

- 3.2 Identify your firm's professional staff members who will be involved in the County engagement and the experience each possesses and the location of the office from which each work.
- 3.3 Name and title of person(s) authorized to bind the Proposer, together with the main office address, and telephone number (including area code).
- 3.4 Detail your firm's experience with **A/E services**.
- 3.5 Provide at least two (2) references from similar projects including name, addresses and telephone numbers.
- 3.6 Provide any additional information that would distinguish your firm in its service to Albany County.
- 3.7 Proposer shall include a completed "Vendor Responsibility Questionnaire" (Attachment "C") with the Proposal.
- 3.8 In addition, Albany County may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the County , within five (5) days of a request, all such information and data for this purpose as may be requested. The County reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the County that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

SECTION 4: SCOPE OF SERVICES

Unless specifically noted to be excluded or revised, successful Proposer shall provide for services listed below, including but not limited to: Engineering, Architectural Services and Construction Administration, as described below. The Albany County Division of Facilities Engineering (ACFE) shall serve as Owner's representative for this project. The scheduling and planning of work must be coordinated with the **ACPR** and **ACFE**. ACFE shall act as a liaison between **ACPR** and the prospective Architect/Engineer.

4.1 Project Design Goals/Objectives/Parameters: Albany County's Lawson Lake Park Upper Camp Renovation and Repairs Project

- 4.1.1 The County of Albany is seeking proposals from a New York State Licensed Architect/Engineer to provide consulting services associated with the planning, evaluation/assessment of existing site conditions, budget pricing, design and preparation of construction & bid documents and performing Construction Administration Services for the proposed renovations and repairs to the Lawson Lake Upper Camps located at #293 Lawson Lake Road, CR 109, Upper (East) Camps, Feura Bush, NY, 12067.

- 4.1.2 Successful firm shall meet with representatives from the Albany County Parks and Recreation Department (ACPR) and Albany County Division of Facilities Engineering (ACFE) for a kick-off meeting to discuss project parameters, goals and budget considerations. Also the intended use of the site, short term & long term goals, programs, etc., to allow Successful Firm to perform an assessment of existing conditions and provide an overall master plan incorporating ACPR request(s) (see discussion of desired design parameters immediately below) and provide a concept design for review and approval.
- 4.1.3 **DESIRED DESIGN PARAMETERS:** Where feasible, achievable and economically practicable, Successful Proposer shall focus on four areas of design enhancements to **revitalize the Upper Camp site: Roadway Improvements, Water Supply Distribution, Sewage Disposal System and Existing Building Repairs & Renovations.** For structure identification/locations, refer to Passero Associates Engineering Architecture, *Lawson Lake County Park Masterplan Package* document page 04, Upper Camp site map.
- 4.1.3.1 **Roadway Improvements:** Successful Proposer shall evaluate existing roadways, pull-offs, parking areas, driveways, etc. and provide proposed design enhancements. Civil/site design shall include improvements to roadway widths (fire apparatus access), roadway profile, shoulders, new ditches/drainage, surface material composition, culverts, guardrails, security gates, etc. as required. Proposed improvements shall be presented for review and approval prior to schematic design and preparation of Contractor Bid documents.
- 4.1.3.2 **Water Supply Distribution:** Please refer to *MJ Engineering and Land Surveying 2016 Feasibility Study* for further background of existing water system at the Upper and Lower Camps, excerpts provided below for clarity. The Lower Camp water system has since been upgraded following the 2016 MJ Engineering Feasibility Study.
- 4.1.3.2.1 Prior to recent upgrades, *“The water system at Park has not been in service for several years. The system, last upgraded in 1981, consisted of one groundwater well, a pump house, a 13,500-gallon wooden water storage tank, and a water distribution systems comprised of small diameter (1½” to 2”) galvanized steel, PVC and HDPE water lines. The storage tank has since been replaced with two (2) 6,500-gallon polyethylene tanks, one located in the west side camping area and one in the east side camping area. Aside from the storage tanks, the remainder of the system is in disrepair.”*
- 4.1.3.2.2 *“The existing groundwater supply is a 6” diameter well located due south of the wetland adjacent to Lawson Lake. The well was drilled in 1981± to a depth of approximately 25’ below grade. Detailed information pertaining to the actual depth of casing and construction of the well and information on the well pump is unavailable, however, from earlier information*

provided in the 1979 hydrogeologic evaluation, it was recommended to install a gravel packed well at this location with 5' of 100 slot stainless steel well screen to minimize well loss and maximize yield."

