



VILLAGE OF SLEEPY HOLLOW, NEW YORK

Request for Proposals Feasibility Study of Rehabilitating the Horseman's Pier

Proposal Deadline
August 12, 2014
11:00 a.m.

For additional information:
Anthony Giaccio, Village Administrator
28 Beekman Avenue
Sleepy Hollow, NY 10591
(914) 366-5105
agiaccio@villageofsleepyhollow.org

I. Introduction

The Village of Sleepy Hollow proposes to study the feasibility, opportunities and constraints of rehabilitating the existing industrial timber loading pier at the former Castle Oil waterfront site on River Street for public recreational use. The study will include investigations and inspections, a condition survey report, a hydrographic survey and the schematic design of two possible design solutions. This feasibility study will put the Village in a position to make an informed decision regarding the repair of the pier.

The expected outcomes include a solid understanding of the feasibility of reusing the pier for public recreational use, the environmental issues if any, and necessary mitigation and the site conditions that will impact the rehabilitation. The recreational uses the pier will support and any design limitations will be clearly understood. Also a product of the study will be two design alternatives with objective assessments and detailed construction cost estimates.

The goal is to open new access for enjoyment of the Hudson River to residents and visitors, providing active and passive recreational opportunities possibly including fishing, walking, view enjoyment, recreational watercraft mooring and a small ferry dock. The study will be used to determine the viability of these, and other, activities for the pier.

The project is part of a larger initiative to establish a continuous public greenway corridor. The pier will connect to a waterfront esplanade along the western edge of the Rivers Edge property providing the missing link in the existing RiverWalk trail, connecting to the Tarrytown segment to the south and Horan's Landing Park to the north.

II. Existing Environment

Formerly an oil depot, for decades the industrial site was fenced, locked and attended by security guards, with no public access to the property. The redevelopment currently underway is the replacement of this incompatible industrial property with a residential component that complements the surrounding residential community and is consistent with the changing riverfront residential and open space environment. The special permit issued by the Village of Sleepy Hollow requires that the developer provide the Village with a permanent public access easement to the pier and the RiverWalk pathways. The project will allow the Village to be in a position to make an informed decision regarding the repair of the pier.

The pier was used for oil deliveries, and leads to a deep water navigation channel that provides access for water vessels.

III. Project Description

The firm hired shall complete a feasibility study of the refurbishment of the existing timber loading pier at the former Castle Oil site on the Hudson River for public recreational use. The feasibility study shall include:

- A thorough existing conditions and structural report, which will include an As-built layout of the structure, including a Pile Plan, Mooring Plan and Hydrographic Survey. The report will include written text, photos, diagrams and drawings to provide a clear understanding of site conditions, design issues and constraints and any recommended remediation. This report will first be developed as a draft, which draft will be reviewed by the Village and the New York State Department of State. The tasks to create such a report shall include:
 - A document research and review to gather information on the project site, existing conditions and any other information that could potential influence the design of the proposed refurbishment.
 - Performance of a thorough site investigation to ascertain existing conditions (including environmental) and structural integrity and identify any design issues and constraints
 - Performance of an underwater inspection to properly assess the condition of the structure below the water line, including evaluation of any deterioration or damage
 - The conditions survey shall include assessment of foundation materials, framing, piles and decking.
 - Evaluation of the strength and load bearing capacity of the pier, and their suitability for the proposed use.
 - Evaluation of the width of the deck and its suitability; the potential for altering the width of the deck
 - Identification and analysis of any environmental issues regarding the condition of the pier. These should include but not be limited to any contamination of the pier or its foundations, any concerns with removing or adding piles, any concerns with the demolition of any oil infrastructure (e.g. pipes) either on or hanging off the pier.
 - Identification of any damage done to the pier by the oil tankers
 - Requirements for repairing the pier for the desired access.
 - Recommendations of enhancements that can be made to the pier for additional public access
 - Identification of any conditions that may have a negative impact on the successful refurbishment of the pier for public recreational use and recommend how these impacts could best be handled
 - Sounding depths to confirm mud line elevations at appropriate locations
 - A hydrographic survey to locate the pier relative to the shoreline and chart the water depths under and around the pier structure.
- Upon receipt of review comments from the Village and NYS Department of State, the firm will incorporate them as appropriate and issue four (4) copies of the amended Existing Conditions and Structural Report.

- A design alternatives report which will first be developed as a draft, which draft will be reviewed by the Village and the New York State Department of State and which will include:
 - Two design solutions including an analysis of each alternative’s technical suitability consistent with the planned uses, the recreation activities it can support, regulatory/permitting issues, ease of construction, construction materials, construction cost estimate, any “green” components that can be incorporated and future maintenance requirements.
 - Evaluate Americans with Disabilities Act compliance
 - Analysis of all federal, state and local requirements, including necessary permits and approvals
 - In addition to narrative description, conceptual sketches of each of the two design alternatives as well as any other appropriate graphics (maps, elevations, tables) shall be included.
- Upon receipt of review comments from the Village and NYS Department of State, the firm will incorporate them as appropriate and issue four (4) copies of the amended Design Alternatives Report.
- The firm must comply with all applicable terms and conditions of the Village’s contract with the NYS Department of State for this work (T007150).

