

HASTINGS ON HUDSON UNION FREE SCHOOL DISTRICT  
27 FARRAGUT AVENUE, HASTINGS ON HUDSON, NY 10706  
RFP# 2019-07 GEOTECHNICAL SERVICES

REQUEST FOR PROPOSALS

RFP#2019-07

GEOTECHNICAL SERVICES

DUE: Friday, September 20, 2019

Return to:  
Maureen Caraballo  
District Treasurer  
Hastings on Hudson UFSD  
27 Farragut Avenue  
Hastings on Hudson, NY 10706

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## I. ABOUT THIS RFP

The Hastings on Hudson Union Free School District Community has approved a Bond Project, and it is currently being developed by the District's Architect, H2M Architects + Engineers. The project will involve a new addition and alterations at the Hillside Elementary School.

The work in this RFP shall include all labor, materials and equipment necessary to perform:

1. a subsurface soil investigation, which will include the drilling of multiple test borings at the above location, and as shown on the attached Sketch. The boring on the attached sketch will be drilled to a minimum depth as indicated. A minimum of thirty (30) feet of good material must be encountered at the boring location before termination. It is anticipated that bedrock will be encountered at a shallow depth.
2. a infiltration test pit to the west of the basketball court. Proposed location of the infiltration area is shown on the attached schematic plan. Infiltration testing shall follow the New York Stormwater Management Design Manual – Appendix D: Infiltration Testing Requirements attached and shall be performed in compliance with NYSDEC guidelines.

The contractor is directed to inspect the site prior to submission of a quotation and shall make no claims regarding the conditions thereafter.

All work under this proposal shall be conducted in accordance with Section 1802 – Foundation and Soils Investigations – of the New York State Building Code. Samples and blow counts shall be obtained and reported in accordance with ASTM D-1586, "Standard Test Method for Penetration Test and Split-Barrel Sampling of Soils". Soil shall be classified in accordance with the Unified Soil Classification System. The contractor shall include the various soil characteristics of each prominent soil layer, and water. We require that a soils investigation report be prepared summarizing your findings, conditions and recommendations. In addition to the recommendations required by section 1802.6 of the New York State Building Code, the contractor shall include the site classification for on-site soils as per section 1615.1.1 of the New York State Building Code. It is anticipated that the type of construction will be of a two story masonry and structural steel construction with conventional spread footings and foundation walls. It is anticipated that the foundation of the building shall extend to a depth of approximately 4 feet below existing grade.

Work under this proposal, including the report, shall be completed within Thirty (30) consecutive calendar days from the date of the "Notice to Proceed".

## II. THE SELECTION PROCESS

### 1. Schedule-

The Hastings on Hudson Union Free School District anticipates proceeding with the selection process according to the following schedule:

**Deadline for submission of proposals: by September 20, 2019 @ 1:00 pm**

**Selection of and issuance of Letter of Intent: Approx. September 27, 2019**

### 2. Site Visits

Site visits can be made by contacting:

Joseph Marorana

Director of Facilities

Hastings on Hudson UFSD

[martoranaj@hohschools.org](mailto:martoranaj@hohschools.org)

### 3. Proposal Evaluation Criteria

Proposals will be evaluated on the basis of the following criteria:

Qualifications of the Proposer: The successful proposer should demonstrate strong skills (both field and office) in developing accurate soil reports and have significant experience and reputation in projects similar to those described in this RFP. Experience can be exhibited in the resumes of the proposed staff as well as the work experience of the proposing entity (individual or firm). Similar experience will be understood to include, but not be limited to:

1. A history of providing Subsurface soil investigation with an emphasis on strong experience on projects of similar size and/or scope as the project described in this RFP.

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#### 4. Project Manager Requirements

The Person(s) assigned to perform the duties and responsibilities of the Consultants Project Manager which are set forth in this RFP should be available daily on an as needed basis, to provide the services required. The person(s) so assigned should possess an extensive knowledge of subsurface soil investigation with an Emphasis on field activities in order to perform these duties adequately. A minimum of ten (10) years experience in similar project is required.

#### 5. Insurance Requirements

When the proposal is submitted, the proposer will include a certificate of insurance. The Proposer will provide and maintain insurance coverage for claims under Worker's Compensation Acts; claims for damages because of bodily injury, including personal injury, sickness or disease, or death of employees or any other person; and from claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom. The proposal shall state the coverage's and limits of liability of professional liability insurance that will be maintained for protection from claims arising out of performance services. Certificates of Insurance evidencing the above coverage's shall be made available at the Owner's request. The Proposer agrees to indemnify, defend and hold harmless the School District, Architect and Construction Manager and its authorized officers, trustees, agents, and employees (the "Indemnities") from any claim, damage, liability, expense or loss including reasonable attorneys' fees and other costs, except for gross negligence or willful misconduct of the School District, Architect or Construction Manager or its respective shareholders, officers, directors, agents, employees, or consultants, or breach of this Agreement.

