RFP/RFQ
for
Project Management and Implementation of a Walking Path and Reading Garden
for the Desmond-Fish Public Library Property

Issued: 02.18.2020
Responses Due By: 03.07.2020
Purpose of RFP

The Desmond-Fish Public Library’s Board of Trustees is seeking a qualified project manager to oversee the hiring and work of contractors and vendors to implement a walking path and reading garden on the Library’s property.

A. Project Background

The Desmond-Fish Public Library is a full-service community library located at the corner of Routes 9D and 403 in the small town of Garrison, NY. In addition to our well-rounded book, media and digital collections, the library offers educational and cultural programs and events for all ages, event and meeting space for local organizations, and the trusted expertise of our dedicated and knowledgeable staff who serve our patrons both here at the library and throughout the community.

In 2019, our Board of Trustees engaged Pirie Associates Landscape Architecture firm in creating a Master Site Plan that implements the Library’s sustainability goals including a ground mount solar array installation and sustainable land and water management with our community building goals to increase accessibility of the Library’s grounds for public use.

The Master Site Plan, approved in January 2020, includes a proposed ADA-accessible walking path to allow visitors to explore the natural biodiversity of the library’s grounds including a wetland, grasslands, emerging forest, and a proposed pollinator garden. It also includes an ADA-accessible reading garden with outdoor benches for visitors to enjoy at the start of the path.

The Library was founded in 1980 by Alice Curtis Desmond, Hamilton Fish and a group of dedicated community members. Our 13-acre property was donated in part by William H. Osborn and the open fields surrounding our building serve as an extension of the library beyond our four walls.

B. Objectives

It is the intent of this RFP/RFQ to hire a project manager to implement the proposed walking path and reading garden including:

- hiring and oversight of construction personnel
- purchase of necessary materials in keeping with the project budget parameters,
- regular communications with the Library’s Director and Board of Trustees on the project’s timeline and progress
other services as necessary.

Project managers responsibilities will include but are not limited to:

- coordination meetings with and reporting to designated Board Trustees
- solicitation, review of contractors bids
- oversight/management of contractors during implementation phase
- coordination of walking path with future ground mounted solar array
- purchasing elements such as bridges and benches

The library will give prime consideration to the project manager with significant, current experience in the development and implementation of similar projects. The Board reserves the right to negotiate with one or more parties and is not obligated to enter into a contract with any respondent on any terms or conditions.

C. Project Scope of Work

See attached preliminary proposal from Pirie Associates.

**Timeline:**

Construction and design documents and construction permits for the walking path and reading garden will be finalized and secured by the early Spring of 2020.

We plan to break ground on the Reading Garden in April 2020 with Walking Path to follow after required approvals are obtained.

D. Selection Process

The Board may invite several respondents to be interviewed prior to making a final selection for this project. If the Board desires to interview a respondent, the respondent will be notified of the date and time of the interview.

The selected respondent will negotiate with the Board on the fee and contract conditions. If, in the opinion of the Board, a reasonable fee cannot be achieved with the respondent of choice negotiations will proceed with the second-choice respondent until a mutually agreed-upon contract can be negotiated.

E. Submittal Requirements

Interested project managers shall submit the following items:

1. Statement of experience including information regarding projects of similar scope and experience managing the trades

2. Three (3) references to assist the Library Board in determining the firm’s capability to complete the project.
3. Cost proposal including project manager fees.

F. Evaluation Criteria

The criteria used to evaluate the RFP will include, but are not limited to, the following (items are not listed in order of importance):

1. Qualifications of respondent, specifically as they relate to this project.
2. Respondent’s experience on similar projects and related project experience of the individuals who would be assigned to the project.
3. Available resources to complete project, including analytical, design tools, personnel, resources, or methodologies commonly used by the firm that may be applicable to the project categories.
4. Professional references.
5. Cost proposal.

G. Additional Instructions

1. No gratuities: Respondents will not offer any gratuities, favors, or anything of monetary value to any library employee or Board members for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process.

