



ESSEX COUNTY OFFICE OF COMMUNITY RESOURCES

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Anna Reynolds
Director

Rob Wick
Project Manager

TO: All Bidders

FROM: Rob Wick, PMP Project Mgr

DATE: June 7th, 2020

SUBJECT: Addendum #2 Moriah Town Hall Improvements RFP

1. Time for RFP responses has been extended to July 2nd, 2020 at 2:00 PM
2. For detailed questions and data regarding the status and specifications of the Town Hall, all respondents are encouraged to contact the Moriah Town Hall and request appointments to assess the structure in person:
 - a. 38 Park Pl STE 1, Port Henry, NY 12974
 - b. (518) 546-8631
3. Total project budget, including the maximum of 18% for consulting fees allowed by CDBG grants funds, is ~~\$750,000.00~~ \$299,850.00.
4. Corrections to the Submittal Requirements, Sections A, B and C (attached).

END OF ADDENDUM # 2

SUBMITTAL REQUIREMENTS

A. Preliminary Requirements

1. *Certificate of Authority (Corporation) or Certificate of Existence (ex: Professional Limited Liability Company or “PLLC”) issued by the NY Secretary of State
2. *Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and, Automobile Liability with limits not less than \$1,000,000 per occurrence.
3. *References: At least three (3) references of *related projects*, including date of project, contact person and phone number, and a brief description of the project.
4. *Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the Town. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.
5. *Non-Collusion Biding Affidavit: Provide completed, signed & notarized form back with Response
6. *Iran Divestment Act Compliance Form: Provide completed & signed form back with Response

**RFP RESPONSE WILL BE CONSIDERED INCOMPLETE AND NOT SCORED IF THESE ITEMS ARE NOT PROVIDED IN COMPLETION*

B. Letter of Interest

Submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

- The principal place of business and the contact person, title, telephone/fax numbers and email address.
- A brief summary of the qualifications of the Respondent and team.
- Description of organization (i.e. Professional Corporation, or Professional Limited Liability Company).
- The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.
- If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.

C. Main Proposal

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the Respondents in conformity with the requirements of this RFP. As such, the substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this project. It should also specify an approach that will meet the request for proposals requirements.

The proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following items must be included; this represents the criteria against which the proposal will be evaluated.

1. **Qualifications Proposal:** Provide a synopsis of the years of experience and detailed qualifications in performing the range of established scopes of work in compliance with applicable standards, including team's resumes. Respondents should provide narrative examples of a minimum of three (3) projects in detail that are similar in nature to projects described in the RFP (see "References"). References for similar projects and portfolio vignettes will be reviewed to evaluate the level of experience.
2. **Technical Proposal:**
 - a. **Project Management Plan:** Discuss approach to the project in terms of understanding of the established Scope and Deliverables execution, with regard to any constraints identified in this RFP, to include funding requirements. Provide a plan for engaging the Town's project team and regulatory agencies required. Provide the number of full-time and part-time employees, partnerships or subconsultants proposed and their value to the project.
 - b. **Schedule:** Capacity to complete the scope of work within the defined period of performance: **July 2020 – December 2021**. The successful Respondent will have a detailed project schedule & work plan to illustrate the ability complete the work with respect to constraints, either stated or assumed. The Schedule Proposal must include a Gantt chart to illustrate your proposed schedule.
 - c. **Funding Agency Experience:** Respondents should state whether they are an DBE/MBE/WBE or Section 3 business enterprise; if so, provide a copy of a current DBE/MBE/WBE certification letter. Respondents may also cite previous project experience in working with DBE firms, cite any existing partnerships with DBEs or cite the planned DBE partnerships relevant to addressing requirements of this project & RFP. If Respondents are planning to cite proposed DBE partnerships for this project (e.g., no existing contract vehicle), please provide contact information for reference checks with the appropriate point of contact for validation.
3. **Cost Proposal:**
 - a. Cost will not be the primary factor in the selection of firm. The proposed price will be graded based upon the following formula:
 - Average Bid / Your Price = X (whereby X cannot exceed 100%)
 - X * 20 points = Points awarded based on cost