

**SLEEPY HOLLOW LOCAL
DEVELOPMENT CORPORATION**

**REQUEST FOR PROPOSALS
FOR TRUCKING SERVICES**

EAST PARCEL REDEVELOPMENT PROJECT

RFP # 1



Date: July 29, 2016

I. INTRODUCTION

INTRODUCTION

The Sleepy Hollow Local Development Corporation (“SHLDC”) was established as a local development corporation pursuant to Section 1411 of the Not-for-Profit Corporation Law (hereinafter referred to as the “LDC Act”), through filing of a Certificate of Incorporation (the “Certificate”) with the New York Secretary of State on September 18, 2014. SHLDC has been designated by the Village as an “on behalf of” issuer of taxable and tax exempt bonds for purposes allowed under the LDC Act and Certificate, which include the development of real estate and lessening the burdens of government.

In December of 2014 SHLDC received by donation an approximately 29 acre parcel of real estate within the Village of Sleepy Hollow, New York (the “Village”) referred to as the “East Parcel” (and identified on tax map #115.11 of Westchester County as Block 1, Lots 2 and 85, and herein) from the Town of Mount Pleasant Industrial Development Agency, as conduit owner on behalf of beneficial owner General Motors Corporation (“GM”). The East Parcel was formerly a portion of a GM automotive assembly plant, which was once comprised of approximately 96 acres of assembled properties. The remainder of the former GM plant (the “West Parcel”, comprised of Section 115.10, Block 1, Lot 1 and Section 115.15, Block 1, Lot 1) was acquired by Lighthouse Landing Communities LLC for private redevelopment into a mixed-use riverfront community comprised of 1,177 residential units, 165,000 square-feet of retail/commercial space, a 140-room hotel and private and public open space, including approximately 16-acres of waterfront public open space/recreational space. The East and West Parcels are separated by commuter railway tracks operated by Metro North.

Proposed Redevelopment Project

SHLDC has initiated planning and environmental review activities in connection with the comprehensive redevelopment of the East Parcel into a municipal public facilities and recreation complex (“Project”). The Project will transform the East Parcel from vacant parcel real property into a critically needed public facilities and recreation complex including buildings and infrastructure to serve the Department of Public Works of the Village of Sleepy Hollow (“DPW”), a bus garage and repair facility for the Tarrytown Union Free School District (“School”), public recreation facilities to include multiple baseball, soccer and multi-use fields and related improvements, parking improvements for Village, public and not-for-profit use, and related utilities and infrastructure that may include a vehicle and pedestrian bridge to connect the East and West Parcels.

Fill Requirements

In furtherance of the Project, SHLDC requires approximately 100,000 cubic yards of fill to raise the elevation of areas of the East Parcel. SHLDC contemplates securing fill materials through the New York City Department of Environmental Protection (“NYCDEP”) from a site

located in Valhalla, New York. NYCDEP will provide loading services at the Valhalla location and the selected proposer will provide trucking services to deliver fill to the East Parcel in the Village of Sleepy Hollow to be deposited at the direction of SHLDC.

Initially, the SHLDC trucking requirements will be limited to 25 trips/day, six days/week, for transport of 60,000 yards of material, with such amount to be increased to 100,000 yards at SHLDC's discretion.

QUESTIONS AND DUE DATE

Any questions regarding this RFP should be directed in writing or email to:

Sleepy Hollow Local Development Corporation
Anthony Giaccio, Executive Director
28 Beekman Avenue
Sleepy Hollow, New York 10591
agiaccio@villageofsleepyhollow.org
(914) 366-5100

ONE (1) ORIGINAL AND NINE (5) COPIES OF THE PROPOSAL MUST BE IN A SEALED PACKAGE AND RECEIVED BY SHLDC NO LATER THAN 10:00 AM ON AUGUST 12, 2016.

II. SCOPE OF WORK AND DELIVERABLES

The intent of this RFP is to engage one or more trucking companies to undertake cost-effective and timely delivery of fill material to the East Parcel from Valhalla, New York.

