

Village of Haverstraw, NY
Downtown Revitalization Initiative
Haverstraw, NY 10927

**REQUEST FOR PROPOSALS FOR
TECHNICAL CONSULTANT SERVICES**
Downtown Façade Restoration Fund
Response Due April 19, 2024



THE OFFICE OF THE MAYOR



**Downtown
Revitalization
Initiative**

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I. Project Overview

A. Purpose

The Village of Haverstraw is seeking proposals from qualified Technical Consultants to provide services in conjunction with a recently awarded grant through the New York State Downtown Revitalization Initiative (DRI) for the improvement and renovation of multiple building facades throughout the Village's downtown area. Minority and women-owned businesses are strongly encouraged to respond. The selected Technical Consultant will provide assistance, as detailed below, with the administration of the Village's Downtown Façade Restoration Fund.

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.

The estimated timeline is for proposal solicitation to take place during the Spring of 2024, with completion of all construction being December 2025.

II. Scope of Work

The Village of Haverstraw has obtained grants through the New York State Department of State's Downtown Revitalization Initiative (DRI) renovating the exteriors of eight commercial or mixed-use buildings within the Village's downtown area through the Downtown Façade Restoration Fund. This will include renovations of both the exterior and interior of the chosen properties, energy system upgrades, and accessibility improvements. All eligible properties will be within the DRI Target Area as shown in Appendix A.

The selected consultant's scope of work includes:

1. Work with property owners and architects to develop scopes of work, review project plans for grant application eligibility and compliance with codes and standards.
2. Provide design review services for interior and façade renovations for properties awarded funding.
3. Aid in solicitation of contractor bids
4. Provide inspection and monitoring of renovation and repair work to ensure construction is up to the standard set by the scope, design, and requirements of the program.
5. Track project progress.

6. Facilitate communication between contractors, other consultants, building and property owners.
7. Provide regular updates to the Village regarding project status.

III. MWBE Outreach

The project shall be in accordance with all Federal, State, County and Village codes and regulations. The selection of construction contractors will require MWBE outreach and procurement as required by the NYS DRI funding.

A portion of this work will be funded through the NYSDOS Minority and Women-owned Business Enterprise Program. This program's goal is for at least 15% participation of MBEs and 15% participation of WBEs. This goal can be met through construction, design, and engineering firms. It is encouraged that this outreach makes every effort to achieve these goals.

IV. 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.

V. 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, April 5, 2024. 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 Wednesday, April 17, 2024.

Inquiries are to be directed in writing via email to:

Mayor Michael F. Kohut

michael.kohut@vohny.com

VI. 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 Friday, April 12, 2024.

VII. Cost of Proposal Preparation

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

VIII. 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.

IX. 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 architectural services. An entity providing engineering 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 engineering services in the State of New York.

If an 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:

1. Comprehensive General Liability Coverage in a minimum amount of \$1,000,000 (One Million).
2. Automobile Insurance
3. Fire Insurance
4. Worker's Compensation and Disability Benefits
5. Flood Insurance coverage if the premises is in a special flood hazard area.

Any agreement resulting from this RFP shall not be effective until the Consultant provides to 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.

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 April 19, 2024*, and should be addressed as follows:

Isabel Gonzalez Soto – Village Clerk

Village of Haverstraw, Village Hall

40 New Main Street

Haverstraw, New York 10927

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.

A PDF of the submitted documentation must also be e-mailed to michael.kohut@vohny.com by 4:00 p.m. on Friday, April 19, 2024.

X. 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.

C. Selection Process

The Village of Haverstraw will review qualifications in accordance with the submission requirements and review/evaluation criteria. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. The Village of Haverstraw will begin reviews after the April 19, 2024 deadline date. The expected timeframe for review is two weeks.

D. Questions:

Questions regarding this RFP should be submitted in writing via email to wbrady@nelsonpope.com.

Appendix A

DRI Area

