

NORTH GREECE FIRE DISTRICT  
REQUEST FOR PROPOSAL

FOR:

**PAVEMENT  
RECONSTRUCTION**

3666 LATTA ROAD  
ROCHESTER, NY 14612



**BOARD OF COMMISSIONERS**

Jim Maxwell	Commissioner
Walt Bedford	Commissioner
Mark Stolte	Commissioner
Mike Beaty	Commissioner
Bill Rickman	Commissioner

**September 2023**

## ADVERTISEMENT

### PAVEMENT RECONSTRUCTION – SITE CONTRACT NORTH GREECE FIRE DISTRICT 3666 LATTA ROAD ROCHESTER, NEW YORK 14612

THE NORTH GREECE FIRE DISTRICT REQUIRES BIDS FOR THE PAVEMENT RECONSTRUCTION PROJECT CONSISTING OF ONE SITE CONTRACT TO RECONSTRUCT THE PAVEMENT ADJACENT TO EXISTING BUILDING

Electronic bids must be submitted to John Radesi, Construction Manager of the NORTH GREECE FIRE DISTRICT, 3666 Latta Road, Rochester, New York 14612, by email no later than 2:00 P.M. on Friday October 6, 2023. Electronic bids must include the name and address of the bidder, project name, and the words "Proposed Bid".

The project generally consists of removal of existing asphalt, haul offsite, perform undercuts as needed, final grade and pavement. The **SITE Contract** bid includes all new SITE construction related work along with removing and replacing fencing and lawn restoration work. Every laborer and workman shall be paid not less than the prevailing rate of wages as provided for by Section 220 of the Labor Law of the State of New York. The Prevailing Rate Case Number will be published in the specifications. Contractors must be bonded and insured to the level indicated in the Contract Documents. **The owner is sales tax exempt, and the bidders shall not include sales taxes in their bid.**

Bid specifications will be available Thursday September 28, 2023, at Noon and may be obtained on the NORTH GREECE FIRE DISTRICT website ([www.northgreecefd.com](http://www.northgreecefd.com)).

The NORTH GREECE FIRE DISTRICT encourages any and all MBE, WBE, DBE, etc. participation for this new project.

Technical questions shall be directed to John Radesi of Christa Construction via email at [jradesi@christa.com](mailto:jradesi@christa.com).

**PRE-BID MEETING: A pre-bid meeting is scheduled for Monday, October 3, 2023, at 2:00pm at the North Greece Fire Station, 3666 Latta Road, Rochester, New York 14612. ALL** Prospective bidders are encouraged to attend.

Each bid must be accompanied by a certified check or bid bond, in the amount of five percent (5%) of the total maximum bid price for the contract in the form and subject to the conditions provided in the Preparation of Proposal. The right is reserved to reject any and all bids, for any reason or no reason.

#### WAGE RATE REQUIREMENTS

- A. This Document with its referenced attachments is part of the Procurement and Contracting Requirements for Project. They are made available for Bidders' convenience and information.
- B. The prevailing wage schedule is available for viewing on Project Website or may be obtained by accessing the Department of Labor's website and entering PRC#

# **Request for Proposal**

**for**

**North Greece Fire District  
Pavement Reconstruction**

**Proposal is due by October 6, 2023 at 2:00 PM**

Email proposal responses to:

North Greece Fire District

John Radesi

[jradesi@christa.com](mailto:jradesi@christa.com)

&

Chris Ladas

[cladas@christa.com](mailto:cladas@christa.com)

