Village of Haverstraw
40 New Main Street
Haverstraw, NY 10927

REQUEST FOR PROPOSALS

MAIN STREET POCKET PARK
Surveying, Design and Engineering Services



JUNE 25, 2025

RESPONSES DUE FRIDAY, AUGUST 8, 2025

NEW YORK STATE OF OPPORTUNITY. Downtown Revitalization Initiative

Haverstraw Downtown Revitalization Initiative

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I. Project Overview

A. Purpose

The Village of Haverstraw is interested in retaining a consultant to conduct the surveying, design, and engineering services for the construction of renovations to an existing park to increase opportunities for community socialization and passive recreation within downtown, while improving the visual appearance of Main Street. This Request for Proposals (RFP) is intended to help the Village select a qualified and experienced consultant.

B. Project Organization

The proposer shall provide a project management team experienced in the design of this type of project to supervise and assume responsibility for all project tasks, activities, and reports.

C. Project Direction

Primary interface of the selected consultant with the Village of Haverstraw will be through the Mayor of Haverstraw's office. The Mayor, his staff, and the Village's planning consultant will be responsible for the direction, review, and approval of all work as well as the program administration of the contract for compliance with, and interpretation of, the project's scope, schedule, and budget.

In carrying out these functions, the Mayor will utilize the various departments and personnel of the Village as required to insure the project is consistent with Village's policies, procedures, and experiences.

D. Period of Performance

All proposals shall be predicated on a period of performance commencing upon award of the agreement to the selected consultant. It is anticipated that the design should not take more than *four* (*4) months* to complete.

E. Site Visit

All proposers are encouraged to attend a site visit with the Village's staff and consultants on ***Wednesday, July 9, 2025***, at the park, at 10:00 a.m. at the northwest corner of Main Street and Rockland Street. All proposers are also free to examine the project site during normal working hours prior to the proposal due date specified in Proposal Delivery, Section III, F.

II. Scope of Work

A. Project Description

The Village has obtained grants through the New York State Department of State's Downtown Revitalization Initiative (DRI), and the Federal Community Development Block Grant Program (CDBG) to renovate an existing public park at the corner of Rockland and Main Streets. This pocket park is an important part of downtown Haverstraw, offering respite and a place for community gathering in a dense downtown. However, the park lacks the amenities or design to serve the community in a meaningful way. The existing park consists of a single, diagonal path connecting the two entrances, a single bench, and light landscaping (lawn, young trees, and shrubs). Per the Village, the park is not well used and is primarily used for dog walking. Overall, the park is small in size at 2,400 square feet, giving it the designation of a "pocket park."

Attachment A is a conceptual plan of the renovated park as shown in the Village's DRI application; the image is for background and location purposes only. Attachment B includes a Location Map.

The selected consultant's scope of work includes:

1. A topographic survey of the proposed location of the park,
2. Preparing detailed design plans and specifications for a public bid,
3. Developing the bid documents,
4. Providing assistance during the construction phase in scheduling and chairing a pre-construction meeting, preparing meeting minutes, and reviewing submittals, and
5. Performing site visits during construction, reviewing contractor requests for payment, and project close-out.

B. Products and Deliverables

The selected consultant will be responsible for producing the following products:

1. Draft design of the renovated park within the context of the project.
    a. Draft designs will be based on the conceptual designs from the DRI Strategic Investment Plan.
    b. Draft designs should be submitted along with any supporting materials including maps, tables, data, written discussions, and other necessary information.
    c. Presentation of the draft designs to the Village Board of Trustees at a regular board meeting.
2. Final design of the park and construction documents including drawings, plans, specifications, and cost estimates.
    a. These documents must be certified by a licensed professional engineer or landscape architect.
    b. Documents are subject to approval by the NYS Department of State.
    c. Presentation of the final design to the Village Board of Trustees at a regular board meeting.
    d. Final design must be signed by a certified landscape architect or engineer.
3. Submission of all required permits and approvals to the NYS Department of State.
4. Written documentation of site visits along with photo-documentation and problem identification.
    a. This will take place once construction has commenced.
    b. Progress notifications will be submitted to the DOS monthly (or more frequently if determined necessary).
5. Statement of project completion, certified as-built plans, and a final report.

C. MWBE Outreach

The Village's contract with DOS for the DRI funding contains Minority and Women-Owned Business Enterprise Goals utilization goals for the expenditures related to the work detailed in this RFP. The goal is for at least 15% participation of MBEs and 15% participation of WBEs. The consultants shall reference the New York State Directory of Certified Minority and Women-Owned Businesses at this address: https://ny.newnycontracts.com/.

