HAVERSTRAW
BRICK MUSEUM

REQUEST FOR PROPOSALS (RFP)
THE HAVERSTRAW BRICK MUSEUM, NEW YORK, SEEKS REQUEST FOR PROPOSALS

PROJECT DESCRIPTION: RESTORE AND EXPAND THE HAVERSTRAW BRICK MUSEUM

The Haverstraw Brick Museum is seeking proposals from qualified consultants to provide structural and MEPS engineering design services, including the preparation of construction documents, in collaboration with our current architect as part of the design team. Additionally, we require construction administration services, which include site inspection, to restore and expand the planned new 3 ½ Museum at 12 Main Street in Haverstraw, New York. This is in preparation for submission to the Village of Haverstraw's architectural review and permit board and for contract bidding and construction.

The selected consultant must be a licensed professional engineer licensed to practice in New York State.

FOR ENGINEERING SCHEMATIC DESIGN AND CONSTRUCTION DOCUMENTS AND ON-SITE INSPECTION SERVICES

DUE: Monday, April 14th:

Submit to: Rachel Whitlow, Executive Director of Haverstraw Brick Museum
Please submit any questions about this RFP in writing by **Monday, March 3-17th**, to Rachel Whitlow. All questions will be reviewed and responded to by **March 17th, 2025** Email: executivedirector@haverstrawbrickmuseum.org

This RFP, the reference materials listed below, and answers to submitted questions can be found online at https://www.haverstrawbrickmuseum.org/drinewbrickmuseum.

1. Downtown Revitalization Initiative (DRI) Haverstraw Village
2. NYS Department of State Funding Contract # C1002425
3. Related DRI Project Profile: Transform Downtown Haverstraw Village

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PROJECT OVERVIEW

The Haverstraw Brick Museum is seeking proposals from qualified engineering firms to provide structural and MEPS engineering services for constructing a new Museum as part of the recently awarded New York State Downtown Revitalization Initiative (DRI). The selected firm will coordinate with the design team and offer on-site engineering inspection services, engineering schematic design documents, permitting documents, and pre-bid construction documents for the new Museum. Minority and women-owned businesses are strongly encouraged to apply.

ABOUT

Haverstraw, established in 1616, is recognized as one of the oldest villages along the Hudson River. In 1976, the Haverstraw Brick Museum was conceived by fifth and sixth-generation descendants of early brickyard operators and participants in the American Revolution, receiving its educational charter as a museum in 1997. The Haverstraw Brick Museum aims to document the village's significant contributions to the founding of New York and the infrastructure development of New York City through the brick industry. This institution is dedicated to preserving regional and local history about the Hudson River Valley as well as the Great New York Hudson River Brick Industry. Its archives encompass a variety of unique artifacts related to the brick industry, including handmade dioramas, oral histories, maps, documentaries, photographs, family papers, and historical brickyard ledgers dating from the mid-1700s to the 1940s.

From 1815 to 1941, Haverstraw served as the region's industrial center, acting as a hub for technological and social innovation for immigrants from around the world who worked in the brickyards. By 1883, Haverstraw had become the brick-making capital of the world, with over 40 brickyards producing more than 300 million bricks each year. At that time, more than two-thirds of the buildings in nearby New York City were constructed using bricks made in Haverstraw.

As one of the oldest continuously integrated communities that contributed to the infrastructure of one of the world's greatest cities, the museum offers a unique perspective on America’s cultural heritage and the ideals that distinguish our country. Today, the Museum education programs focus on early American History, STEAM (science, technology, engineering, arts, and math), the history and future of brick architecture, landscape architecture, geology, the environmental sciences, and the sculptural arts.

RESTORING MAIN STREET

In 2023, the Museum received funding to renovate and rebuild a state-of-the-art art museum on Main Street. This project will create a new structure on the original footprint of the existing museum while restoring the original sightline and preserving the street's historical integrity. This construction project aims to provide exhibition space for the museum's extensive archives and to bring it into the future by offering galleries dedicated to twenty-first-century architecture and the sculptural arts.

For this project, the chosen consulting engineering firm will conduct site visits and collaborate with our partner architecture firm to develop preliminary schematics. They will recommend a foundation stabilization strategy for the new building and answer questions during public informational meetings with the Museum.

The firm will work on revisions in conjunction with Museum staff, create construction documents that include options for bidding, and apply for and obtain all necessary permits and regulatory approvals for the proposed work. Once the engineering schematics are finalized and a contractor is selected, the consultant will assist the Museum with construction management and inspection services.

Specific needs are as follows:

- Site Inspection, Foundation, and subgrade site testing for depth of 2nd subfloor and geothermal/soil quality borings
- Geotechnical report
- Environmental Impact Review (SEQRA)
- Preparation of structural design and construction documents inclusive of drawings and specifications.