3666 Latta Road  
Rochester, NY 14612

## Table of Contents

<b>1. INTRODUCTION</b>	<b>3</b>
<b>2. BACKGROUND INFORMATION</b>	<b>3</b>
<b>3. PROJECT SCHEDULE</b>	<b>3</b>
<b>4. CONTRACT AWARD IN BEST INTEREST</b>	<b>3</b>
<b>5. NON-DISCRIMINATION COMPLIANCE</b>	<b>4</b>
<b>6. CONFIDENTIALITY</b>	<b>4</b>
<b>7. INSTRUCTIONS FOR SUBMITTAL</b>	<b>4</b>
<b>8. EVALUATION CRITERIA: SEE DETAIL FOR DESCRIPTION – SECTIONS A-E</b>	<b>5</b>
<b>Section A of the Evaluation Criteria: Pricing</b>	<b>5</b>
<b>Section B of the Evaluation Criteria: Summary of service rendered to the Town</b>	<b>5</b>
<b>Section C of the Evaluation Criteria: Breakdown of individual team members who would be performing and participating in work</b>	<b>5</b>
<b>Section D of the Evaluation Criteria: Listing of existing clients detailing similar work</b>	<b>6</b>
<b>Section E of Evaluation Criteria: Terms and Conditions</b>	<b>6</b>
<b>Section F of Evaluation Criteria: Pricing</b>	<b>6</b>
<b>9. SCOPE OF WORK</b>	<b>6</b>
<b>10. FORM OF PROPOSAL</b>	<b>9</b>

## 1. INTRODUCTION

The North Greece Fire District is soliciting competitive written proposals for **Pavement Reconstruction Work at 3666 Latta Road** as detailed in the Scope of Work.

The proposal must meet the performance and quality requirements detailed in the Scope of Work. In order to be considered, all submissions must follow the Form of Proposal outlined in the Evaluation Criteria.

## 2. BACKGROUND INFORMATION

The North Greece Fire District has training ground located at 3666 Latta Road that includes a cinder block building as a smoke house. The paved area leading to and adjacent to the training area requires reconstruction.

## 3. PROJECT SCHEDULE

Request for Proposal Advertised:	September 27, 2023
Pre-proposal Walkthrough:	October 3, 2023 @ 2:00pm
Proposal Due Date:	October 6, 2023 @ 2:00pm
Proposal Review Interviews:	TBD
Contract Awarded (tentative):	October 10, 2023
Contract Start Date:	October 16, 2023
Construction Start Date:	October 16, 2023
Construction Completion Date	TBA

## 4. CONTRACT AWARD IN BEST INTEREST

The North Greece Fire District reserves the right to refuse any and all proposals in part or entirely, to disregard all nonconforming, nonresponsive or conditional proposals and to waive any and all informalities. The North Greece Fire District may negotiate a contract with the selected offeror for each designation. The North Greece Fire District will base its selection on the basis of the greatest value/benefit to the District as determined by the evaluation committee.

Any award shall be subject to the execution of a contract between the offeror and the District. The District's contract obligation is contingent upon execution of the contract between the District and selected offeror and the availability of appropriated funds for this contract. No legal liability on part of the District for payment on any money shall arise unless and until a contract is executed by both parties, funds are appropriated and all performance requirements for each payment are met. The District shall bear no responsibility or liability for any of offerors costs related to preparation of proposals, attendance at interviews, etc. All such costs are solely at the offerors expense.

## 5. NON-DISCRIMINATION COMPLIANCE

The North Greece Fire District neither affiliates with nor grants recognition to any individual, contractor or organization having policies that discriminate on the basis of age, citizenship, color, creed, culture, including deaf culture, disabilities, gender, marital status, national origin, political affiliation or preference, race, sexual orientation, gender identity or gender expression as defined by applicable laws and regulations. Provider agrees that it will comply with all Federal, State and Local regulations.

**The Contractors shall abide by the requirements of [41 CFR 60-741.5\(a\)](#). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered professionals and subcontractors to employ and advance in employment qualified individuals with disabilities.**

**The Contractors shall abide by the requirements of [41 CFR 60-300.5\(a\)](#). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered professionals and subcontractors to employ and advance in employment qualified protected veterans.**

## 6. CONFIDENTIALITY

If in the course of the Provider receiving information from the North Greece Fire District to respond to the RFP hereunder, the provider receives proprietary information of the District relating to the District's business, operations, equipment, or products, the Provider will retain all such information in confidence and will not disclose it, except to its own and the District's employees in the necessary course of the performance of responding to the RFP hereunder. However, nothing herein will prevent disclosures by the Provider of any information after it is available to the general public in a printed publication, or of any information that was already available to the Provider from written documents in the Provider's possession at the time such information was acquired from the Town, or of any information furnished to the Provider by a third party. The Provider shall protect the confidential information against unauthorized disclosure using the same degree of care, but no less than a reasonable degree of care, as the Provider uses to protect its own confidential information of a like nature. The Provider will insure that each employee or subcontractor agrees to similar confidentiality requirements.