- 4.1.3.2.3 *"Following treatment, the finished water was directed through a 2" PVC line where it was conveyed to both the east and west camping areas within the Park. The existing piping network is a mix of older galvanized lines, and newer PVC and HDPE pipe, usually 1½" to 2" in diameter. The majority of the water lines were installed on top of the ground with a portion of lines installed in shallow trenches below and crossing under existing Park drives and roadways. Water service is only provided to a few structures in the east and west sections of the park, principally to the dining hall/kitchen facilities, lavatory and shower buildings, and to the nurse's station. Waldman Lodge, located within the west camping area, is also connected to the water distribution system. No maps were available for delineating the existing water distribution system. The entire system was previously drained in the fall to prevent damage from freezing water. Currently, the system is completely disconnected and those lines previously left open for drainage remain open. A number of broken sections of water line were observed, especially at road crossings within the Park. Two (2) 6,500-gallon polyethylene water storage tanks are available, one at the high point in each camping area on the east and west sides of Lawson Lake Road. The tanks were installed prior to 2000 to replace the former 13,500-gallon wooden storage tank. The tanks provide minimal pressure to the distribution system, however, it is well below well below the 35 pounds per square inch (PSI) requirement for a domestic water supply set forth by the ACDOH. Although less than 35 PSI, the available pressure is sufficient to meet the needs of the facility for toilets, sinks, and shower facilities. The tanks, although relatively new, would need to be inspected and reconditioned prior to future use."*
- 4.1.3.2.4 The County proposes to provide a permanent separate water source for the Upper Camps. **Under a separate Bid, the County intends to procure the services of a qualified well driller to drill a new well near or around the Main Lodge #109** (see **Passero Associates Engineering Architecture, Lawson Lake County Park Masterplan Package** document page 04). Upon drilling and locating an adequate vein of water, the new well shall meet all Albany County Health Department Standards for yield, turbidity, chemical & bacteriological quality.
- 4.1.3.2.5 The Successful Proposer shall be responsible for the design of frost protected water distribution from the new well to designated existing structures, at a minimum the Lodge #109 and House #76. (see **Passero Associates Engineering Architecture, Lawson Lake County Park Masterplan Package** document page 04). Design shall include all aspects of water well system, including but not limited to, submersible pump, high pressure polyethylene water line, pitless adaptor, electrical components,

control box, pressure switch & gauge, pressure tank, water treatment system (hardness and/or sulfur), etc.

