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**TOWN OF NORTH HEMPSTEAD  
DEPARTMENT OF PUBLIC WORKS**

285 DENTON AVENUE  
NEW HYDE PARK, NY 11040  
(516) 739-6710  
FAX (516) 739-6717



*Commissioner*  
PAUL J. DIMARIA, P.E.

*Deputy Commissioner*  
JILLIAN GUINEY, P.E.

October 20, 2015

Re: Request for Letter Proposal  
Dredging of Boat Ramp Channel at Manorhaven Beach Park  
DPW Project No. 15-19

To whom it may concern,

The Town of North Hempstead (TNH), Department of Public Works is requesting a proposal from your firm to provide professional engineering services related to dredging the boat ramp channel at Manorhaven Beach Park. The existing boat ramp is currently being replaced. Phase 2 of this project is to provide adequate access from boat ramp to Manhasset Bay via navigable channel.

Consultant will provide following services:

1. Perform Bathymetric Survey.
2. Perform soil sampling and reporting as required by governmental agencies.
3. Prepare and file all applicable permits (Identify any required permits in proposal).
4. Prepare preliminary plans for Town to review.
5. Prepare and finalize design/bid documents for proposed work (construction plans and specifications. Specifications will follow Town Boiler Plate format).
6. Prepare construction estimate and schedule.
7. Conduct pre-bid activities up to contract award, respond to contactor questions and prepare any addenda necessary, review and evaluation of bid proposals.
8. Provide construction management/administration services including but not limited to; shop drawing review, part-time inspection services, review of contactor payment requisitions, project change orders, and regulatory compliance needs.

Please forward a response to this office regarding your interest in performing this work. Proposals shall include a fee proposal for completion of the work described with details regarding your technical approach and fee. The fee shall be a "Not-to-Exceed" fee based on hours billed by only technical personnel. All administrative and clerical costs shall be included in your billing rate or multiplier. The proposal must contain a task by task cost summary with estimated hours of effort, and a schedule of completion of the project with detail regarding the length of time which will be required to complete the design phase and a projection of the duration of the construction period. Furthermore, the proposal must include a project specific organizational chart and resumes of appropriate staff. The successful consultant shall identify similar projects and related experience in similar vehicle washing stations.

If you have any questions please contact Paul J. DiMaria, PE – Commissioner of Public Works at 516-739-6710.

**Proposals shall be delivered (three hard copies with electronic copy) to this office, the Department of Public Works by Friday, November 13, 2015 at 3:30 pm.**

Note that the following conditions apply to this RFP:

1. There is no express or implied obligation for the Town to reimburse responding firms for any expenses incurred in preparing proposals in response to this RFP, and the Town will not reimburse such expenses.
2. During the evaluation process, the Town reserves the right, where it may serve the Town's best interest, to request additional information or clarification from a proposer, or to allow corrections on non-material errors or omissions or waive non-material requirements.
3. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the firm selected.
4. The Town reserves the right, as best serves its interest, to change the due date for receipt of proposals.
5. The Firm selected to perform the services requested in this letter will be required to execute an agreement with the Town for the services on the Town's standard form. The selected firm will be required to, to the fullest extent provided by law, defend and indemnify and save harmless the Town from claims, suits, action, damages and costs of every nature, kind, name and description resulting from the negligent performance of the services. Such defense and indemnity shall not be limited by reason of enumeration of any insurance

coverage provided by the firm. Negligent performance of service shall include, in addition to negligence founded upon tort, negligence based upon the firm's failure to meet professional standards and resulting in obvious or patent errors in the progression of its work. Nothing shall create or give third parties any claim or right of action against the firm or the Town beyond those provided by law. In addition, the selected firm will be required to procure and maintain during the term of any such agreement, with a carrier holding an "A" rating from AM Best Company, or its equivalent, and furnish certificates of insurance evidencing its procuring, the following insurance policies:

- a. Commercial General Liability insurance covering the liability of the firm, and indemnifying and holding harmless the Town, its agents, employees and representatives from any and all loss and/or damage arising out of the performance of the services with a combined single limit (bodily injury/property damage) of One Million Dollars (\$1,000,000). The Town shall be named as additional insured on said policy.
- b. Professional Errors and Omissions insurance in the minimum of One Million Dollars (\$1,000,000). The Town shall be named additional insured in such policy.
- c. Automobile Liability combined single limit of One Million Dollars (\$1,000,000). The Town shall be named additional insured in such policy.
- d. Excess Liability in the form of umbrella form of Four Million Dollars (\$4,000,000). The Town shall be named additional insured in such policy.
- e. Worker's Compensation insurance or proof of its not being required to secure same, as evidenced by certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law §57(2); and
- f. Disability benefits insurance or proof of its not being required to secure same, as evidenced by certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law §220(8).

Please contact me if you have any questions or require any other information.

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Sincerely,



Paul J. DiMaria, P.E.  
Commissioner

cc: Jill Guiney - TNH  
Rob Fazio - TNH  
file





Google earth



