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 invites proposals from a qualified architect, contractor, or consulting firm to act as the owner's representative and internal project manager for the museum for its current capital build project. Working with our current project design team (Architect, Structural, MEPS, and Engineers) and staff, the project manager will oversee and coordinate the expansion of the New Museum from its current one-story structure to a new 3½-story building located at 12 Main Street in Haverstraw, New York. The project manager and owner's representative will coordinate all aspects of the development and implementation process, from initial schematic design to construction documents and through the construction phase. Additionally, they will facilitate collaboration among key stakeholders to ensure the project is completed on time and within schedule.

The selected consultant must be a professional firm licensed to practice in the state of New York.

FOR PROJECT MANAGEMENT/OWNER's REPRESENTATIVE SERVICES

DUE: Friday, December 19th, 2025:

Submit to: Rachel Whitlow, Executive Director of Haverstraw Brick Museum
Please submit any questions about this RFP in writing by **Friday, Dec 5th**, to
Rachel Whitlow. All questions will be reviewed and responded to by **Friday, Dec 10th, 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//DRInewmuseum

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

HAVERSTRAW
BRICK MUSEUM

Project Overview:

The Haverstraw Brick Museum is seeking proposals from qualified individuals or consulting firms to provide project management (PM) and owner's representative services for the construction of a new museum as part of the recently awarded New York State Downtown Revitalization Initiative (DRI). The selected firm will be responsible for the everyday project management of the new museum project. The PM will work with the Executive Director and primary stakeholders to define and implement the project objectives and goals, oversee the project schedules and budgets, issue new RFPs, and act as the owner's representative for onsite inspection visits throughout the construction process to ensure the project is completed on schedule. Development experience for projects of this kind will be considered a plus. Minority- and women-owned businesses are strongly encouraged to respond.

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 industrial center of the region, 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's 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 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 selected consulting firm will conduct site visits and collaborate with our strategic partners, chosen engineering consultants, and the design architect throughout the construction process. Additionally, the firm will manage cash flow, execute neighbor access agreements, and ensure compliance with the Village planning permit board, State Historic Preservation Office, and New York State environmental standards. The firm will also facilitate communication with vendors and consultants to address questions during public informational meetings with the Museum.

The firm will work on any revisions/change orders in conjunction with internal museum staff, including redefining any losses and escalating any challenges, changes to the production schedule, and any additional issues as they arise.

Specific needs are as follows.

- Coordinate all aspects of the build on behalf of the Museum and its stakeholders.
- Work with the Executive Director to ensure all reports, budgets, and payment requests are sent to New York State on schedule and on time.
- Work with the Executive Director to ensure the project schedule stays on track so that the museum is operationally ready and implements the terms of the New York State Contracts, such as the DASNY, NYSCA, NYSERDA, etc.
- Ensure all vendor hires comply with Museum EEO policies as stated in the By-Laws, and help create internal controls where necessary.
- Ensure that all primary and secondary vendors meet the Museums' procurement policy and standards and are compliant with New York State M/WBE policies and New York State contract requirements
- Work with the Executive Director and selected vendors to ensure New York State's environmental requirements are implemented in the project.
- Write all RFPs and oversee the onboarding process, including background checks and references for proposals.
- Solicit and follow up with selected vendors to ensure they stay on schedule and on time according to the project management schedule.
- Attend all project development meetings of the Design Team (Architect, Engineers, Contractors).
- Convene community meetings as necessary.
- Assistance with Permit and regulatory approvals as needed
- Create compliance agreements to ensure vendors meet internal written policies
- Provide Technical oversight and assistance for capital grants as needed
- Construction management and site inspections as necessary
- Assist with Capital Campaign fundraising efforts for the New Museum Build

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 the Department of State (DOS) Contract # C1002425 with the Haverstraw Brick Museum and other state and/or federal contracts as awarded.

The selected consultant will receive direction from the Haverstraw Brick Museum Executive Director, Museum staff, and HBM Board 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 public workshops 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 and continues through the projected completion deadline of phase 1 to be

operationally ready by June 30th, 2028. Project fees must be calculated on a calendar basis, with a schedule attached for the duration of the project. The museum retains the right to an automatic extension of the contract, at its discretion, provided the candidate is successful at completing phase 1 of the project.

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. Walk-throughs will be scheduled on **Thursday, December 4th**. The site visit hours are **11:00-12:00 on Thursday** and on **weekends, Sunday 1:00-4:00**. The applicant should email executivedirector@haverstrawbrickmuseum.org to make an appointment. Site visit 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 Meetings

The selected consultant will participate in all Project meetings with the Haverstraw Brick Museum, Department of State (DOS), Architecture and Engineering teams, and review the contract drawings and existing documents. Post-meetings, the consultant shall provide detailed work plans with fees and a timeframe for the completion of all 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 capital plan for each component of the new Museum building design and draft a site plan assessment proposal for each project component based upon the architect's conceptual design.

Expected Products: Creation of consultant work plans and file sharing platform, and internal compliance documents as necessary, with the assessment and construction site work plan for the new museum build.