- 4.1.3.2.6 The Successful Proposer shall be responsible for the design of fire protection water supply at the Main Lodge #109 as noted in **C.T. Male Associates, *Fire Safety and Property Maintenance Inspection Report – Lawson Lake County Park – Building 109 Main Lodge* Item #77** “FC507 Fire Protection Water Supplies as related to NFPA 1142 and NFPA 22.
- 4.1.3.2.7 The Successful Proposer shall be responsible for the design of fire protection systems at the Main Lodge #109 as noted in **C.T. Male Associates, *Fire Safety and Property Maintenance Inspection Report – Lawson Lake County Park – Building 109 Main Lodge* Item #59** “PM704.1 Fire Protection Systems, as noted,” an automatic sprinkler system shall be provided throughout stories containing Group A-2 occupancies where the fire area has an occupant load of 100 or more. Refer to FC1103.5 Sprinkler systems for fire safety requirements for existing buildings.” And “an automatic sprinkler system shall be installed in commercial kitchen exhaust hood and duct systems where an automatic sprinkler system is to comply with Section FC607 of the Fire Code of New York State.”
- 4.1.3.2.8 Proposed designs shall be presented for review and approval prior to schematic design and preparation of Contractor Bid documents.
- 4.1.3.3 **Sewage Disposal System:** The Successful Proposer shall be responsible for design of a new sewage disposal system to service the Upper Camp Sites. Proposed systems shall be presented for review and approval prior to schematic design.
 - 4.1.3.3.1 Successful firm shall meet with representatives from **ACPR** and **ACFE** to understand the intended use of the Upper Camp Site, short term & long term goals, programs, etc., to allow Successful Firm to determine a Peak Season System Occupancy Usage and subsequent maximum daily projected flows for evaluation/design of a new sewage disposal system(s).
 - 4.1.3.3.2 Please refer to *MJ Engineering and Land Surveying 2016 Feasibility Study* as they relate to the Lower Camp sewage system design; history of the site, evaluation of existing soil conditions, methods to determine occupancy usage rates and subsequent maximum daily projected flows. It is assumed Successful Proposer shall utilize similar methodology to develop a proposed design for treatment and disposal of sanitary wastes generated by the anticipated Upper Camp Enhancements.
 - 4.1.3.3.3 Successful firm shall investigate options for a new sewage disposal system for the Upper Camps similar to those considered for the Lower Camp and any other options which may be available. The Upper Camp site has several site constraints; a steep sloped topography, site is heavily wooded and presumed proximity of bedrock below soil. (see **Passero Associates**

- 4.1.3.3.4 Design Consultant shall provide soil sampling and geotechnical engineering as required for investigation, evaluation and design of new sewage disposal system.

4.1.3.4 **Existing Building Repairs & Renovations:** Successful firm shall meet with representatives from **ACPR** and **ACFE** to understand the intended use of the Upper Camp Site buildings, short term & long term goals, programs, etc. and determine which structures will become part of this project. Based on this meeting, Successful Proposer shall perform inspections of all the designated buildings/cabins located at the Upper Camps, provide a assessment report of each and recommendations for proposed repairs, renovations and/or removal. Proposed designs and/or repair schemes shall be presented for review and approval prior to schematic design.

- 4.1.3.4.1 Successful Proposer shall perform site walk-through(s) to review existing facility conditions with **ACPR** and **ACFE** personnel and perform a visual assessment of all existing buildings/cabins and their respective architectural, structural, mechanical, electrical systems for NYS Building Code compliance. Collect pertinent information necessary to perform project programming, calculations and design.

- 4.1.3.4.2 Successful Proposer shall perform a Hazardous Materials survey of all designated structures selected for repair/renovations and prepare required abatement design documents to be included with Contractor Bid documents.

- 4.1.3.4.3 An inspection of the Main Lodge Building 109 was performed by C.T. Male Associates. See attached *Fire Safety and Property Maintenance Inspection Report – Lawson Lake County Park – Building 109 Main Lodge*. Successful Proposer shall perform similar inspection of all other remaining designated structures, buildings & cabins and provide documentation of deficiencies.

- 4.1.3.4.4 Proposed designs and/or repair schemes shall be presented for review and approval prior to schematic design and preparation of Contractor Bid documents.

- 4.1.3.4.5 Proposed designs and/or repair schemes shall incorporate all deficiencies noted in inspection reports of each building as they relate to architectural, structural, mechanical, electrical, plumbing, egress, occupancy, operating permits, maintenance, fire protection & life safety and accessibility to achieve compliance with all NYS Building Codes and Reference Standards; Energy Code, Existing Building Code, Fire Code, Property Maintenance Code of New York State, etc.

- 4.1.3.5 Green Energy and Sustainability: Where feasible, the design will include environmentally responsible products that work toward higher levels of energy efficiency and sustainability.

