

Town of Shandaken Request for Proposals

Project Description and Preliminary Scope of Work

The Town of Shandaken is soliciting proposals from qualified contractors for work to be completed on Town Information Kiosks:

Project Description

The Town is requesting labor to install three ten foot by ten foot (10'X 10') information kiosks to be located at locations previously designated throughout the Town and install bluestone base floors and solar lighting fixtures to these three kiosks as well as one previously constructed in Big Indian Park, State Route 28, Big Indian, NY. All construction materials needed will be provided by the Town through the Smart Growth Grant, excepting tools needed for construction.

Requirement

The Town requires a mandatory site visit to the existing kiosk located at Big Indian Park, NYS Route 28, Big Indian, NY 12410 scheduled for Thursday, September 24, 2015 at 11AM. Specifications and any relevant material will be available at that site visit for any interested parties.

Completion Date

The required completion date would be November 30, 2015.

Scope of Work

Professional services required shall include:

- 1. Construct and install three (3) information kiosks including but not limited to:**
 - a. Site preparation
 - b. Support post installation
 - c. Plywood panel installation
 - d. Roof truss, sheathing, drip edge and shingle installation
- 2. Install bluestone floor base in all four information kiosks:**
 - a. Ground preparation including base material and tamping
 - b. Placement and securing of for four (4) slabs of 1½" to 2" thick blue stone in triangular cut for each kiosk
- 3. Install Solar lighting fixtures in all four kiosks:**
 - a. Provide three written estimates for adequate Solar lighting fixtures
 - b. Install and secure solar lights and accessories

Payment Schedule

Payments shall be made in one lump sum payment upon the satisfactory completion of all work. Payment shall be based strictly on the contract price as approved by the Town Board of Shandaken.

Other: The successful firm must comply with all applicable funder requirements.

Submittal Content

The proposal must be organized in sections containing the following information:

- **Description of Firm.** Describe your firm, 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.
- **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience; however, extensive descriptions of vaguely related projects are discouraged.
- **Insurance.** The Town will require proof of contractor's insurance and workman's compensation, as needed and if

selected, the contractor must provide proof that the Town of Shandaken has been added as an additional insured.

- **Personnel.** Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
- **Project Schedule.** Provide a schedule of general project activities indicating the duration of each activity and the total project, including a schedule of Personnel to be assigned to project. The schedule should reflect realistic activity durations.
- **Project Cost.** The applicant shall state the full cost of undertaking the proposed services. In addition, the applicant shall state the hourly rates of various staff members in the event that additional services are requested by the Town.

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

Additional Information

Questions regarding the project may be directed to:

Robert A. Stanley
 Town Supervisor
 PO Box 134
 Shandaken, NY 12480
 (845) 688-7169
shandakensupervisor@yahoo.com

Submittal Deadline

Proposals should be sent in a sealed envelope clearly labeled on the outside of the envelope in large block letter **“KIOSK BID.”** Proposals must be received no later than 3 p.m. on Monday, October 5, 2015 at Town Clerk’s Office, Town of Shandaken, P.O. Box 67, Shandaken, NY 12480. Bids will be opened and read aloud at the Regular Monthly Meeting of the Shandaken Town Board to be held at 7pm on the evening of Monday, October 5, 2015 at the Shandaken Town Hall, 7209 NYS Route 28, Shandaken, NY 12480

Proposals received after the deadline will not be considered.

Selection Process

Proposals will be ranked based on qualifications and the TOWN may choose to interview several of the top ranked firms. However, at its discretion, the TOWN may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

- Firm History and Capability to Perform Project
- Relevant Project Experience
- Qualifications
- Familiarity with Area and Project
- Project Approach and Schedule
- References

The TOWN Board may award the bid on the evening of October 5, 2015 at its regularly scheduled monthly meeting, but retains the right to award at a later date no later than October 19, 2015.

The TOWN will provide all necessary permits and approvals, as necessary, for the specific project completion.

The TOWN reserves the right to reject any and all of the proposals submitted in response to this RFP.

Equal Opportunity/ Affirmative Action Employer

All qualified consultants will receive consideration without regard to race, color, religion, creed, sex, age, or national origin.