



704 W. Perimeter Rd.
Frewsburg, NY 14738
716-354-2615
www.Onoville.com

Administrative Offices:
Catt. County Dept. of EDPT
303 Court St.
Little Valley, NY 14755
716-938-2310

REQUEST FOR PROPOSAL

Schematic Design, Design Development and Construction Documents for Stage Construction at the Onoville Marina Park

DATE: February 14, 2025

FROM: Cattaraugus County Department of Economic Development, Planning and Tourism for Onoville Marina Park

I. General Information

Onoville Marina Park is located on the southwest side of the Allegheny River on the west bank of the Allegheny Reservoir, just north of the Pennsylvania state line. By car, Onoville Marina is roughly 8 miles south of exit 17 off Interstate 186 by way of West Perimeter Road, to the Marinas east is the Seneca Nation of Indians Territory. The Park is a popular retreat for many families throughout Western New York and Pennsylvania. The land is owned by the US Army Corps of Engineers and is leased to the County to facilitate the Park and its operations.

Cattaraugus County Department of Economic Development, Planning and Tourism (CCEDPT) oversees the operation of Onoville Marina Park. CCEDPT invites the submittal of responses to this Request for Proposal from qualified engineering firms interested in providing design services for the Onoville Marina Park Stage Design. The Design firm will be tasked with paying close attention to structural considerations water level issues, and weather-related incidents and create a design that will use the most appropriate and cost-effective materials and construction techniques that will withstand years of use. Consultant teams will provide professional services including but not limited to landscape architecture, architecture, mechanical and electrical engineering, and natural resource services as needed for the following phases: schematic design, design development, and construction documents intended for constructing a performance venue at the Onoville Marina Park. The venue will consist of a low-profile stage and all associated features such as back of stage access required for hosting music events.

All questions need to be submitted through the Onoville Marina Park Project site at: www.CattCo.org/OMP202502STAGE

Questions Due Electronically: February 25, 2025

Proposal due: March 11, 2025 2PM Eastern Standard Time - kmostricker@cattco.org

Expected Start Date: TBD

Please contact Kate O'Stricker at kmostricker@cattco.org or by phone at 716-938-2320 for any questions or concerns.

II. Purpose

The purpose of this RFP is for the development of construction documents for a performance stage at the Onoville Marina Park. The Construction document set will ultimately be used for soliciting contractor bids for this project. The schematic design phase shall conclude with a rendering of the final shape, location, and style of the stage and backstage access. The shape, location, and style of the stage shall be guided by CCEDPT principles and blend in with the surrounds of the park including the topography and existing landscape features and view sheds.

III. Scope of Work

Please carefully read the following information that details the County's expectations in relation to the project scope of work. The selected contractor will provide the county with professional services to realize the successful implementations of all aspects of this scope.

The following describes the scope of work to be considered for this RFP:

1. Design services to include schematic design, design development, and construction documents as well as bidding assistance and negotiations.
2. Review of applicable planning documents and other relevant existing information.
3. A topographic survey for the Eastern side of the park where the stage will be located. Include underground utility locating.
4. Landscape Architecture and Civil Engineering for ADA accessible site improvements, pedestrian improvements, stormwater management upgrades to meet current requirements and any additional associated site utilities.
5. Architectural design of the stage and associated coordination.
6. Graphic visualization through 3D renderings or drawings.
7. Electrical Engineering design for site lighting and power for performance stages.
8. Structural Engineering design and review for stage foundations.
9. Coordination with and approval by all other state and local agencies as required.
10. Geotechnical investigation to determine the soil bearing capacity for the stage foundation footers.
11. Development of construction documents and specifications.

DETAIL FOR DESIGN SERVICES SCHEMATIC DESIGN

Tasks for developing a SD level set of construction documents for review:

1. Review meetings with CCEDPT and OMP
2. Develop schematic site plan, review with owner.
3. Schematic level plans for demolition, grading, civil utilizes, and site improvements.
4. Schematic opinion of probable costs.
5. Proposed specification table of contents.