- 4.1.3.6 If applicable, Design Consultant shall identify required environmental permits and provide any necessary studies to complete review under SEQRA, SHPO, Agricultural District and Visual Impact Assessment(s) and shall be completed prior to Schematic Design Phase. If applicable, Design Consultant shall perform the required SEQR process, including Classifying the Action, completing the appropriate Environmental Assessment Forms, coordinating the review and performing the necessary analysis and review to complete the Determination of Significance in coordination with Albany County and other involved agencies.
- 4.1.3.7 If applicable, Design Consultant shall provide private utilities/subsurface exploration of the proposed sites (not covered by NYS DIGSAFE 811 public callouts/markings) as required for excavation associated with driveways, parking surfaces, concrete building foundations, concrete slabs, etc.
- 4.2 **Schematic Design Phase:** Prepare schematic design documents and develop a preliminary cost estimate relative to the four areas of design enhancements to revitalize the Upper Camp site: **Roadway Improvements, Water Supply Distribution, Sewage Disposal System and Existing Building Repairs & Renovations.** This schematic design phase shall include a letter report summarizing the proposed recommendations and designs for each directive and consultant's preliminary opinion of cost for each.
- 4.2.1 Upon County receiving schematic design submission, the Successful Firm shall meet with ACPR and ACFE to present/discuss their proposed design, design assumptions and preliminary budget submission.
- 4.3 **Design Development Phase:** *Roadway Improvements, Water Supply Distribution, Sewage Disposal System and Existing Building Repairs & Renovations*
- 4.3.1 Upon submission of schematic design for each of the four directives and receipt of approval to proceed for each, the successful Proposer shall:
- 4.3.2 Prepare design drawings in AutoCAD 2020 format or newer version.
- 4.3.3 Provide detailed specifications for all construction materials.
- 4.3.4 Provide detailed performance type Specification suitable for solicitation of bids from qualified Contractors. Specification should include applicable standards of operation and dispatching. Incorporate the following:
- 4.3.4.1 Specification of non-proprietary systems.
- 4.3.4.2 Project Specifications shall include schedule of Special Inspections as required by Building Code of New York State.
- 4.3.4.3 Owner selected design and finishes.
- 4.3.5 Outline construction schedule and implementation plan.
- 4.3.6 Successful firm shall submit 60% Design Submittal documents including preliminary drawings with proposed design, layout, elevations and written specifications. Submit 3 sets to ACPR and ACFE for review and comment. **Assume 60% submittal to**

occur approximately 6 weeks from Schematic Design review meeting with County Personnel.

- 4.3.7 Successful firm shall provide an updated probable cost of construction at the 60% design submittal phase.
- 4.3.8 Successful firm shall submit 90% Design Submittal documents including response to comments from 60% review. Submit 3 sets to **ACPR** and **ACFE** for review and comment. **Assume submittal to occur 4 weeks upon receiving 60% review comments from ACPR and ACFE.**
- 4.3.9 Successful firm shall provide a revised probable cost of construction at the 90% design submittal phase.

4.4 Construction Document Phase: *Roadway Improvements, Water Supply Distribution, Sewage Disposal System and Existing Building Repairs & Renovations*

- 4.4.1 Upon approval of the Design Documents, Proposer shall prepare competitive bid contract documents for multiple prime contracts in accord with prevailing competitive bidding requirements (“wicks”); and in compliance with the County’s Affirmative Action Plan as approved by Resolution No. 26, adopted June 10, 1996
- 4.4.2 Proposer to prepare a project manual, which includes all County bid forms, conditions of the contract and Owner-Contractor Agreements. ACFE shall assist with compilation of County Front End documents. Forms shall include:
 - a. Invitation to BID;
 - b. Instruction to Bidders;
 - c. Copy of Owner - Contractor Agreement;
 - d. General Conditions;
 - e. Supplemental General Conditions;
 - f. Technical specifications including performance criteria for all construction materials required on the project.
 - g. Continuing maintenance agreement specification.
- 4.4.3 Prepare a final cost estimate and construction schedule
- 4.4.4 Specify testing and inspection requirements of completed work.
- 4.4.5 Specify project close out documentation requirements.
- 4.4.6 Submit the project manual/contract documents and final cost estimate to the owner’s representative for review and approval; and make any necessary modifications prior to bidding the project.
- 4.4.7 Successful firm shall prepare Bid Documents, including all required construction drawings and written Division 01 – 33 specifications. **Project manual and general instructions to bidders and compilation of Project Specification Manual will be**

prepared by ACPR and ACFE. Assume final submission to occur 2 weeks upon receiving 90% review comments from ACPR and ACFE.