- Assistance with Permit and regulatory approvals
- Construction site inspections and review of contractor submittals and shop drawings as necessary

The proposer shall provide a project management team experienced in Museum projects of this type who can work with the Museum team to supervise and assume responsibility for all project tasks, activities, and reports. The final selected consultant must comply with the terms and conditions of Contract # C1002425 with the Haverstraw Brick Museum.

The selected consultant(s) in coordination with the architect will receive direction from the Haverstraw Brick Museum project management team (owner's representative), Museum staff, and an Advisory team. The consultant will meet with Museum staff and the Advisory team to review all engineering schematics, blueprints, drawings, and plans for presentation(s) to the Village and at a public workshop as required.

The Museum will consider the consultant with the most relevant experience who can provide the most extensive design and construction management services at a reasonable fee commensurate with the total project budget.

D. Period of Performance

All proposals shall be based on a performance period that begins upon the award of the agreement to the selected consultant. It is anticipated that the design and engineering documents should not exceed more than 3 months to complete.

E. Site Visit

All organizations wishing to submit a proposal are encouraged to attend a site visit at the Museum location on 12 Main Street before submitting their bid. Walkthroughs will be scheduled on Tuesday, March 4th, and Thursday, March 20th. The site visit hours are 11:00-12:00 and 2:00-3:00 and will consist of a walkthrough of the building and a review of the new build design. All proposers are also free to visit the Museum during the Museum's normal visiting hours, 1-4 Saturdays and Sundays, before the proposal's due date.

SCOPE OF WORK

The selected consultant will complete all tasks below for the Project per the DOS Contract. Please note that the task numbers generally correspond to the DOS Contract. The consultant must comply with all terms and conditions of the DOS Contract for this work, including the M/WBE requirement.

PROCESS EXPECTATION FOR AWARD

STAGE 1: Project Initiation Meeting

The selected consultant will participate in a Project Initiation Meeting with the Haverstraw Brick Museum and Architecture team to see the initial design plans. The post-meeting consultant shall provide a detailed work plan with fees and a timeframe for the completion of both project components. The Consultant will establish and maintain a file-sharing platform (such as Google Drive) to track the completion of Tasks and coordinate product reviews, next steps, responsible parties, scheduling, and monitoring input from the Project Manager. The selected consultant shall prepare a site survey for each component of the new Museum building design and draft a site plan assessment proposal and survey for each project component based on the architect's conceptual design.

Expected Products: Consultant work plan and file sharing platform, site survey assessment proposal STAGE 2: Site Survey Engineering Assessment

STAGE 2: Site Survey Engineering Assessment + Schematic Design

The consultant(s) shall provide a 360-site survey of the entire existing structure working with the architect to provide a preliminary schematic design package for the cost estimator. This includes North and South entrance stairs, elevator shaft, review of the existing foundation, and assessment of structural engineering materials needed such as steel armature, bricks (traditional and 3D printed), and glass.

Expected Products: Schematic Design Package Coordinated with the Architecture Schematic Design set, inclusive of engineering drawings, written strategy for Excavation, Elevator Shaft, Foundations, and written strategies for Mechanical, Electrical, and Plumbing systems to be furnished to the client's retained Cost Estimating firm

STAGE 3: Environmental Quality Review

The consultant(s) shall work together with the architect to prepare all documents necessary to comply with the State Environmental Quality Review Act (SEQRA). If a positive declaration is made, a Draft Environmental Impact Statement shall be prepared for submission to the Village Council, DOS, and additional NY State organizations as needed.

Products: SEQRA documents and, if necessary, a Draft Environmental Impact Statement.

STAGE 4: Preparation of Permitting and Construction Documents

The consultant(s) shall prepare, in coordination with the architect, a coordinated construction documentation set and make a brief presentation of both project components to the appropriate Village Boards, such as the Planning Board and the Village Board of Trustees. The consultant should be able to prepare construction drawings, plans, specifications, and cost estimates for the new Museum build that will be included in one set of construction documents for construction bids. Final design and construction documents are subject to approval by the Museum Board, Village of Haverstraw, and DOS. These documents must be certified by licensed professionals.

Products: Presentation and final engineering blueprints and construction documents, certified by a licensed professional engineer, along with cost estimates for the new Museum build.

STAGE 5: Permits

The consultant(s) shall prepare the necessary permit applications, obtain the required permits or approvals, and be present to answer questions from the Village permit department, architectural review board, DOS, and any additional participating New York State Organizations. Before construction, the consultant shall also demonstrate that the project complies with Historic Preservation New York State Environmental Laws, including but not limited to the Climate Community Protection Act, NYSERDA, and Climate First.

Products: Copies of all required permits and approvals shall be submitted to the Museum and Village of Haverstraw upon receipt.

STAGE 6: Bidding Assistance

The selected consultant(s) in tandem with the Architect will assist the Museum in the preparation of all required bid materials for additional grants and contract bids. The consultant will attend a pre-bid meeting with the Museum and Village of Haverstraw and prospective contractors and will answer any questions received about the bid materials. The Museum will advertise the bid and hold the public bid opening with the Village of Haverstraw. The Consultant will analyze the bid results and act as an advisor to both the Museum and for the contract bid.

The analysis will include:

- Checking the bidder's calculations for the total cost of building the new Museum based on the architect's design
- Outreach to qualified M/WBE firms
- Verify the lowest bidder and provide expert feasibility advice
- Ensure receipt of all required bid documents

- For pay items bid more than 25% over the expected cost, checking the accuracy of quantity calculations and determining the appropriateness of the price for the item. Materials can include Steel, Brick (traditional and 3D printed and Glass. Determine whether the lowest bidder is qualified to perform the work.

Products: Bid materials and certification of low bidders

STAGE 7: Engineering Construction Administration and Site Inspection

The selected consultant will review the contractor's schedule regularly to ensure that the engineering components of the new Museum build will be completed on time and within budget. The consultant will be responsible for enforcing the engineering construction contract specifications and informing the Museum promptly of errors in the plans, defects in the work or materials that could conflict with the quality of the work, and any conflicts that would hinder successful and timely completion of the build. The Museum anticipates that construction of the initial build armature may span approximately 2 years from the start of construction. The consultant must determine the number of hours that will be needed to provide engineering construction oversight for this project.

Construction Management and Site Inspection services may include, but are not limited to:

- Attend pre-construction meetings and construction progress meetings as applicable.
- Respond promptly to Requests for Information submitted by the Contractor or when requested by the Museum.
- Monitoring and maintaining project progress schedules and work plans as submitted by the general contractor and architects
- Review material change order requests submitted by the general contractor and architect
- Provide monthly written and oral progress reports, including any issues, project milestones, and challenges.
- Provide periodic construction inspections to verify structural soundness and conformance with build plans/witness-specific testing as requested by the Museum. The consultant will photo document conditions for each project element and/or milestone before construction, during construction, and upon construction completion.
- Provide Monthly Non-conformance Reports (NCR), with recommendations for conformance repair if necessary.
- Review each GC submittal (e.g., shop drawings, plan revisions, design changes, construction changes, or similar) for conformance with the construction documents.
- After 70% of the work is completed, provide a progress notification, including a punch list of any incomplete items and an estimated schedule for project completion.
- Ensure that all inspection staff assigned to the project are knowledgeable about health and safety requirements, procedures, and specifications of the contract per Village policy and adhere to all standards.

Products: Reporting documents, ongoing during the life of the contract.

A written summary of periodic site visits, including photo documentation and identification of any problems that need to be addressed. Punch list and construction completion estimates. Final permit approval for structural engineering of initial armature of build so internal build out and façade work may begin.

Following satisfaction of punch list items, the consultant shall submit a statement that the work has been completed by the contract, the final construction specifications, and all permit requirements. The completion statement must be prepared and/or certified by a licensed professional engineer, architect, or landscape architect. Unless otherwise specified, the consultant shall submit two copies of as-built plans for each component, certified by a licensed professional engineer, architect, or landscape architect. The consultant shall submit a final project report to the Museum, Village of Haverstraw, and DOS, including a copy of the completion statement.

Final Products: Final project certification in conformance with NYS DOS requirements as completed by a New York State licensed engineer, certified as-built plans, and final project report, including photo documentation.

MWBE Utilization and Reporting

By New York State Executive Law Article 15-A, the New York State Department of State (Agency) has established the Minority Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) participation goals of 30% of the State funding amount (15% for MBE participation and 15% for WBE participation).

The consultant shall strive to secure participation by M/WBEs to satisfy those goals and fulfill all other Agency requirements as applicable.

The consultant must submit a utilization plan that identifies which MWBE firm(s), if any, are included in the project, their associated Federal Tax ID numbers, a detailed description of the work, and the associated dollar value for the description of work to meet the state-mandated goal of 30%.

The consultant will prepare a detailed record of every payment for all MWBE firms associated with the project and submit it to the Museum for review each month.

STATEMENT OF RIGHTS

The Museum reserves the right and may, at its sole discretion, exercise the following options concerning the request for proposals:

1) To reject all proposals
2) To issue additional solicitations for proposals and or amendments to existing proposals
3) To select any proposal as the basis for the negotiation of a contract and further negotiation, amendment or modification to the proposal
4) To investigate the qualifications and background of the proposer
5) To agree with only portions (or not to enter into any) of the services provided in the proposal
6) Select the proposal that satisfies the interests of the Museum and is not necessarily based on price or any other single factor

Cost of Proposal: No reimbursement will be made for any costs incurred in the process of preparation to submit the proposal, site visit, or interviews

PROPOSAL REQUIREMENTS

A) 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 requested and outlined in stages 1-7 in this Request for Proposals. The proposal submission shall adhere to the following format, including page limits, and is not intended to be an expensive or elaborate presentation. All proposals submitted that do not adhere to the requested format will be automatically judged non-responsive regardless of the remainder of its contents.

REQUIRED PROPOSAL FORMAT

Part A) Summary (2 pages, 10pt type, please) Provide a brief understanding of the project objectives and scope of work

Part B) Project Experience (3 Pages, 10pt type please) A list of a minimum of three relevant experiences on similar projects that include the firm's function (what they oversaw directly/primarily and what was subcontracted) during those projects, total project costs, and the firm's percentage of total project cost and description of the work performed. Three references for the work from the above list, including client contact phone number, email, and address for the project period.

One-page resumes of all key personnel who will provide work for the consultant. This should include primary principles, project managers, and subcontractors (project manager/main contact only) that will be assigned to the project.

Part C) Cost Proposal (1 Page, 11pt type, please)

Itemized breakdown of all costs to provide the services requested in the proposal stages 1-7. All anticipated expenses should be noted. This includes but may not be limited to the following: Survey services costs, engineering design services, bid document development services, construction inspection/ administrative management services, material inspection services and reports, and any additional extra levels of technical assistance support the proposers deem necessary to fulfill the scope of work.

Additionally, the cost proposal should include time for kickoff meetings, three rounds of revisions (minimum), attendance at two board meetings, one village permit planning meeting, and one review before the village architectural board to receive feedback and revise structural drawings as needed.

Part D) Timeline- Estimated Project Schedule for stages 1-7, build schedule and administrative services

Part E) Proposer Qualifications: All proposals submitted must be by a duly licensed in New York State to provide professional engineering services and or an entity providing engineering services and practicing as a corporation, limited liability company, limited liability partnership, or joint enterprise and must have a certificate of authorization issued by New York State to provide professional engineering services in the State of New York.

Requirements: Professional Liability and Other Insurance Coverage

All proposals shall include a statement by the proposer and its sub-consultants, if any, concerning professional liability for negligent acts, errors, and omissions and any other insurance coverage that would protect the Haverstraw Brick Museum from loss or harm should the proposal be accepted. The standard insurance provisions are as follows:

1. Commercial General Liability Insurance not less than $1,000,000 (One Million) for each occurrence and general aggregate not less than $2,000,000 (Two Million) per project

2. Automobile Liability Insurance, not less than $1,000,000 (One Million) Combined Single Limit for each accident.

3. Excess Umbrella Liability Insurance not less than $1,000,000 (One Million) for each occurrence over General Liability, Employers' Liability (if not unlimited on the Workers' Compensation policy), Auto Liability and Professional Liability, if required, and a general aggregate not less than $1,000,000 (One Million).

4. Workers' Compensation and Employers' Liability Insurance per the statutory requirements of the New York State Workers' Compensation Law.

5. Disability Insurance per the provisions and requirements of the New York State Disability Law

6. Professional Liability Insurance (or Errors and Omissions or Malpractice) is not less than $1,000,000 (One Million) for each claim, or if not included on the excess umbrella, the limits should equal $1,000,000 (One Million) plus the required excess limit.

7. All other insurance that is required by law.

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

Part F: 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.

Proposal Submission

All respondents are required to submit one (1) original PDF plus via email electronically or three (3) ring-bound paper copies of their proposal to the attn: Rachel Whitlow email: executivedirector@haverstrawbrickmuseum.org with RFP Engineering Design Proposal in the subject line.

Any proposal that fails to meet this requirement may be judged non-responsive, regardless of the remainder of its contents. Additional paper copies should be submitted in sealed envelopes and must be received no later than 4:00 P.m. Monday, April 14th, 2025.

Envelopes should be addressed as follows:

Attn: Rachel Whitlow, Executive Director

Haverstraw Brick Museum

12 Main Street Haverstraw, PO BOX 599, NY 10927

EVALUATION AND SELECTION PROCEDURE

The Museum Selection will be based on the validated qualifications of the proposer and their ability to satisfy the project requirements, schedule, costs, and approach as described in the proposal. The Museum reserves the right, at its sole discretion, to reject any proposals and to waive minor irregularities. The Museum also reserves the right to select any proposal as the basis for negotiating a contract, award any section of the contract, and weigh its evaluation criteria in any manner it deems appropriate.

Proposal Evaluation

Proposals will be evaluated using the following criteria:

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

The Museum will select three finalists to move forward with the interviews with the Museum and their advisors. Once these interviews have been completed, the Museum will notify the awarded contractee in writing via email and phone of their selection.