DESIGN DEVELOPMENT

Tasks:

1. Review meeting with owner.

2. Preliminary plans for, EPSC, demolition, grading and drainage, civil utilities, architectural, structural, electrical, site improvements, landscape improvements and associated details.
3. Update opinion of probable cost.
4. Develop preliminary specifications.

CONSTRUCTION DOCUMENTS

Tasks:

1. Demolition, EPSC, tree preservation plans, grading and drainage, architectural, structural, site civil utilities, electrical, materials and layout, planting plans and associated details.
2. Review meetings.
3. Complete specification set.
4. Final utility coordination.
5. Final opinion of probable cost.
6. Final bid package for advertisement.

BIDDING AND NEGOTIATIONS

Tasks:

1. Attend pre-bid meeting.
2. Assist CCEDPT and OPM in answering contractor questions.
3. Review bids with CCEDPT and OPM and provide recommendations.

CONSTRUCTION AND CONSTRUCTION ADMIN

Tasks:

1. Review submittals.
2. Job site visits as needed.
3. Prepare field reports as needed.
4. Mandatory final site visit.
5. Provide a recommended maintenance plan for the landscape and stage area.

SUBMITTAL REQUIREMENTS AND CRITERIA:

Interested firms are encouraged to submit their RFP's which shall include the following information:

- A. Plan project approach
- B. Firm's contact information
- C. Subcontracting firms to be included on the project team and their respective roles
- D. Name and assignment of key personnel
- E. Summary and photo documentation of firm's recent experience
- F. Summary and photo documentation of the work of key personnel with similar or representative projects. Provide information as follows:
 - Task
 - Person assigned
 - Similar or representative project experience
- G. A narrative describing the project approach
- H. Ability to meet timelines and integrate this project into the firm's present workload

- I. References: names and telephone numbers of previous clients with a description of the type of project completed, the time frame for the process, and the date completed.

IV. Evaluation Criteria and Selection Process:

All proposals shall be reviewed and evaluated by CCEDPT Staff. Those companies determined acceptable for the award based on an evaluation using the selection criteria reflected below, will be interviewed either in person, on-line or by phone whichever is deemed most appropriate by the selection committee.

- Quality of proposed staff filling key positions and record of previously completed projects (minimum of 3, but not more than 5) of similar scope and size completed within the past 5-10 years. Please include a verifiable record of completing projects on time and on budget. A record of providing services that fully met or exceeded the client's expectations.
- Proposed Project Process Plan that includes a process design that demonstrates a detailed and comprehensive understanding of the project scope of services. The plan/process design includes all the requisite resources and the proposed schedule meets the project required timeline for project completion. The individual proposed to act as the primary contact that has the requisite skills and direct experience necessary to successfully complete the project goals/objectives. The Process Plan accurately identifies all major challenges/opportunities and includes innovative/creative proposed solutions (best practices) that have produced verifiable positive results on past projects.
 - Anticipated Project Schedule- Due no later than June 30th, 2025.
 - Total fee for services

AWARD OF A CONTRACT

After all interviews have been completed, the selection committee will forward their final recommendation for award to the Cattaraugus County Legislature for approval. The award will be made to the most qualified company after evaluation of all responses, interviews, a thorough review of their qualifications, completion of negotiations and acceptance of their fee.

The right is reserved to reject any and all responses received; and, in all cases, the CCEDPT will be the sole judge as to whether the response has, or has not, satisfactorily met the requirements of this RFP.

All questions need to be submitted through the Onoville Marina Park Project site

Questions Due Electronically: February 25, 2025

Proposal due: March 11, 2025 2PM Eastern Standard Time - kmostricker@cattco.org

Expected Start Date: TBD

Please contact Kate O'Stricker at kmostricker@cattco.org or by phone at 716-938-2320 for any questions or concerns.