STAGE 2: Vendor Management and Procurement

The consultant shall provide work plans and schedules where needed to convene and coordinate Architecture and Engineering firms on behalf of the museum to ensure work products from RFP's are completed on time and on schedule for grant applications and RFP bids.

Expected Products: Provide work plans and internal compliance documents, RFP schedule, and work with Engineers and Architects to provide correct document preparation for capital grants to DD (design drawings) and CD (construction drawings) level

STAGE 3: Environmental Quality Review and State Historic Preservation Office Review

In conjunction with selected Engineering and Architecture teams, the Project Manager consultant shall 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. The project manager shall also ensure compliance with Section 14.09 of the New York State Parks, Recreation and Historic Preservation law.

Products: SEQRA documents and, if necessary, a Draft Environmental Impact Statement. Evidence of compliance with Section 14.09

STAGE 4: Final Engineering Schematics and Construction Documents

The consultant shall oversee with selected teams during the preparation of the construction documentation set and deliver a brief presentation of both project components to the appropriate Village Boards, such as the Planning Board and the Village Board of Trustees, as well as community stakeholders involved with those teams. The consultant should ensure that all construction drawings, plans, specifications, and cost estimates for the new Museum build are compiled into a single set of construction documents for the bidding process, and that these are completed on schedule. Final design and construction documents are subject to approval by the Museum Board, Village of Haverstraw, and DOS. These documents must be certified by a licensed professional.

Products: Weekly status updates on the progression of final construction drawings and engineering blueprints, and construction documents. Final construction drawings and final engineering blueprints, and construction documents, certified by both the design architect and licensed professional engineers, along with cost estimates for the new Museum build.

STAGE 5: Permits

The consultant shall ensure the necessary permit applications are obtained by the vendor partners and shall be present to answer questions from the Village permit department, architectural review board, DOS, and any additional participating New York State organizations. Copies of all required permits and approvals shall be submitted to the Museum and Village of Haverstraw upon receipt.

Products: Copies of all required permits and approvals

STAGE 6: Bidding Assistance

The selected consultant will ensure the vendors are prepared to assist the Museum in the preparation of all required bid materials for any additional grants and contract bids if needed. The consultant will attend a pre-bid meeting with the Museum and Village of Haverstraw and prospective contractors and be prepared to 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. This shall include good faith outreach and solicitation to qualified M/WBE contractor firms. The Consultant will analyze the bid results and act as an advisor to both the Museum and the contract bid.

The analysis will include:

- Check the bidder's calculations for the total cost of building the new Museum based on the architect's design
- 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, check the accuracy of quantity calculations and determine 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, compliance agreements for the Museum and New York State

STAGE 7: Coordination of Architecture and Engineering, Construction Management, and Site Inspection

The consultant will review the selected contractor's schedule regularly to ensure that the architectural and engineering components of the new Museum build will be completed on time and within budget. The consultant will be responsible for coordinating, following up, and enforcing the engineering construction contract specifications with the Architect 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 proposal should include an estimate of the number of hours that the consultant will need to provide project management oversight for this project.

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

- Attend pre-construction meetings and construction progress meetings as applicable.
- Respond on time to Requests for Information submitted by the Contractor or when requested by the Executive Director.
- Monitor and maintain 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
- Document and 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 Executive Director and primary stakeholders. The Project Manager will photo-document and video 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 on behalf of the Museum.
- After 90% 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 concerning health and safety requirements, procedures, and specifications of the contract per Village policy and adhere to all internal control standards.

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

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 the initial armature of the build, so internal build-out and façade work may begin.

STAGE 8: Project Completion

Following the satisfaction of the punch list items for any remaining tasks, the Consultant shall oversee the final stages of the building project, ensuring a certificate of occupancy is received and the building is operationally ready by June 2029. At this time, the consultant shall submit a statement that the work has been completed in accordance with 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 summary report

(https://forms.office.com/g/Fs7t8jaANv) to the Executive Director and Museum Board, the 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 selected architects and engineers, certified as-built plans, and final project report, including photo documentation.

The consultant shall be additionally responsible for ensuring best faith efforts for all required M/WBE reporting to DOS and New York State reporting systems for all New York State Grants have been documented and submitted. This includes quarterly and bi-annual status reports, payment requests, portal updates, and RFIs.

Specifically, in accordance with 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 and document "good faith efforts" 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 enter into an agreement for only portions (or not to enter into any) of the services provided in the proposal
6) To 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 their 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 a 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) who will be assigned to the project.

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

Please provide an itemized breakdown of all costs in the proposal for stages 1-7, including but not limited to: hourly rates for personnel, estimated hours for coordination and meetings, travel expenses for site visits, detailed costs for bid document development, construction team oversight, coordination of on-site inspection services (with report fees), and any additional technical assistance 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), 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 to 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 to Rachel Whitlow, email: executivedirector@haverstrawbrickmuseum.org, with RFP Project Management/Owners Representative Proposal in the subject line. Hard copies may be sent by **US POST ONLY** to 12 Main Street, PO Box 599, Haverstraw, NY, 10927

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., Friday, December 19th, 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 the 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 consultant in writing via email and phone of their selection.