The consultant will be expected to submit an M/WBE utilization plan identifying which MWBE firms are included in the project and submit that to the Village if selected. The consultant will also need to document good faith efforts to meet the MWBE participation goals as part of their proposal, including any proposed sub-contractors.

D. Statement of Rights

The Village reserves the right, and may at its sole discretion, exercise the following rights and options with respect to this Request for Proposals:

1. to reject any and all proposals;
2. to issue additional solicitations for proposals and/or amendments to this Request for Proposals;
3. to waive any irregularities in proposals received after notification to proposers affected;
4. to select any proposal as the basis for negotiations of a contract, and to negotiate with proposers for amendments or other modifications to their proposals;
5. to conduct investigations with respect to the qualifications of each proposer;
6. to exercise at its discretion and apply its judgment with respect to any aspect of this Request for Proposals, the evaluation of proposals, and the negotiation and award of any contract;
7. to enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals;
8. to select the proposal that best satisfies the interests of the Village and not necessarily on the basis of price or any other single factor.

E. Inquiries

All inquiries regarding the project and the proposal arising during the process of proposal preparation are to be made ***in writing, via e-mail,*** until ***Friday, July 14, 2025***. Answers to those inquiries will be made via email to all potential proposers. Answers to the inquiries will also be posted on the Village's website by ***Friday, July 18, 2025***.

Inquiries are to be directed in writing to:

Mayor Michael F. Kohut
michael.kohut@vohny.com

F. Addenda and Supplements to Request for Proposal

In the event that it becomes necessary to revise any part of this request for proposals, or if additional information is necessary to enable the proposer to make an adequate interpretation of the provisions of this request for proposals, a supplement to the request for proposals will be posted on the Village's website by ***Wednesday, July 25, 2025***.

G. Cost of Proposal Preparation

No reimbursement will be made for any costs incurred for preparation of proposals and/or interviews.

H. Contract

If the Village selects a proposal, a formal written contract shall be entered into between the Village and the successful proposer. The proposal, or any part thereof, submitted by the successful proposer, may be attached or become a part of the contract. The contract shall not become binding until signed by both parties.

III. Proposal Requirements

A. Proposal Content and Format

This Request for Proposals is intended to provide interested consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the proposal should respond to information presented in this Request for Proposals. The proposal submission shall strictly adhere to the following format, including page limits, and is not intended to be an expensive or elaborate presentation. Any proposal that violates these requirements shall be judged non-responsive regardless of the remainder of its contents.

Proposal Format:

Part A: A brief understanding of the project objectives and scope of work. This part is limited to two pages.

Part B: A listing of recent and relevant experience in similar projects that includes the firm's function during those projects (prime or subconsultant, project cost, the firm's share of total project costs, etc.). Three references from the above list including a contact's phone number and an address at the agency where the work was performed. This part is limited to three pages.

Part C: One-page resumes of the key personnel of the consultant (principal, project manager and project designer only) and all subconsultants (project manager only) that will be assigned to this project.

Part D: Cost proposal that includes the following:

1. Breakdown of costs for surveying services, engineering design services, bid document development services, and construction inspection/administration services.
2. Any anticipated expenses shall be noted.
3. A kickoff meeting, two rounds of revisions, and attendance at two Village Board meetings to:
    a. receive feedback from the Board and public on initial design and,
    b. final presentation on final design.

Part E: Estimated project schedule.

In addition, after the proposals have been submitted to the Village, interviews with the most qualified responsive parties may be scheduled. Each party may be expected to make a formal presentation on the content of its proposal and its ability to undertake the required work.

B. Proposer Qualifications

An individual must be duly licensed in New York State to provide professional engineering or landscape services. An entity providing engineering services, or landscape architectural services and practicing as a corporation, limited liability company, limited liability partnership, partnership or joint enterprise must also have a certificate of authorization issued by the New York State Education Department to provide professional services in the State of New York.

If a landscape architect or engineer is licensed in any state besides New York they must have the appropriate permit issued by the New York State Education Department in order to work on this project.

C. Professional Liability and Other Insurance Coverage

All proposals shall include a statement by the proposer and its subconsultants, if any, concerning professional liability for negligent acts, errors and omissions and any other insurance coverage that

would protect the Village of Haverstraw from loss or harm should the proposal be accepted. The standard insurance provisions are as follows:

The Consultant shall, at its sole expense, acquire, continuously maintain during the period in which the Consultant is performing services, and provide the Village with acceptable proof of the following types of insurance:

A. Commercial General Liability Insurance providing both bodily injury (including death) and property damage insurance in a limit not less than $1,000,000 (One Million) for each occurrence, a general aggregate not less than $2,000,000 (Two Million), and $3,000,000 (Three Million) umbrella.

