



VILLAGE OF SLEEPY HOLLOW, NEW YORK

Request for Proposals Conversion of NYS RPS V-4 Tax Identifiers to conform to Town of Mount Pleasant Tax Identifiers

Proposal Deadline
August 29, 2014
11:00 a.m.

For additional technical information:

Fred Gross, Village Assessor
55 Elm Street
Sleepy Hollow, NY 10591
(914) 366-5136

fgross@sleepyhollowny.org

Project Description

The firm hired shall complete a comprehensive Village of Sleepy Hollow SBL map conversion project in order to be consistent with the Town of Mount Pleasant Tax Identifiers and Map. The project will consist of the following criteria:

- Replace the current RPS Village Tax Identifiers with the Town of Mount Pleasant existing PAS Section, Block and Lot Identifiers.
- Combine pre-defined, non-conforming vacant lots into their associated main parcel to coincide with the Town of Mount Pleasant's d/b file and maps.
- Adjust the Assessed Land Value of the main parcel without increasing or decreasing the Assessment Roll's Total or Taxable Assessed Values.
- Increase the transparency of the taxation process for the average taxpayer.
- Facilitate access to assessment and tax roll information.
- Obtain up-to-date copies of the new Village Tax Map from the same vendor that supplies the Town of Mount Pleasant with their Tax Maps.
- Reduce unnecessary or redundant data entry to downstream systems.
- Retain the current Village SBL & merged lots for historical purposes.
- Create and maintain a cross reference of the old-to-new SBL's and merged lots.
- Suggest any additional enhancements to the RPS system which will take advantage of the latest technology in terms of a GIS interface. This would include, but would not be limited to, converting from the NYS RPS V.4 system to the SCA PAS Assessment System.
- *Project must be completed by December 15, 2014*

Submission of Proposal

All responses to this Request for Proposal must be sealed and clearly marked **Proposal for Tax Map Conversion Project**. One original shall be submitted and three copies. All proposals shall be submitted no later than 11 a.m. on the morning of August 29, 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; this should include brief project descriptions as well as a list of references.
3. Identification of individuals to be assigned to the project and statement of qualifications of individuals and resources assigned to the project.
4. Statement of general approach, including a description of the recommended process and considerations for completing the Tax Map Conversion Project.
5. Scope of work detailing the necessary tasks and timeline
6. The cost of the proposed Tax Map Conversion Project.

Evaluation Criteria:

The staff of the Village Administrator's Office will review proposals. Final decisions about consultant selection will be based on the evaluation criteria specified below. Once a consultant is recommended, the consultant will work with the Administrator's Office to negotiate a final contract document, including a detailed timeline for Plan completion. All contract documents will be executed with the Village of Sleepy Hollow, NY and will conform to the Village's policies and procedures. The selection process should be completed within ten days of the submission of proposals.

Consultants will be evaluated based on the following criteria:

- Qualifications, experience and expertise in the development of feasibility studies, including existing conditions and structural evaluations/reports and design alternatives
- Experience in marine inspection and engineering
- Experience with projects for communities similar in scope and size to Sleepy Hollow.
- Ability to accomplish projects in a professional, thorough and timely manner.
- Qualifications of people and resources assigned to project.
- Cost of services.
- Quality, completeness and thoroughness of proposals and bid documents
- Understanding of the proposed scope of work
- Reputation among previous clients.

VI. 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 Fred Gross, Village Assessor at fgross@sleepyhollowny.org and/or Anthony Giaccio, Village Administrator agiaccio@sleepyhollowny.org with the subject line "RFP – Tax Map Conversion Project" and all questions must be submitted no later than 4 p.m. on August 21, 2014. No interpretation shall be binding unless in writing from the Village of Sleepy Hollow.

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 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, 11am on August 29, 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.**