Village of Haverstraw
40 New Main Street
Haverstraw, NY 10927

RESPONSES TO INQUIRIES

REQUEST FOR PROPOSALS

MAIN STREET POCKET PARK
Surveying, Design and Engineering Services



JULY 17, 2025

The Office of the Mayor

This document is in response to inquiries received regarding the Requests for Proposals (RFP) for the surveying, design, and engineering services for the construction of renovations to Main Street Pocket Park. These inquiries have been collected since the release of these RFP on June 25, 2025 until the close of the inquiry period on July 14, 2025. Questions also include those discussed at the site visit held on July 9, 2025.

General Questions:

Q. What is the overall budget for this project?

- Total project costs are estimated between $350,000 and $400.000.

Q. Who does the Village see as the main users of the park?

- The Village envisions a park for Village residents and visitors to the downtown's restaurants and shops to sit, eat, gather and relax.

Q. Are there any expected engagements with NYS Department of State beyond the monthly reports mentioned in the RFP?

As noted in the RFP, the Consultant will be responsible to prepare and submit several items to NYS DOS during design and construction of the project:

- Final design and construction documents, including drawings, plans, specifications and cost estimates.
- All required permits and approvals.
- Monthly progress notifications during the design and construction.

Q. Is there a desired starting date and/or completion dates for the design and construction phase?

- The Village is expecting the design to start in Fall of 2025 and to be completed by Spring of 2026. Construction is expected to begin in Spring/Summer of 2026, with completion by Fall/Winter 2026.

Q. Can a landscape architect be the prime for this project, or does it need to be a civil engineer?

- The prime consultant could be either a landscape architect or an engineer.

Q. Will a geotechnical report be provided, or should the design team include geotechnical engineering services?

- The consultant should provide the geotechnical engineering services.

Q. The RFP states that the WMBE participation goal is 15% for MBEs and 15% for WBEs. Can the entire 30% participation goal be covered by a WBE registered firm?

- As noted, the 15% goals for MBE and WBE firms is a goal established by the project's funding sources. The Village is documenting its efforts to meet the MWBE goals for this phase of the project and will consider proposed MWBE participation in selecting the consultant or consultant team. The Village and selected consultant will also be documenting their good faith efforts to meet the MWBE participation goals in the construction phases of the project.

Q. Attachment A, "Conceptual Design" lists lighting and wayfinding as "additional items by allowance." Shall the proposers design team include lighting and wayfinding design, or is there Village standard wayfinding and lighting?

- A branding, marketing and wayfinding consultant is currently working with the Village to design and install various wayfinding features in the downtown. The selected consultant will utilize the new wayfinding design templates and cost estimates and will incorporate into this park's design and costs.

Q. The RFP states that "Proposers must include the Indemnification and Hold Harmless Agreement as part of their proposal." However, there are no forms attached to the RFP – can you please provide, if required?

- The proposers should include an Indemnification and Hold Harmless Agreement as part of their proposal. The Village does not require a particular form for this Agreement.

Q. Regarding Section III. Proposal Requirements of the RFP requires strict adherence to the proposal format, which does not reference forms or certifications. Please confirm if the Village would like Consultants and their Subconsultants to include Evidence of Insurance (per Section C. Professional Liability and Other Insurance Coverage) and/or copies of WBE/SBE/DBE/MBE certificates as an Appendix.

- Yes, include Evidence of Insurance as well as copies of any WBE/SBE/DBE/MBE certificates.

Q. Please confirm that no public workshop meetings are required for design approval other than those listed in the RFP.

- As noted in the RFP, the selected consultant will attend two Village Board meetings to receive feedback from the Board and public on initial design and to make a presentation on a final design. The Village will assist in contacting key stakeholders and residents prior to the Village Board meetings. No separate workshops will be required.

Q. Does the Village utilize a standard for front-end specifications for bidding the project or will the consultant need to prepare the complete bid manual?

- The selected consultant will be responsible for developing the bid manual.

Q. Will this project require Site Plan Approvals or other approvals from the Village?

- No formal site plan approval is required. As noted above, the consultant will present the initial design and final design to the Village Board.

Q. Does the Village want full time construction management during construction?

- Part-time construction administration and inspection will be required during the construction phase of the project.

Site Specific Questions

Q. Does the Village have any as-built drawing for the existing park?

- No, the Village has no as-built drawings for the park.

Q. Are there existing active utilities currently on the site?

- No. The Village understands that utilities serving the previously removed building on the site have been removed from the site. The Village foresees possibly lighting and electric connections to be provided on the site which would be connected to the nearby services on the street.

Q. Does the Village have record drawings of the utilities in the vicinity of the project area?

- While the Village will provide drawings of utilities in the park's vicinity, the selected consultant may need to obtain drawings of utilities not in possession of the Village.

Q. Are there any drainage or water issues in the park?

- No, there are no current issues with drainage or water on the site.

Q. Who maintains the park currently and who will maintain it in the future?

- The Village currently maintains the park and will continue to maintain the park.

Q. Does the Village foresee a mural on the adjacent building?

- Yes, if the construction budget permits, and the approval of the building owner is received, then the Village would like to include a mural as part of this project.

Q. Does the Village need electrical hookups for events in the park?

- Yes, the Village will require electrical connections within the park for events and possible lighting.