

Request for Proposals

Downtown Grant Program – 14 Margaret Street Renovations

City of Plattsburgh, NY



RFP Release Date:

Friday, December 14th, 2020

Proposals Due:

Friday, January 8th, 2021 at 2:00 pm EST

RFP Info:

<https://www.cityofplattsburgh-ny.gov/bids>

Owner:

Shawn Cliche
14 Margaret Street
Plattsburgh, NY 12901

Architect:

Architectural & Engineering Design Associates, PC
1246 State Rt. 3
P.O. Box 762
Plattsburgh, NY 12901

Funding for this Project is provided by a New York State Downtown Revitalization Initiative Grant administered by the Office of Homes and Community Renewal.

INVITATION TO BID

The City of Plattsburgh and Property Owner invites general contractors who can provide the services requested herein to bid on Downtown Grant Program - 14 Margaret Street Renovations and related work at the existing commercial building located at 14 Margaret Street, Plattsburgh, NY 12901.

Minority and Women Owned Businesses are strongly encouraged to respond. The grant source funding this project has an M/WBE requirement of 10% MBE and 10% WBE. If unable to meet this requirement, please describe why in the bid proposal.

The selection of the contractor will be made without regard to race, color, sex, age, religion, national origin, or political affiliation.

All submissions become property of the City of Plattsburgh upon submission. Hard copy submissions may be hand delivered or mailed to:

Community Development Office
City of Plattsburgh
Attn: Downtown Grant Program – 14 Margaret
Street Renovations
41 City Hall Place, Plattsburgh, NY 12901

Electronic Copies may be emailed to Ethan Vinson, Project Coordinator, at vinsons@cityofplattsburgh-ny.gov.

Any questions or concerns to this RFP can be addressed to Ethan Vinson, Project Coordinator, at vinsons@cityofplattsburgh-ny.gov.

Work Scope Summary: (See Construction Drawings for more detail)

The plan for this project is to renovate the interior of 14 Margaret Street, a commercial building in downtown Plattsburgh. This work will involve the renovation of commercial space, the main hallway, flooring, walls, ceiling, conversion of a storage area into a brewery space, and the related demolition, plumbing, and electrical work as identified in the construction drawings. Environmental testing has occurred at this project site and no Lead Based Paint or Asbestos Containing Materials were identified.

Project Timeline:

Release of RFP: 12/14/2020

Receipt of proposals from bidders: 1/8/2021 by 2pm

Estimated award to contractor: 1/14/2021

Work Complete Latest by: 11/1/2021 **(Work can begin as soon as possible however. Please include in your proposal estimated start and estimated completion date.)**

Evaluation of Proposals:

The City and Property Owner reserves the right to amend, withdraw, and cancel this RFP. The City also reserves the right to reject all responses to this RFP at any time prior to agreement execution. Furthermore, the City reserves the right to request additional information about any and all proposals that, in the City's opinion, is necessary to assure that the Company's competence, number of qualified employees, business organization, experience, and financial resources are adequate to perform the Services.

All proposals shall be reviewed to verify that the Company has met the minimum requirements as stated in this RFP. Proposals that have not followed the rules, do not meet minimum content and quality standards, and/or do not provide references will be rejected as non-responsive. No contract will be awarded except to the responsible bidder capable of performing the type and quality of work contemplated.

Additional Information:

Compliance to Federal & State Regulations Contractors and subcontractors must comply with all Federal and State regulations and rules pertaining to projects funded through Homes and Community Renewal.

1. General Contractor Approval:

Contractors will carry all insurance required by the City Building Inspector's Office and the Community Development Office. This requirement will include, but is not limited to, lead base paint insurance with the City of Plattsburgh listed as additionally insured on the policy. The General Contractor must be or will be registered with the City Building Inspector's Office Before a permit will be issued for any work to commence

2. Sub-Contractor Approval:

General contractors are responsible for all subcontractor work on approved projects. Subcontractors who bid work items separate from the general contract must provide insurance and registration to the City of Plattsburgh Building Inspector.

3. Pre-Construction Conference:

Pre-construction conferences will be held with the property owner, contractor, and Community Development Office, prior to entering into construction contracts including the signing of a bid bond. These meetings will be scheduled at the request of all parties involved with the project.

4. Notice to Proceed

The Contractor will be given thirty (30) business days from the date of entering into the contract to commence.

5. Expenses

The City of Plattsburgh is not liable for any costs incurred by any individual or firm(s) for the work performed to prepare its proposal or for any travel and/or other expenses incurred in the preparation and/or submission of its proposal or participation in subsequent interviews or presentations. Further, the City of Plattsburgh is not liable for any costs incurred prior to approval of the contract. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or outside consultant associated with the project for purposes of influencing consideration of a response to this RFP.

6. Hold Harmless

By participation in this RFP process, Proposer agrees to hold harmless the City of Plattsburgh, its officers, employees and consultants from all claims, liabilities and costs related to all aspects of the selection process

7. Cancellation

The City retains the right to cancel this RFP at any time, should it be deemed to be in the best interest of the City. No obligation either expressed or implied exists on the part of the City to make an award based on the submission of any proposals.

Downtown Grant Program 14 Margaret Street Bid Form

Name of Contractor / Firm:

Phone Number:

Email:

Provide List of all Subcontractors Used:

How many years have you be performing this type of work:

Will you provide references if requested:

Cost to complete the work as detailed in Construction Drawings:

Estimated Beginning Date:

Estimated Completion Date:

Please provide your comments regarding completion of this project and more information on your plan, pricing, dependencies for quality, timely and on budget completion: