

Village of Sleepy Hollow

Request for Proposals

The Village of Sleepy Hollow requests proposals for a reproduction 4th order Fresnel lens for the Tarrytown Lighthouse off Kingsland Point Park in the Hudson River

Bid Deadline: 10am on Friday June 20, 2014

Introduction:

The lighthouse at Tarrytown Point was erected in 1882-1883. The only Caisson-style lighthouse on the Hudson River, it was in active service for 78 years, during which time it has twelve keepers who lived in the five-story, conical structure year-round. In 1955 the lighting on the Tappan Zee Bridge rendered the lighthouse redundant for navigational safety and in 1961 it was deactivated and listed for disposal. Residents and organizations rallied to save it and, in 1969, the Westchester County Board of Supervisors voted to accept it from the General Services Administration. It was listed on the National Register of Historic Places in May 1979.

The original Fresnel lens was removed, presumably by the U.S. Coast Guard, when the Lighthouse was decommissioned and has not been located. Therefore the Village seeks the fabrication of a faithful replica of a 4th order Fresnel lens, historically appropriate and optically accurate.

Tarrytown Reproduction Fresnel Lens Specifications

Fresnel Lens:

4th order rotating Fresnel lens, with a focal length of 250mm, consisting of 3 optical, or flash panels, each panel covering an arc of 60 degrees. The flash panels to be mounted at equal spacing, 120 degrees apart. A blank brass panel to be mounted between each flash panel, each covering 60 degrees, to block the light source. Each blank panel shall be hinged to gain access to the lamp.

The frame shall be constructed of solid brass, and polished to a mirror finish. The prisms shall be manufactured from an optical acrylic, and polished to a mirror finish. The prisms to be shimmed from the brass frame and glazed in place using DAP 33 glazing compound.

Delivery and installation shall be included.

Pedestal:

4th order rotating pedestal constructed a metal, base, mid and top plate, and supported by brass tubular legs. The pedestal will also consist of a turntable style bearing to allow free rotation of the lens, but allow the lamp to remain stationary. A DC gear motor, controller, pinion and ring gear will be provided

to rotate the lens to the desired speed to achieve the Coast Guard designated characteristic. The motor gear box assembly shall be concealed in a brass housing. The metal to be painted green, equivalent to the color used by the U.S. Lighthouse Service. All brass shall be polished to a mirror finish.

Lamp:

A Coast Guard approved LED lamp shall be provided. The LED lamp to be mounted and concealed by a brass reproduction lamp housing. An adjustable light shield, from 90 to 180 degrees, shall be provided to limit the light from projecting a beam to the rear shoreline of the lighthouse. A series of removable color shades shall also be provided to alter the color of the projected beam at certain times of the year.

Timetable

<u>Deadline</u>	<u>Activity</u>
June 20, 2014	Bids due
June 24, 2014	Bid awarded
June 25, 2014	Authorization to proceed issued
November 15, 2014	Lens to be installed

Selection of Vendor

Submission of Proposals

All responses to this Request For Proposals must be sealed and clearly marked **Proposal for Fabrication, delivery and installation of 4th order Fresnel lens, pedestal and lamp**. One original shall be submitted; there is no need to submit multiple copies. All proposals shall be submitted no later than 10 a.m. on the morning of June 20, 2014 to The Village of Sleepy Hollow, ATTN: Anthony Giaccio, Village Administrator, 28 Beekman Avenue, Sleepy Hollow, NY 10591. All proposals received after the submission due date will be rejected. The Village is not responsible for late proposals caused by mail or any other method of delivery.

Contents of Proposals

Proposals should include:

1. Letter of interest indicating why the respondent and its sub-consultants are the best selection for the project. The letter of interest is to be signed by an officer, partner or principal in the company. The letter shall identify the contact person to whom all

correspondence from the Village regarding the proposal and consultant selection process shall be sent. The respondent shall provide the following information for their contact person: name, title, mailing address, phone number and email address.

2. Statement of experience and qualifications
3. References
4. Scope of work detailing the timeline
5. Cost including delivery and installation

Please note re Engineering: Knowledge of the design and fabrication of historic Fresnel lenses is required. Engineering calculations, including refraction and reflections formulas used in the design of the Fresnel lens section, shall be provided upon request. A 3D computer lens model and renderings or animation will be required to approve the lens design and functionality.

Evaluation Criteria:

The staff of the Administrator's Office will review proposals and final decisions will be based on the Evaluation Criteria specified below. Once a vendor is recommended, the vendor will work with the Administrator's Office to negotiate a final contract document, including a detailed timeline. All contract documents will be executed with the Village of Sleepy Hollow, NY and will conform to the Village's policies and procedures.

Consultants will be evaluated based on the following criteria:

- Experience and expertise
- Experience with projects similar in scope and scale to Sleepy Hollow's.
- Ability to accomplish project in a professional, thorough and timely manner.
- Qualifications of people and resources assigned to project.
- Ability to work well with the Village and Administrator's Office staff.
- Cost of services.
- Completeness and thoroughness of proposals
- Any engineering calculations and 3D computer models if requested.

General Information and Instructions

A. RFP Process

The RFP is not a bid. In the event that the Village elects to negotiate a professional services agreement with the successful respondent, any contract shall contain, at a minimum, the terms and conditions (or substantially the same terms and conditions) as hereinafter stated. The Village reserves

the right, in its sole discretion to reject all submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. The final selection and agreement negotiation rests solely with the Village.

B. Questions

Any questions concerning the scope of this project or request for additional information should be directed via email to Fiona Hodgson, Grant Development Director at fhodgson@villageofsleepyhollow.org and Anthony Giaccio, Village Administrator agiaccio@villageofsleepyhollow.org with the subject line "RFP – Fresnel Lens" and all questions must be submitted no later than 10 a.m. on June 18, 2014. No interpretation shall be binding unless in writing from the Village of Sleepy Hollow. Contact telephone numbers are (914) 366-5125 for Fiona Hodgson and (914) 366-5105 for Anthony Giaccio.

C. Rejection of Proposals

Any proposals that do not conform to the essential requirements of the RFP shall be rejected. The Village reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The Village is not obligated to enter into any contract on the basis of any submittal of response to this RFP. The Village reserves the right to request additional information from any firm submitting under this RFP if the Village deems such information necessary to further evaluate the firm's qualifications

D. Confidentiality

All information, materials or other documents submitted by a respondent shall not be released or made otherwise available to any person or entity except Village representatives assisting in this procurement process, until public opening of the proposals, unless required by law. Unless required by law, proprietary or financial information submitted to the Village by a respondent will not be disclosed if respondent visibly marks each part of the proposal which respondent considers to be confidential financial or proprietary information with the word "Confidential".

E. Proposal and Presentation Cost

The Village will not be liable in any way for any costs incurred by respondents in the preparation of their proposals in response to the RFP.

F. Withdrawal of Proposal

The Proposal may be withdrawn by the Respondent by means of a written request, signed by the Respondent or its duly authorized representative. Such written request must be delivered to the location specified in the Request for Proposals prior to the scheduled closing time for receipt of

Proposals, 10am on June 20, 2014. Modifications will not be accepted or acknowledged after the date and time for submission of proposals.

G. Acceptance/Rejection

The Village reserves the right to accept or reject any or all proposals received as a result of this RFP, or to negotiate separately with competing contractors, and to waive any informalities, defects, or irregularities in any proposal, and to accept that proposal or proposals, which in the judgment of the proper officials, is in the best interest of the Village.

H. Acceptance Period

Any proposal in response to this solicitation shall be valid for 120 calendar days. At the end of this time the proposal may be withdrawn at the written request of the Respondent if no award has been made.

I. Conflict of Interest

The Contractor shall promptly notify the Village, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of the Owner as to whether the association, interest, or circumstance would, in the opinion of the Owner, constitute a conflict of interest. The Owner shall respond to such notification by certified mail within thirty (30) days. **BY SUBMITTING THIS PROPOSAL, THE RESPONDENT CERTIFIES THAT THEY HAVE NO CONFLICT WITH ANY EMPLOYEE, AGENT, ELECTED OFFICIAL OR OFFICER OF OWNER, NOR ANY OTHER CONFLICT AS MAY BE SET FORTH HEREIN.**