## 7. INSTRUCTIONS FOR SUBMITTAL

1. **Submission of RFP:** Final submission of this RFP must be in one (1) electronic copy of your proposal no later than October 6, 2023 at 2:00pm. and must contain an original signature. Failure to respond within the timelines established within this RFP will result in disqualification of any untimely proposals(s).
  - a. Electronic Proposals must be submitted to: John Radesi, Construction Manager. North Greece Fire District, @ [jradesi@christa.com](mailto:jradesi@christa.com)

- b. Offerors are responsible for reporting in writing any errors, omissions, or ambiguities found in the RFP. All such reports, requests for information, questions, etc shall be made in writing to [jradesi@christa.com](mailto:jradesi@christa.com). Questions will not be entertained by any other means. All questions must be submitted by October 4, 2023. Answers to all questions will be answered as part of an Addenda to this RFP to all offerors. Questions to this RFP will not be responded to individually or via phone.

**8. EVALUATION CRITERIA: see detail for description – Sections A-E**

Proposals received will be based on a weighted scoring system that will be applied to each of the following Evaluation Criteria sections.

*Section A: Qualifications Based Selection (QBS)*

*Section B: Summary of services rendered to the District*

*Section C: Breakdown of individual team members who would be performing and participating in work*

*Section D: Experience*

*Section E: Terms and Conditions*

*Section F: Pricing*

**Section A of the Evaluation Criteria: QBS**

The North Greece Fire District will utilize a Qualification Based Selection criterion that will incorporate quality with integrity through a selection procedure that enhances the probability of value while guarding against unfairness. Please provide a brief synopsis of your experience with paving and road work. Please include any innovative ideas that you feel will provide value and flexibility to the North Greece Fire District.

**Section B of the Evaluation Criteria: Summary of services rendered to the Town**

Ability to perform the required work as scheduled in the Scope of Work. Provide no more than 1 page to outline the firm's ability to complete the work within the described budget and schedule. The outline will summarize the Services to be provided along with proposed time frame

**Section C of the Evaluation Criteria: Breakdown of individual team members who would be performing and participating in work**

- a. Please describe the advantages that distinguish your team/firm as the leader in successful road reconstruction projects similar to the one described, and how those processes and/or elements will specifically benefit the North Greece Fire District. **Limit this narrative to no more than 1 page.**
- b. Provide an organization chart of the proposed team and a resume for each of the primary team members by discipline.

**Section D of the Evaluation Criteria: Listing of existing clients detailing similar work**

This section is limited to 2 pages.

Provide a listing of similar projects/work with a brief narrative of improvements, including any special features, design originality and adaptability to continuous improvement. Please include contact information for each project listed.

**Section E of Evaluation Criteria: Terms and Conditions**

In order to be considered, all submissions must respond to all items outlined in the Scope of Work.

1. On one page please acknowledge that you have read the Scope of Work and understand the parameters of the project.
2. Indicate your acceptance of the North Greece Fire District Insurance and Indemnification requirements. See Sample Certificate attached.
3. Indicate your acceptance of the AIA General Conditions B132-2009

**Section F of Evaluation Criteria: Pricing**

Provide you pricing on the attached Form of Proposal.

*The pricing must emailed to John Radesi : [jradesi@christa.com](mailto:jradesi@christa.com)*

**9. SCOPE OF WORK**

**1. Facility**

- a. The District is seeking a Contractor to saw cut existing pavement, remove existing asphalt perform undercuts as needed and pave the area indicated in the attached phot image.