2. By submitting a response, Respondents represent and warrant to the library that all information provided in the response submitted shall be true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the Library Board for consideration in the selection process may be excluded.

3. Interviews: After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. If interviews are initiated, they will focus not only on the Respondent’s program approach but also on an appraisal of the design professionals who would be directly involved in the project.

5. Cost of Responses: The Library will not be responsible for any costs incurred by anyone in the submittal of responses.

6. Contract Negotiations: This RFP is not to be construed as a contract or a commitment of any kind. If this RFQ results in a contract offer by the Library
Board, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

7. No Obligation: The Library Board reserves the right to reject any and all proposals.

8. Professional Liability Insurance: The Respondent shall have the appropriate liability insurance as required by the state of New York.

H. Submittal Instructions

Proposals can be submitted electronically to

Jen McCreery, Library Director director@desmondfishlibrary.org

or by mail

Desmond-Fish Public Library

472 NY-403, Garrison, NY 10524

Attention: Jen McCreery, Library Director

For questions or to arrange a site visit, please contact Jen McCreery at the email address above or call (845) 424-3020.

I. Attachments
Order of magnitude budget for a walking path around the site following the discovery path proposal selected by the DFPL board.

The discovery path schematic drawing is attached at the end of this document.

The proposed budget numbers are based on our best sense of what is involved to develop the work as a ballpark idea. Further investigation and design are required to refine these order of magnitude budgets any further. Each number includes contractor’s OH&P and soft costs, such as professional fees, survey, and construction insurance.

(*) This symbol means item requiring maintenance

ORDER OF MAGNITUDE BUDGET

1. Path

   a. Stone dust path

   Description: 3-feet wide, 4-inch stone dust over 4-inch of compacted gravel (including excavation)
b. Mowed path (*)

Description: Path through meadow area maintained by periodic mowing to retain definition. Some fine grading or seeding might be needed depending upon conditions once laid out.

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Allowance: $2,560

(*) The mowed path will require periodic mowing during the growing season to maintain definition. Monthly or bi-weekly depending upon length of grass desired.

2. Bridges
Description: 5-feet wide and 20-feet long (average) bridge made of FSC certified hardwood, supported by helical piles.

| Price each | $7,500-8,500 |
| Quantity   | 4 units |

Budget Range: $30,000 to $34,000

3. **Bench**

Description: 5-feet long solid teak bench with back

| Price per unit | $1,500 |
| Amount         | 12    |

Budget Range: $18,000

4. **Reading Garden (*)**

a. **Large Shrubs / Understory trees**
b. **Flowering & Evergreen Shrubs**

Description: Intermediate layer of 3’ tall shrubs.

- Price per unit: $150 to $200
- Quantity: 60

**Budget Range: $9,000 to $12,000**

c. **Perennials & Ground cover / Spring Bulbs**

Description: Mix of flowering perennials & groundcover to provide seasonal interest. Approximately 600 sf of planting area. Plants spaced 10-12” on center. Larger spacing will reduce cost.

- Price per unit: $10 to $15
- Quantity: 900

**Budget Range: $9,000 to $13,500**

d. **Lawn**

Description: Central lawn area in garden. Rejuvenate by re seeding or installation of sod.

- Price per unit: $0.30 to $1.10
- Quantity: 1,200 SF

**Budget Range: $360 to $1,320**

(*) The reading garden will require regular lawn mowing and annual pruning of shrubs, and periodic mulching/weeding.
5. **Plaques:**

![Plaque Image]

Description: Standard bronze plaque 13" x 7"

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**COST SUMMARY**

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<td>2. Bridges</td>
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<tr>
<td>3. Benches</td>
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<tr>
<td>4. Reading Garden</td>
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<td>5. Plaques</td>
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$93,960 $109,530

Construction Subtotal (including OH&P)

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<td>Soft Costs: 20%</td>
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TOTAL

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