet ADA requirements.

The City of Olean is collaborating on the project with Intandem, a not-for-profit, headquartered at 1439 Buffalo Street that provides extraordinary services to people with developmental disabilities and a wide array of business services to Cattaraugus and Niagara counties. They are a result-oriented support for people of all ages with intellectual and other developmental disabilities. For more information about the organization, visit <https://www.intandem.org/>

Intandem Solutions is a social mission-driven business that over the past 35 years has provided integrated, value-added packaging, assembly, fulfillment, warehousing, and last-mile distribution expertise across multiple markets and industries. Intandem Solutions is located at 338 North 15th Street and 415 North 13th Street, which is abutting Marcus Park. The plan is to join Marcus Park to the 13th Street property with a paved trail and further connect the properties to the existing Allegheny River Valley Trail.

Intandem is working with the City of Olean on collaborating on this important and worthwhile project to build a place for families and children of all abilities to play together on this parkland. Intandem has chosen its preferred vendor Parkitects and is contributing (via committed funds and ongoing fundraising efforts) various pieces of Landscape Structures items to the project that include, but are not limited to:

- Cozy Dome
- Double Wide Ramps (60" wide)
- We-Saw
- Sensory Play Center Wall
- We-Go Round
- We-Go Swing

2. CONTACT FOR INFORMATION

Companies responding to this solicitation should direct all inquiries to:

DPW Director Robert Thompson
City of Olean
101 East State Street

Olean, NY 14760
Office: 716-376-5653
Email: rthompson@cityofolean.org

Site visits will be scheduled as requested.

3. SCOPE OF SERVICES

The Scope of Services may include but are not limited to:

- Provide a collaborative approach to create a high-quality park and inclusive recreation facilities with a strong sense of place encompassing a thoughtful planning, design and implementation process.
- Proposals shall include recommendations for overall design, supplies, items, materials and/or plantings for either construction, repair and/or replacement in or of the project area.
- Provide technical expertise in design options and budgets of the parkland space to express the uniqueness of our community and turn our vision of inclusive play into a reality.
- The final outcome of the project design shall be acceptable to the City of Olean and Intandem officials.
- Coordinating with owner to finalize design prior to any on-site work being bid out or commencing.
- Bidding, construction and implementation of the project shall occur after final approval of design.

4. DELIVERABLES

Deliverables may include but are not limited to:

- Park design options that may include landscape architecture, and/or engineering services with budgets.
- Product warranty information.
- Final design documents.
- Record documents and/or plans.
- Creation and letting of bid documents.

5. TIMEFRAME

Interested firms should be able to begin work as soon as selected and work with City of Olean Officials and Intandem to complete the project design.

6. CONTENT OF THE PROPOSAL

Proposals are limited to 12 single-sided pages including letter of transmittal and appendices. The Proposal should be structured as follows:

LETTER OF TRANSMITTAL

Summarize in the Letter of Transmittal the reasons for which you or your company is qualified and has the experience to perform the services related to the project. The letter should identify the primary contact/project manager for the project. The letter should be limited to two pages.

RELATED PROJECT EXPERIENCE

Provide a list of clients for which the company has provided similar services over the last three years. The list should include a minimum of three entities with the focus on very similar projects. The list should include the name of the client, a client contact person and phone number, a description of the project, the company's role in the project, and innovative design and techniques employed.

PROJECT APPROACH

Describe the company's approach and plan for meeting the requirements identified in the Scope of Services. Include any unique opportunities or recommendations that your company feels are appropriate for consideration by the City of Olean.

The proposal shall include detailed information on their ability to design a park with alternate designs including corresponding construction and implementation budgets.

It is up to the respondent to conclude the best plan of action based on their judgement and proposed project for the area.

COST

Costs shall consist of the following:

- Unit price for each design model and corresponding project implementation budget.
- Cost to create bid document and let bid.
- Cost for each item shall include all labor and materials, as necessary.
- Summary of all additional costs necessary to fully complete the scope of work, if necessary.
- Total cost for all work to be completed.

Note: the City of Olean reserves the right to increase or decrease the scope of work based upon available funds, etc.

7. RATING CRITERIA

The proposals will be evaluated according to the following criteria in order of relative importance:

Qualifications of the Company

Cost

Demonstration of Ability to Deliver the Scope of Work

Related Project Experience similar in size and nature

Project Approach/Unique Abilities

8. SELECTION PROCESS

An award may be made to the responsible offeror whose proposal is determined to be the most advantageous taking into consideration cost and the evaluation factors set forth above to determine the best bidder.

The City of Olean reserves the right to reject any or all bids and is not obligated to award a contract to any bidder.

If it is determined that no acceptable proposal has been submitted, all proposals may be rejected and, in the discretion of the City of Olean, new proposals may be solicited.

Companies should be aware of and comply with the following:

- Procurement of all goods, contracts, equipment, professional services and nonprofessional services shall be done in accordance with the provisions of the State of New York.
- There are no Minority Women-Owned Business Enterprise or Service Disabled Veteran-Owned Business requirements for this contract; however, participation is encouraged. The City of Olean is an equal employment opportunity provider and employer.
- The City of Olean reserves the right to waive any irregularities in proposals submitted in response to this RFP.

9. CONTRACTING ARRANGEMENT

The City of Olean expects to enter into a contract for the services listed in this RFP. Fee type shall be progressive payments, payable upon acceptance and completion of work items during the life of the contract.

The company selected will be required to provide insurance in the following levels:

General Liability \$1,000,000

Automobile Liability \$1,000,000

Worker's Compensation Statutory Amount

The City of Olean shall be named as an additional insured on a primary and non-contributory basis on the Company's general and automobile liability policies.

10. SCHEDULE

In order to be considered, 3 copies of the Proposal must be received by the City of Olean, Department of Public Works on or before Wednesday, December 7, 2022 by 10:00 a.m. Eastern Standard Time. All Proposals should be in a sealed package marked:

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Proposals should be delivered to:

City of Olean

Department of Public Works

101 East State Street, Room 206

Olean, NY 14760

ATTN: DPW DIRECTOR THOMPSON