SCOPE OF WORK AND REQUIREMENTS

SHLDC seeks to engage one or more trucking companies to accept fill from NYCDEP in Valhalla, New York at the following location:

2 Walker Road, Valhalla, New York 10595.

The fill materials will be transported to 60 Continental Street in Sleepy Hollow and be deposited per SHLDC specifications. All trucking routes and hours of operation must conform with SHLDC mandates including the prohibition of deliveries on school days prior to 8:30 AM and between 2:30 PM and 3:30 PM. SHLDC will provide traffic control at the intersection of Pocantico and Continental streets, as well as corner of Continental and Pleasant streets.

SHLDC will provide personnel and equipment at the East Parcel site to move the material after unloaded by the selected proposer(s).

The selected proposer(s) must pay prevailing wages and utilize union truckers.

All proposers shall provide details on the number of trucks to be utilized, the ownership of the trucks to be utilized and the maximum amount of insurance coverage available for liability coverage to be provided to SHLDC, the Village of Sleepy Hollow, and NYCDEP as may be required. Proposers should include information on current insurance carrier name and liability limits maintained. Proposers shall further certify whether they have incurred any citations or infractions of any laws or regulations within the past 5 years, and/or whether there exist any active investigations or regulatory enforcement actions relating to their firm or firms.

Proposers shall also indicate the manner in which they propose to validate the amount of fill material actually delivered to the East Parcel. SHLDC preference may be given to proposers who offer to maintain a weigh station on the East Parcel at proposer's cost.

Proposals should include quotes on both per yard and per ton basis.

III. SUBMITTAL REQUIREMENTS

All qualified organizations are invited to submit a proposal. Submission of a proposal indicates that the responding organization has read and understands this entire RFP (including all attachments), and that all concerns regarding this RFP have been satisfied. Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP.

Expensive bindings and elaborate promotional materials are neither necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and completeness and clarity of content. Proposals must be complete in all respects. A proposal may not be considered if it is conditional or incomplete. All proposals and materials submitted become the property of SHLDC.

PROPOSAL PRESENTATION

Reasonable presentation materials may be provided for the Village and PCIDA's consideration, but, in that event, must be bound into the proposal. Said materials need not comply with the above-stated size limitations.

One (1) original and five (5) copies of the complete proposal must be received by the deadline. The original and all copies must be in a sealed envelope or container stating on the outside: Responding Proposer Name, Address, Telephone Number, SHLDC RFP for Trucking Services.

PROPOSAL CONTENT

1. **Cover Page:** Submit RFP coversheet on letterhead stationery, signed by a duly authorized officer, employee, or agent of the consultant organization submitting the proposal that must include a statement that the proposal is submitted in response to this RFP;
2. **Capacity and Team Structure:** State whether the organization(s) can provide all of the services required herein. If the organization(s) are utilizing a team approach, state all members of the team, and the roles of each team member.
3. **Statement of Qualifications:** Responding organizations/firms should begin their proposal with a Statement of Qualifications that includes the information below:
 - a) General description of the organization(s) or team, including size and length of time in business;
 - b) A summary of the organization(s)' or team's background and specific experience on similar projects;
 - c) Examples of completed projects similar in size and scope; and
 - d) Any qualifications not previously described that make the organization(s) or team unique.
4. **Personnel:** List key personnel and the anticipated roles which said personnel are expected to play on this project. Resumes for key personnel should be provided and include work location, education and licenses or certifications.
5. **References:** Provide five (5) references from other clients, especially public agencies, with whom the consultant organization(s) or team now work or have worked within the last three (3) years and have established a contract on a project of this nature, of same or similar size as that called for by this RFP. Provide the name of the agency, contact name, address, telephone number, project name, and dates the services were provided.