Provide a policy with the following minimum requirements:

- Commercial General Liability Insurance, 1,000,000 each occurrence, 2,000,000 General Aggregate.
- Automobile liability Insurance, 1,000,000 combined single limit
  
- Policy shall name Hastings on Hudson UFSD, Triton Construction and H2M Architects + Engineers as additional insured.

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- Provide required endorsements.

### III. RFP PROCEDURES

#### 1. Information

Questions concerning the RFP and the procedures for responding should be directed to:

Thomas Danis

H2M Architects + Engineers

Tel. 914-358-5623 Ext. 2061

[tdanis@h2m.com](mailto:tdanis@h2m.com)

Kevin Sawyer

Triton Construction Co.

Tel. 212 388 5700

Mobile 845 821 3354

[k-sawyer@tritonconstruction.net](mailto:k-sawyer@tritonconstruction.net)

#### 2. Submission of Proposals

Respondents should submit an original and two (2) copies of their proposal at the offices of:

Treasurer

Hastings on Hudson Union Free School District

27 Farragut Ave. Hastings on Hudson 10706

Attn: Maureen Caraballo

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**Faxed proposals will not be accepted.**

The proposal should be sealed and clearly identified on the envelope as follows:

“Subsurface Soil Investigation”

Hastings on Hudson UFSD

Name of Proposing Firm

### 3. Right to Reject Proposals

This RFP does not commit the School District to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services. The School District intends to award a contract on the basis of the best interest and advantage to the School District, and reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the School District to do so. The School District may select as the successful proposer that proposal which, in the School District’s sole discretion and with whatever modifications the School District and the proposer may mutually agree upon, best meets the School District’s requirements whether or not that proposal is the lowest priced. No proposer shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the School District, in its sole discretion, shall enter into a contract with the proposer that it selects as the successful vendor.

## IV. PROPOSAL FORMAT

Proposals must be submitted in the format outlined in this section. This format will allow the evaluation process to proceed efficiently. Each of the described parts and sections must be completed in full (except those sections described as optional). Each proposal will be reviewed to determine if it is complete prior to actual

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evaluation. The School District reserves the right to eliminate from further consideration any proposal deemed to be non-responsive to the requests for information contained herein. Each of the sections described below should begin on a separate page, and each page should be labeled with the name of the proposer and the section contained thereon.

**PART – A Contractor History & Qualifications**

The proposal must contain the following information about the proposer and any independent contractor with which the proposer intends to work on the project.

1) This section should describe the overall make-up of the project team. Include a chart depicting the management structure envisioned for the project.

2) This Section should provide information about the proposer and each independent contractor, if applicable. (Addresses, telephone/fax numbers, names of contact person and lead person). Individual resumes for each of the individuals on the project team must be included in this section.

3) In this Section, the proposer should describe the prior relevant experience of the proposer and members of the project team, and independent contractors, if any. For each include the information listed below:

- a. Client's name, contact person, and phone number
- b. Architect of Record, contact person, and phone number
- c. Total project cost

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- d. Type of contract
- e. Brief description of the project's scope of services and status (including type of facility at which project was implemented, the project schedule, cost containment achievements).

**PART - B Fee Proposal**

Proposals submitted pursuant to this RFP shall include the Proposer's cost to perform the services described in this RFP. Fee proposals should be presented in a dollar format with all relevant unit rates called out if applicable. All specifications and bid packages shall be written in Word and drawings shall be in AutoCad 2000. All documents shall be transmitted to the in both paper format and electronically.

**V. COMPENSATION**

See Attached Fee Proposal P-1

**VI. PROJECT SCHEDULE**

It is anticipated that the work will begin in September and/or October of 2019. The contract time period will be 30 Days.

**VII. CONTRACT DOCUMENTS PROVIDED:**

**Included as a part of this bid package are the following documents:**

- **Fee Proposal**
- **Bid Proposal Certification**
- **Site Sketch showing location of testing.**
- **New York Stormwater Management Design Manuel- Appendix D**



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**FEE PROPOSAL**

**SOILS INVESTIGATION**

**HASTINGS-ON-HUDSON UNION FREE SCHOOL DISTRICT**

**HILLSIDE ELEMENTARY  
SCHOOL - BUILDING  
ADDITION**

**120 LEFURGY AVENUE,  
HASTINGS-ON-HUDSON,  
NY 10706**

**H2M PROJECT NO.: HHSD 1904**

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>PRICE</u>
ITEM 1	LUMP SUM price for test borings including Mobilization and Demobilization and report  LUMP SUM _____ \$ _____  (Approximate quantity 120 L.F.)	
ITEM 2	LUMP SUM price for infiltration test pit including report  LUMP SUM _____ \$ _____	
<b>TOTAL (SUM OF ITEMS 1 &amp; 2)</b> _____		<b>\$</b> _____
ITEM U-1	Price per linear foot of soil boring with samples taken obtained by the Standard Penetration Test Method and blow counts reported in accordance with ASTM D-1586.  UNIT PRICE _____	\$ _____

