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

**285 DENTON AVENUE
NEW HYDE PARK, NY 11040
(516) 739-6710
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Commissioner
PAUL J. DiMARIA, P.E.

Deputy Commissioner
JILLIAN GUINEY, P.E.

Request for Proposals

Alvan Petrus Park Project
Construction of a Park Complex Port Washington NY
DPW Project No. 14-03

The Town of North Hempstead, Department of Public Works is requesting letter proposals with regard to the design of a park project at Middle Neck Road in Port Washington NY. This property is approximately 1.5 acres and was formally known as the Alvan Petrus Site (see attached conceptual site plan). This property has been abandoned for several years and is completely over grown with vegetation. The Town plans to construct a new park complex at this site with the following features and utilities:

1. Basketball Court
2. Two Playground areas (one for smaller children and one for older children)
3. Handball Court
4. Volleyball Court (optional)
5. Walking paths
6. Picnic Area
7. Garden
8. New landscaping
9. Irrigation for the landscaping
10. Site Security Lighting (Assume Park Closes at Dusk)
11. New Site Fencing
12. New site drainage as needed
13. New Water and electric Services
14. Retaining walls and reinforced slopes as needed for the development of the site

The services requested would be the following but not limited to:

1. Perform a planimetric and topographic survey as required of project area (Site topographical survey was completed in 2010 and is available per request.).
2. Budget and perform any site testing necessary for the project

- completion.
3. Prepare and file all necessary permits (Identify required permits in proposal).
 4. Prepare a design to highlight the park facility as identified above.
 5. Preliminary plans for Town to review and comment.
 6. Prepare construction cost estimate and estimated construction schedule.
 7. Prepare final bid documents (Plans and specifications with the Town Boiler Plate). Provide 25 copies to the Town.
 8. Conduct pre-bid activities up to contract award.
 9. Bid evaluation (Bid analysis and recommendation to award).
 10. Construction Service including construction meetings, part time inspection, shop drawing review, contractor payment review and regulatory compliance needs.
 11. Two (2) meetings and a presentation should be included in your proposal to discuss project design with civic groups and elected officials. The presentation will be prepared by consultant.
 12. The Proposal should include any other tasks or activities needed for the completion of the project.

Please forward your response regarding your interest in performing this work, including a Letter Fee Proposal for completion of the work with details regarding your technical approach and fee. Your fee shall be a “Not-to-Exceed” fee based on hours billed by only technical personnel. All administrative and clerical costs must be included in your billing rate or multiplier. Also included in your proposal must be the following:

1. A task by task cost summary with estimated hours of effort.
2. Detail regarding the length of time which will be required to complete the project.
3. Project specific organizational chart.
4. Project specific staff resumes.
5. Project experience of similar projects.

Note 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 (\$1,000,000.00) DOLLARS. The Town shall be named additional insured in such policy.
 - c. Automobile Liability combined single limit of ONE MILLION (\$1,000,000.00) DOLLARS. The Town shall be named additional insured in such policy.
 - d. Excess Liability in the form of umbrella form of FOUR MILLION (\$4,000,000.00) DOLLARS. The Town shall be named additional insured in such policy.
 - e. Workers' 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 submit your proposal by November 11, 2014, prior to 15:30. Proposals must be submitted to Paul DiMaria, P.E., Commissioner of Public Works, 285 Denton Avenue, New Hyde Park, New York 11040,

Questions regarding this RFP should be submitted to Paul DiMaria, P.E., Commissioner of Public Works, 285 Denton Avenue, New Hyde Park, New York 11040.