



Yates Cultural & Recreational Resources, INC.

Yates Community Center Recreation Complex

Requests for Qualifications (RFQ)

I. GENERAL INFORMATION

Yates Cultural & Recreational Resources, INC. (YCRR) is applying for a grant through the New York State Office of Parks, Recreation and Historic Preservation (OPRHP) and wishes to procure construction and electrical contracting services for the construction of a recreation complex with four (4) multi-use athletic fields, parking lot, lighting, drainage and irrigation located at the Yates Community Center, 467 N. Main Street, Penn Yan, New York.

RFQ packages will be available up at Yates Community Center, 467 N. Main Street, Penn Yan, New York 14527 between the hours of 9 AM - 7 PM, Monday through Thursday, 9 AM - 1 PM Friday and Saturday or by visiting www.yatescommunitycenter.org

Questions concerning this RFQ must be made electronically via email per the schedule outlined below.

Issue date:	Wednesday, June 28, 2017
Questions due by:	Friday, July 7, 2017 by 12:00 PM
Proposals due:	Wednesday, July 19, 2017 by 4:00 PM

Inquiries/submissions to: Yates Cultural & Recreational Resources, INC.
Alicen Yonts, Grant Committee Chair
PO Box 392
Penn Yan, NY 14527
yccreccomplex@gmail.com

II. DESCRIPTION OF PROJECT

The scope of this project includes, but is not limited to, construction services and the electrical design for the development of four (4) multi-use, natural grass fields (football, soccer, lacrosse, baseball/softball) with lighting, design and bidding documents, schedule and cost estimates, and construction administration.

A site plan of the proposed recreation complex has been provided as Attachment A on page 5. This site plan is subject to change upon further review of project.

III. SCOPE OF WORK

1. Excavation Contractor Responsibilities:

- Review of multi-use athletic fields siting.
- Site clearing; trees, shrubs.
- Earthwork, drainage, erosion control, silt fence, cut and fill, finish and final seeding of fields for one (1) 210'x360', two (2) 180'x330', and one (1) 180'x270' multi-use, natural grass athletic fields.
- Must follow stormwater pond/treatment plan as per NYSDEC Phase 2 Stormwater Regulations.
- Prepare each field/area for and install infrastructure materials for lighting, drainage and irrigation. Irrigation is planned to be done by use of water cannon.
- Include pricing for the excavation of non-standard soils to include rock, non-soil fill.
- Parking lot excavation, base and stone and install lighting infrastructure.
- Excavation, grading and finish for stone access road around fields.
- Prepare cost estimates by area or each field.
- Current New York State Prevailing Wage Rates must be applied.

2. Electrical Contractor Responsibilities:

- Review of multi-use athletic field siting.
- Supply and install conduit and bases required to light all four (4) fields, parking lot, storage shed, scoreboard and bathroom building.
- Install new poles, bases and lighting for 210'x360', Field #2 only.
- All lighting work will be completed to NYS Electrical code.
- The equipment installer shall work with the sports lighting equipment supplier to insure proper illumination of field(s) and parking lot as per local code and NCAA best practices for field lighting.
- Provide lighting plan for sports fields and parking lot with this bid.
- Prepare cost estimates by area or each field.
- Current New York State Prevailing Wage Rates must be applied.
- Penn Yan Municipal is power source for project.

IV. SUBMITTAL CONTENT

The Statement of Qualifications must be organized in sections containing the following information:

- **Description of Firm**
 - Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project.
- **Insurance**

The successful bidder shall procure and maintain during the life of the contract the following insurance coverage's:

 - Worker's Compensation Coverage: must apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include employer's liability with a limit of \$100,000 for each accident, \$100,000 bodily injury by disease each employee and \$500,000 bodily injury by disease policy limit.
 - Comprehensive General Liability: Shall have minimum limits of \$2,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and explosion, collapse and underground damage coverage, sudden and accidental pollution losses, and a contractual liability endorsement.
 - Business Auto Policy: Shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include: owned vehicles, hired and nonowned vehicles and employee non-ownership.
 - Professional Liability Insurance: The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$2,000,000.
- **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience; however, extensive descriptions of vaguely related projects are discouraged. Also list all public sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address and phone number of the person who can be contacted regarding your performance on the project.
- **Personnel.** Describe the key personnel's proposed roles and responsibilities on

this project. Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of the project tasks and would be the primary point of contact with your firm.

- **Project Approach.** Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete this project.
- **Project Schedule.** Provide a schedule of general project activities indicating the duration of each activity and the total project. The schedule should reflect realistic activity durations.

V. SUBMITTAL

- Submissions should include three (3) hard copies and an electronic submittal as a PDF.
- The submission must be received no later than **Wednesday, July 19, 2017 by 4:00 PM**
- Submissions received after the deadline will not be considered.

VI. SPECIAL REQUIREMENTS

Yates Cultural & Recreational Resources, INC. is to be named as an additional insured on the Comprehensive General Liability policy.

VII. ADDITIONAL INFORMATION

If successful in this grant application, YCRR will be notified December 2017 and work will begin Spring 2018.

Costs for preparing Proposal in response to this request are solely the responsibility of the respondent. YCRR reserves the right to refuse and reject any or all qualifications and to waive any and all formalities or technicalities or to accept the firm who YCRR determines to be most qualified. YCRR may determine to take no action and reserves the right to do so.

YCRR reserves the right to request clarification of information submitted and to request additional information of one or more respondents. All materials submitted in response to this RFQ will become the property of the YCRR upon delivery. This solicitation in no way obligates YCRR to award a contract.

Minority and Woman-Owned Enterprises are encouraged to apply.

Current New York State Prevailing Wage Rates must be applied.