B. Automobile Liability with a limit of $1,000,000 combined single limit for owned, hired, borrowed and non-owned vehicles and include a waiver of subrogation in favor of the Village of Haverstraw.

C. Workers' Compensation and Employers' Liability and NYS Disability: Statutory Workers' Compensation, Employers' Liability and NYS Disability Benefits Insurance for all employees. Workers' Compensation must include a waiver of subrogation in favor of the Village of Haverstraw.

Note: <u>ACORD</u> form is not acceptable proof of workers compensation coverage; must provide C-105.2 and Disability to be provided on DB-120.1

D. Professional Liability – $2,000,000 each occurrence and $2,000,000 annual aggregate. The professional insurance shall cover the professional services rendered to the Village of Haverstraw by the consultant. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for (2) years following the completion of the work.

E. Umbrella Liability or Excess Liability with a limit of $3,000,000 each occurrence $3,000,000 aggregate on a follow-form basis over the General Liability, Automobile Liability, Workers Compensation and Professional Liability.

Any agreement resulting from this RFP shall not be effective until the Consultant provides to the Village certificates of insurance evidencing compliance with the insurance requirements of this paragraph. The certificates will show the Village as an additional insured, which must be primary and non-contributory with respect to the additional insured.

Proposers must include the Indemnification and Hold Harmless Agreement as part of their proposal.

D. Proposals to be in Effect

Each proposal shall state that it is valid for a period of one hundred eighty (180) calendar days from the date of submission.

E. Proposal Submission

All respondents are required to submit one (1) original plus three (3) paper copies and one (1) electronic copy of their proposal. Any proposal that fails to meet this requirement may be judge non-responsive regardless of the remainder of its contents.

F. Proposal Delivery

Proposals and all attachments shall be submitted by all proposers in sealed envelopes. All proposals must be received no later than 4:00 p.m. on ***Friday, August 8, 2025***, and should be addressed as follows:

Isabel Gonzalez Soto, Village Clerk
Village of Haverstraw, Village Hall
40 New Main Street
Haverstraw, New York 10927

isabel.gonzalez@vohny.com

Any materials received at a later time and/or date will be judged non-responsive. The Village is not responsible for any internal or external delivery delays that may cause any proposal to arrive beyond the stated deadline. To be considered, proposals must arrive at the place specified herein and be time stamped prior to the deadline.

IV. Factors for Selection

A. General

Selection will be based upon the qualification of the proposer, its ability to satisfy the project requirements, schedule and approach as described in the proposal. The Village reserves the right, at its sole discretion, to reject any and all proposals and to waive minor irregularities. The Village also reserves the right to select any proposal as the basis for negotiating a contract; to exercise its discretion and apply its judgment with respect to any aspect of this request for proposals; the evaluation of proposals and the negotiation and award of any contract; and to weigh its evaluation criteria in any manner it deems appropriate.

B. Proposal Evaluation

Proposals will be evaluated using the following criteria:

1. Responsiveness to the Request for Proposals.
2. Demonstrated understanding of the Project Objectives and Scope of Work.
3. Recent and relevant experience in similar projects.
4. Demonstrated reliability to perform and manage projects of the nature described herein.
5. Qualifications and relevant experience of the consultant team. Cost-effectiveness of the proposal.
6. Cost-effectiveness of the proposal.
7. Schedule.

Evaluation criteria are not necessarily listed in order of importance. The Village reserves the right to weigh its evaluation criteria in any matter it deems appropriate.

Attachment A – Conceptual Design

Schematic Design

Pocket Park - Art Pavilion

1 **Landscaping**
Low maintenance native grasses/ shrubs.



2 **Stage**
Performance stage to host music shows and dance



3 **Chairs & Tables**
Fixed chairs and tables for activities such as dominos



4 **Pavilion**
Attractive art pavilion and shading structure.



5 **Benches**
Continuous seating.





Haverstraw Haverstraw DRI 7 VHB WXY

Materials
- Pavers 1,900 SF
- Landscaping 800 SF
- Pavilion/Shade structure 550 SF
- Continuous seating 95 LF
- Permanent Seating (10) & Tables (5)

Additional items by allowance
- Lighting
- Wayfinding

Schematic Design

Pocket Park - Art Pavilion



Attachment B - Location Map