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ITEM U-2 Price per test pit to a 6' Depth (Included excavation and backfill,  
Observation photos and report of findings)  
UNIT PRICE \_\_\_\_\_ \$ \_\_\_\_\_

AUTHORIZED

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY  
NAME: \_\_\_\_\_

COMPANY  
ADDRESS: \_\_\_\_\_

TELEPHONE  
NO: \_\_\_\_\_

**BID PROPOSAL CERTIFICATIONS**

**Firm Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Fax Number** \_\_\_\_\_ **Date** \_\_\_\_\_

**1. General Bid Certifications**

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

**2. NON-COLLUSIVE BIDDING CERTIFICATION**

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivisions of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule regulation, or local law, for work or services performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury;

**Non-Collusive Bidding Certification.**

(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder, and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award not shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

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The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph (a) 1.

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed to be performed, or goods sold or to be sold, where competitive bidding is required by state, rule regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature  
(Authorized) \_\_\_\_\_

Title \_\_\_\_\_

### General Notes Pertinent to All Testing

1. For infiltration practices, a minimum field infiltration rate ( $f_c$ ) of 0.5 inches per hour is required; areas yielding a lower rate preclude these practices. If the minimum  $f_c$  exceeds two inches per hour, half of the WQ<sub>v</sub> must be treated by an upstream SMP that does allow infiltration. For F-1 and F-6 practices, no minimum infiltration rate is required if these facilities are designed with a “day-lighting” underdrain system; otherwise these facilities require a 0.5 inch per hour rate.
2. Number of required borings is based on the size of the proposed facility. Testing is done in two phases, (1) Initial Feasibility, and (2) Concept Design Testing.
3. Testing is to be conducted by a qualified professional. This professional shall either be a registered professional engineer in the State of New York, a soils scientist or geologist also licensed in the State of New York.

### Initial Feasibility Testing

Feasibility testing is conducted to determine whether full-scale testing is necessary, and is meant to screen unsuitable sites, and reduce testing costs. A soil boring is not required at this stage. However, a designer or landowner may opt to engage Concept Design Borings per Table H-1 at his or her discretion, without feasibility testing.

Initial testing involves either one field test per facility, regardless of type or size, or previous testing data, such as the following:

- \* septic percolation testing on-site, within 200 feet of the proposed SMP location, and on the same contour [can establish initial rate, water table and/or depth to bedrock]
- \* previous written geotechnical reporting on the site location as prepared by a qualified geotechnical consultant
- \* NRCS County Soil Mapping *showing an unsuitable soil group* such as a hydrologic group “D” soil in a low-lying area, or a Marlboro Clay

If the results of initial feasibility testing as determined by a qualified professional show that an infiltration rate of greater than 0.5 inches per hour is probable, then the number of *concept design test* pits shall be per the following table. An encased soil boring may be substituted for a test pit, if desired.

**Table D-1 Infiltration Testing Summary Table**

Type of Facility	Initial Feasibility Testing	Concept Design Testing (initial testing yields a rate greater than 0.5"/hr)	Concept Design Testing (initial testing yields a rate lower than 0.5"/hr)
I-1 (trench)	1 field percolation test, test pit not required	1 infiltration test and 1 test pit per 50' of trench	not acceptable practice
I-2 (basin)	1 field percolation test, test pit not required	1 infiltration test* and 1 test pit per 200 sf of basin area	not acceptable practice
F-1 (sand filter)	1 field percolation test, test pit not required	1 infiltration test and 1 test pit per 200 sf of filter area (no underdrains required**)	underdrains required
F-6 (bioretention)	1 field percolation test, test pit not required	1 infiltration test and 1 test pit per 200 sf of filter area (no underdrains required**)	underdrains required

\*feasibility test information already counts for one test location

\*\* underdrain installation still strongly suggested

**Documentation**

Infiltration testing data shall be documented, which shall also include a description of the infiltration testing method, if completed. This is to ensure that the tester understands the procedure.

**Test Pit/Boring Requirements**

- a. excavate a test pit or dig a standard soil boring to a minimum depth of 4 feet below the proposed facility bottom elevation
- b. determine depth to groundwater table (if within 4 feet of proposed bottom) upon initial digging or drilling, and again 24 hours later
- c. conduct Standard Penetration Testing (SPT) every 2' to a depth of 4 feet below the facility bottom
- d. determine USDA or Unified Soil Classification System textures at the proposed bottom and 4 feet below the bottom of the SMP
- e. determine depth to bedrock (if within 4 feet of proposed bottom)
- f. The soil description should include all soil horizons.
- g. The location of the test pit or boring shall correspond to the SMP location; test pit/soil boring stakes are to be left in the field for inspection purposes and shall be clearly labeled as such.