- 4.5 **Bidding and Contract Negotiation Phase:** in conjunction with the Albany County Purchasing Department, successful proposer shall respond to questions from potential bidders, issuance of addenda for the purposes of clarifying the bid documents, coordination of and attendance at a pre-bid meeting, and attendance at the bid opening. Includes review of bids, review of contractor references and development of bid award recommendation in conjunction with the Albany County Purchasing Department and **ACPR and ACFE.**
- 4.5.1 Solicit bidders and provide electronic PDF versions of plans and specifications to be used for bidding and preparation of contracts
- 4.5.2 Conduct a pre-bid meeting and walk through to present project scope, field Contractor questions and prepare any necessary addendums.
- 4.5.3 Assist Albany County Purchasing Department and ACPR and ACFE with contractor questions and prepare any necessary written replies for distribution by the Albany County Purchasing Department.
- 4.6 **Contract Administration Phase:** Successful Proposer shall provide all contract administration services throughout completion of the project. Services to include assistance with contract execution, review of submittals, respond to contractors' requests for information, prepare change orders, and assist with contract closeout. These services shall also include, without limitation the following:
- 4.6.1 Provide completed Architect's/Engineer's Letter as required by the Albany County Office of Code Enforcement in conjunction with each Prime Contractor's Building Permit package.
- 4.6.2 Review Contractor submittals for conformance to the provided contract specifications. Review contractor shop drawings and other submittals called for in the contract documents to determine if the contractor understands the contract documents.
- 4.6.3 Prepare bulletins and/or review change order proposals when requested.
- 4.6.4 Answer contractor questions during the project construction with follow-up written or verbal correspondence to ACPR & ACFE when requested.
- 4.6.5 Review contractor submittals, including shop drawings and product data, for compliance with approved construction documents. Provide comments for action as necessary to ensure compliance.
- 4.6.6 Answer Contractor Request for Information (RFI) in written format. Copy ACPR and ACFE on all correspondence.

- 4.6.7 Maintain project records.
- 4.6.8 Coordinate with ACPR and ACFE schedules and pre-construction, construction and progress meetings and prepare meeting minutes and distribute to the County and all Contractors as required.
- 4.6.9 Review progress schedule and inform the County of any discrepancies or delays, assist with actions required to maintain the proper execution of work.
- 4.6.10 Review change order proposals, make recommendation and forward to the County for execution.
- 4.6.11 When work is substantially complete, prepare final punch lists and provide tests as required to ensure compliance with approved construction documents. Provide comments for action as necessary to ensure compliance. Successful firm shall attend Final Punch list Walk-thru; assist ACPR and ACFE to prepare an “items-to-be-completed” punch list.
- 4.6.12 Review Contractor’s submission of operation, maintenance and parts manuals.

4.7 Cost and Quality Control:

- 4.7.1 Project cost and quality controls are key design factors that must be considered throughout the design and construction phases of the work. During the preliminary design phase the Architect/Engineer will work with the County representatives to establish a construction budget that will become the basis for all future cost analyses. This cost estimate will be updated and further refined during all design phases of the work. All materials and building systems will require value engineering to assure that the County is getting the best quality product/system that is within their budget.
- 4.7.2 Before construction starts, the Architect/Engineer will be required to meet with the contractor(s) to review their proposed schedule of values for each trade, the construction schedule and specific methods of construction. Any potential problems will be worked out with the contractor(s) at this time.
- 4.7.3 During construction, the Architect/Engineer will conduct a bi-weekly job meeting with the County representative and the contractor(s). At all meetings, the project cost, quality, schedule, and any other potential problems will be evaluated and resolved.