- b. The work includes but is not limited to the following:

Pre bid meeting Mobilization and demobilization Surveying

Traffic Protection

Performance and Payment Bonds Allowance

Prevailing wages

Install silt fence around perimeter of site and maintain as needed to the completion of the project

Install Inlet protection for all new and existing storm structures Maintain access to garage door at all times

Saw Cut Existing Asphalt

Remove existing asphalt and Haul off site

Proof roll existing surface with 10 wheel dump truck

Perform undercuts as needed and replace with #2 crusher run

Import #2 crusher run as needed to create proper drainage for pavement



Install storm sewer: (3) catch basins and approx 300' of 8" HDPE including pipe bedding and #2 crusher run for backfill  
All excess materials to be haul off site  
Import/place/compact #2 crusher run as needed to create proper drainage for pavement  
Fine grade crusher run  
Pavement  
2.5" of type 1 base  
2" of type 3 binder  
1" of type 6 top  
Tack coat between all layers  
Remove and replace fence as needed  
Lawn Restoration work  
No Asphalt index will be provided

- c. This is a prevailing wage project with full time site supervision.
- d. Performance and Payment Bond will be required.

2. **Building Requirements** The contractor selected for this project will take the lead on the site and civil engineering, layout, survey, among other duties not listed. The contractor will work closely with the District during layout. The contractor will:

- a. Obtain all utility information and coordinate all work with public utilities. [OB]

3. **Design Schedule** The contractor shall diligently render services in accordance with anticipated project duration as detailed in this RFP.

4. **Design Services During Procurement** The Contractor shall:

- a. Attend the Pre-Bid Conference and walkthrough to familiarize with this project.

### **Term**

The District anticipates that the construction project shall be completed within 2 months. The District reserves the right to extend the contract as needed to complete this project for up to 1 additional month, at the sole discretion of the District and under the terms and condition of the original RFP, unless alternate terms are specified in this RFP and/or the contract for renewals/extensions.

### **Contract Negotiation**

Proposals for construction will be evaluated in a manner consistent with the General Municipal Law 103 and with the North Greece Fire District Code. Interviews may, at the discretion of the District be conducted with those offerors whose proposals prove them to be qualified,

responsible and capable of fulfilling the requirements of this RFP. Negotiation with ranked offerors to establish detailed scope of services, fair and reasonable fee and other terms and conditions of the service agreement will be conducted at the discretion of the District and any award is subject to the approval of the Greece District Board. The contract that may be entered into will be in a form as approved by Attorneys from the Town. The North Greece Fire District reserves the right to consider proposal or modifications thereof received at any time before the contract is awarded, if such action is in the best interest of the North Greece Fire District.

### **Incurring Cost**

The North Greece Fire District is not liable for any costs incurred by offerors to prepare response prior to the effective date of the contract.

### **Contractor Interviews**

The District Board will determine what Offerors, who submit a proposal, will be required to make an oral presentation of their Proposal to the North Greece Fire District. These Interviews will be scheduled on or about TBD.

### **Evaluation Criteria**

When the North Greece Fire District elects to interview any offerors, they will select offerors based on the proposals received based on the weighted scoring for each of the following items listed below. The selection criteria shall consist of the following outline, but is not limited to the following:

- a. Project understanding
- b. Project approach
- c. Specific experience with similar projects
- d. Quality of proposal staff
- e. Other Factors

### **Reservation Rights**

The North Greece Fire District reserves the right to refuse any and all proposals in part or entirely, to disregard all nonconforming, nonresponsive or conditional proposals and to waive any and all informalities. The North Greece Fire District will base its selection on the basis of the greatest value/benefit to the District as determined by the evaluation committee.

### **Clarification/Questions Pertaining to RFP**

All questions to this RFP must be submitted **IN EMAIL ONLY**.

## **10. FORM OF PROPOSAL**

- Attachment A – Form of Proposal

# ATTACHMENT A

## Form of Proposal

### Pavement Reconstruction of the North Greece Fire District Asphalt Area

**Section A: Pricing (provide in a sealed envelope)**

Cost Category – Construction Costs	
LUMP SUM FEE: <u>Pavement Reconstruction</u> _____	\$ _____
(Cost Breakdown of Lump Sum for Information Purposes shall be provided upon Request) Acknowledgement indicated w/X	<input type="checkbox"/>
Construction Duration	2 Months

---

Contractor

Date