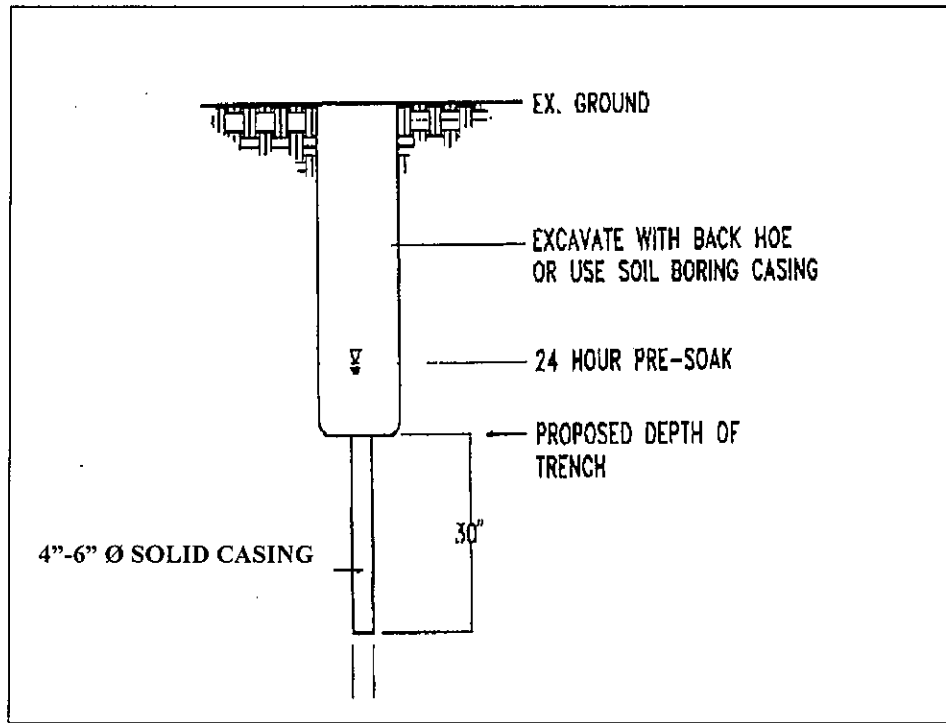
**Infiltration Testing Requirements**

- a. Install casing (solid 4-6 inch diameter, 30" length) to 24" below proposed SMP bottom (see Figure D-1).

- b. Remove any smeared soiled surfaces and provide a natural soil interface into which water may percolate. Remove all loose material from the casing. Upon the tester's discretion, a two (2) inch layer of coarse sand or fine gravel may be placed to protect the bottom from scouring and sediment. Fill casing with *clean* water to a depth of 24" and allow to pre-soak for twenty-four hours
- c. Twenty-four hours later, refill casing with another 24" of clean water and monitor water level (measured drop from the top of the casing) for 1 hour. Repeat this procedure (filling the casing each time) three additional times, for a total of four observations. Upon the tester's discretion, the final field rate may either be the average of the four observations, or the value of the last observation. The final rate shall be reported in *inches per hour*.
- d. May be done though a boring or open excavation.
- e. The location of the test shall correspond to the SMP location.
- f. Upon completion of the testing, the casings shall be immediately pulled, and the test pit shall be back-filled.



Figure D.1 Infiltration Testing Requirements



### Laboratory Testing

- a. Grain-size sieve analysis and hydrometer tests where appropriate may be used to determine USDA soils classification and textural analysis. Visual field inspection by a qualified professional may also be used, provided it is documented. *The use of lab testing to establish infiltration rates is prohibited.*

### Bioretention Testing

All areas to be used as bioretention facilities shall be back-filled with a suitable sandy loam planting media. The borrow source of this media, which may be the same or different location from the bioretention area itself, must be tested as follows:

If the borrow area is virgin, undisturbed soil, one test is required per 200 sf of borrow area; the test consists of “grab” samples at one foot depth intervals to the bottom of the borrow area. All samples at the testing location are then mixed, and the resulting sample is then lab-tested to meet the following criteria:

- a) USDA minimum textural analysis requirements: A textural analysis is required from the site stockpiled topsoil. If topsoil is imported, then a texture analysis shall be performed for each location where the top soil was excavated.

Minimum requirements:

sand 35 - 60%

silt 30 - 55%

clay 10 - 25%

- b) The soil shall be a uniform mix, free of stones, stumps, roots or other similar objects larger than two inches.
- c) Consult the bioretention construction specifications (Appendix J) for further guidance on preparing the soil for a bioretention area.

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