- 6. Proposed Work Plan:** The proposal should include the proposed work plan for services to be provided. This work plan should include the tasks as outlined in the "Scope of Work" and should include a statement as to who will be working on each item of the work plan. SHLDC reserves the right to select the proposer to provide all or portions of the Proposed Work Plan in one or several contracts.
- 7. Proposed Schedule:** The proposal should include the anticipated schedule for activities to be performed hereunder. This schedule should reflect the timeframe for each task and the total completion time. The schedule should also include provisions for SHLDC inspection and verification.
- 8. Proposed Costs:** The proposal should include detailed pricing matrix along with desired payment structure, an overall cost for completing the project, the cost for each ton/yard, hourly rates of the personnel to be assigned to the awarded contract, and any expenses expected to be incurred.
- 9. Insurance Requirements:** General and professional liability insurance policies in such amounts as required by SHLDC and naming SHLDC, the Village of Sleepy Hollow and NYCDEP as additional insured must be submitted by the successful proposing organization.
- 10. Women/Minority/Disadvantaged Business Enterprises (W/M/DBE):** The consultant must have working familiarity with the Westchester Affirmative Action Equal Employment Agreement. Any firms qualified and certified as Women/Minority/Disadvantaged Business Enterprises (W/M/DBE) are encouraged to submit proposals. The awarded vendor shall make a good faith effort to ensure that W/M/DBE are given the maximum opportunity to compete for any sub-contracts.

IV. EVALUATION

1. **Criteria:** Each responding consultant organization will be evaluated based on the information submitted, on follow-up interviews (if any), and on information gathered upon investigation into the responding consultant organization's integrity, reputation, and past performance.

All proposals deemed acceptable by SHLDC will be rated, based upon the following criteria:

Completeness and quality of proposal
Experience and Qualifications
<i>Similar experience</i>
<i>Experience with Village and knowledge of local conditions and codes</i>
<i>Strength of references</i>
Proposed Scope of Services
<i>Project Understanding</i>
<i>Proposed Work Plan</i>
<i>Proposed Schedule</i>
Proposed Cost

2. **Rights Reserved By SHLDC:** SHLDC reserves the right to contract for all or any part of the services herein and to bid separately any project it feels will be in the best interest of SHLDC to bid separately, or to make no award, based on the responses to this RFP. Incomplete proposals will not be considered. Awards for any work under this RFP are subject to the availability of funding.

V. ADMINISTRATIVE INFORMATION; ADDITIONAL SUBMITTAL REQUIREMENTS

1. **Issue Date:** The issue date of this RFP is July 29, 2016.
2. **Questions and Inquiries:** Questions and inquiries will be accepted by SHLDC, but must be submitted in writing or via email to:

Sleepy Hollow Local Development Corporation
Anthony Giaccio, Executive Director
28 Beekman Avenue
Sleepy Hollow, New York 10591
agiaccio@villageofsleepyhollow.org
(914) 366-5100

3. **Closing Date for Proposals:** To be eligible for consideration, all responding consultant organization(s) must submit the following materials:

ONE (1) ORIGINAL AND FIVE (5) COPIES OF THE PROPOSAL MUST BE IN A SEALED PACKAGE AND RECEIVED BY THE PCIDA NO LATER THAN 10:00 AM ON AUGUST 12, 2016.

Responding organizations who submit their proposals by mail or delivery service should allow sufficient mailing and delivery time to ensure receipt on or before the time and date stated above.

NOTE: THERE WILL BE NO EXCEPTIONS GRANTED.

- 4. Where to Submit Proposals:** All proposals, whether mailed or hand delivered, must be delivered to:

Sleepy Hollow Local Development Corporation
Anthony Giaccio, Executive Director
28 Beekman Avenue
Sleepy Hollow, New York 10591

- 5. Interviews:** Certain responding organizations may be invited to present their proposal at a follow-up interview.
- 6. Addenda and Supplements to Proposal:** In the event certain responding consultant organizations are invited to present their proposals at a follow-up interview, said responding consultant organizations will have the opportunity to further respond to any questions asked and to clarify any points made at the interview by submitting a written addenda and supplement to their proposal.
- 7. Expenses Incurred by Responding Consultant:** Unnecessarily elaborate brochures or other presentation beyond those sufficient to present a complete and effective response to this RFP are not desired. Elaborate art work, expensive paper and bindings and other expensive visual and other presentation aids are neither necessary nor wanted. SHLDC will NOT be responsible for any cost or losses incurred by any responding consultant organization(s) at any time in preparing and submitting a proposal or requested supplemental information in response to this RFP.