Format of Reports

The Existing Conditions and Structural Report, the Design Alternatives Report, the Final Feasibility Report and any other printed materials must include the Department of State logo and the following acknowledgement: “This report was prepared for the New York State Department of State with funds provided under Title 11 of the Environmental Protection Fund.”

In addition to the hard copies, the final reports must be submitted as an electronic copy as a PDF (created at 300 dpi scanning resolution) on a CD labeled: “Village of Sleepy Hollow; Contract number T007150; Horseman’s Pier Feasibility and Design Study.”

Pictures and photographs must be dated and captioned with the location and a brief description of the activity being documented.

This is a tentative schedule of events intended to provide interested parties with a general guide for scheduling purposes. This schedule is subject to change.

<u>Deadline</u>	<u>Activity</u>
August 12, 2014	Proposals due
August 22, 2014	Consultant selection
September 15, 2014	Investigations

October 10, 2014	Hydrographic survey
November 10, 2014	Presentation of draft Existing Conditions and Structural Report
December 8, 2014	Comments on draft Report from Village and State
December 22, 2014	Amended Existing Conditions and Structural Report
February 2, 2015	Schematic design
February 27, 2015	Presentation of draft Design Alternatives Report
March 16, 2015	Comments on draft Designs from Village and State
April 6, 2015	Amended Design Alternatives Report
April 30, 2015	Public Information Meeting
May 22, 2015	Presentation of the Final Feasibility Study. The Feasibility Study will include the Existing Conditions & Structural Report, Hydrographic Survey, Design Alternatives Report and appropriate graphics.

IV. Scope/Statement of Work

- A. *Project Initiation.* Consultant selection process.
- B. *Refinement of Scope of Work.* The Village Administrator, his staff and the New York State Department of State will meet with the selected consultant and discuss the scope of work, review project requirements, site conditions and roles and responsibilities identify new information needs and next steps and transfer any information which would assist in completion of the project. A written meeting summary will clearly indicate the agreements and understandings reached at the meeting. Development of the Existing Conditions and Structural Report will begin once the Administrator's Office and Consultant approve the Scope of Work.
- C. *Site Investigation and Collection of Data.* Consultant will conduct a multi-phased investigation to learn about the project site and existing conditions, including document research and review, a thorough site investigation, and an underwater inspection to properly assess the condition of the pier and evaluate the extent of damage and deterioration. A pile plan and mooring plan will be developed. Sounding depths will be taken to confirm mud line elevations and appropriate locations. A hydrographic survey shall be performed. The hydrographic survey shall locate the pier relative to the shoreline and chart the water depths under and around the pier structure. During this phase the consultant will meet with the Village to acquire input and report on progress.
- D. *Alternative Schematic Designs.* Consultant will develop design solutions that lead to a minimum of two alternative pier designs. The consultant will, as necessary, meet with the Village to acquire input and report on progress.
- E. *Public Meeting.* Consultant will present the site investigation report, hydrographic survey and schematic designs at a public information meeting which will be held to solicit public input. Public input shall assist in selecting a preferred alternative design.

- F. *Final Feasibility Study*. By May 22, 2015 Consultant will present to Village officials and representatives of the NYS Department of State the final version of the Feasibility Study. The Feasibility Study shall be submitted both in paper copy (10 copies) and in electronic format (such as PDF). One hard copy shall be in unbound format and suitable for reproduction by the Village Administrator's office.

V. Selection of Vendor

Submission of Proposals

All responses to this Request For Proposals must be sealed and clearly marked **Proposal for Development of Horseman's Pier Feasibility Study**. One bound original shall be submitted; there is no need to submit multiple copies of the proposal. All proposals shall be submitted no later than 11 a.m. on the morning of August 12, 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 Feasibility Study and for meeting the public participation requirements.
5. Scope of work detailing the necessary tasks and timeline
6. The cost of the proposed Feasibility Study.

Proposals should be formatted with tabbed sections for responses to each of the six sections described above. Any further information should be included in a single section tabbed and labeled "Additional Information". It is not necessary to include a CD or DVD.

Evaluation Criteria:

The staff of the Village Administrator's Office will review proposals and may invite up to three (3) consultants to be interviewed. Final decisions about consultant selection will be based on the

interviews and 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 Fiona Hodgson, Grant Development Director at fhodgson@villageofsleepyhollow.org and/or Anthony Giaccio, Village Administrator agiaccio@villageofsleepyhollow.org with the subject line "RFP – Development of Horseman's Pier Feasibility Study" and all questions must be submitted no later than 4 p.m. on August 6, 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 12, 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.**