



TOWN of GREENBURGH

Community Development & Conservation

Paul Feiner
Supervisor

Garrett Duquesne, AICP
Commissioner
Aaron Schmidt
Deputy Commissioner

REQUEST FOR PROPOSALS - PROFESSIONAL SURVEYING AND ENGINEERING DESIGN SERVICES (SIDEWALK CONSTRUCTION – SECOR ROAD/SAW MILL RIVER ROAD (NYS RT 9A))

Overview

The Town of Greenburgh is the recipient of a Community Development Block Grant (CDBG) award in the amount of \$247,219.91 for the design and construction of a sidewalk along portions of Secor Road and Saw Mill River Road (NYS Route 9A). Together with a local match of \$15,000, the project has funding allocated in the amount of \$262,219.91.

The Town seeks to retain a Licensed Surveyor and Professional Engineering Consultant Team to provide surveying and design services for the installation of a sidewalk along a portion of Secor Road and Saw Mill River Road (NYS Rt. 9A) in the Town of Greenburgh. The subject professional services shall involve all surveying and design services necessary to provide construction plans and documents for municipal bidding and construction, which meet local and New York State Department of Transportation (NYSDOT) approval. This Request for Proposals (RFP) is intended to help the Town select a qualified and experienced Consultant to provide the survey, design, and related services to result in the construction of sidewalks consistent with those areas that are the subject of the CDBG award.

Copies of this complete Request are available at the Department of Community Development and Conservation, 177 Hillside Avenue, Greenburgh, NY and on the Town website www.greenburghny.com.

Proposals and attachments must be received no later than 1:00 p.m. on Friday, March 25, 2016, and should be addressed as follows:

Town of Greenburgh - Office of the Town Clerk
177 Hillside Avenue
White Plains, New York 10607

“Professional Surveying & Engineering Services for Secor Road/Saw Mill River Road CDBG Sidewalks”

Garrett Duquesne, AICP
Commissioner of the Department of Community Development and Conservation

Dated: March 10, 2016

Overview

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Sidewalk Locations

The proposed project (see attached exhibit) consists of the replacement of approximately 1,000 linear feet of existing 4 foot wide asphalt sidewalk with new 4 to 5 ft.-wide concrete sidewalks on the south side of Secor Road from the Secor Road apartments (Greenburgh Housing Authority Scattered Site #1) to Saw Mill River Road/Rt. 9A. In addition, new sidewalks will be constructed on a smaller stretch from the end of the existing sidewalk to the intersection of Rt. 9A and Saw Mill River Road, as well as from the intersection of Rt. 9A and Saw Mill River Road to the existing bus stop on the north-bound portion of Saw Mill River Road [approximately 200 linear ft.]. Additionally, painted crosswalks at the intersection will also likely be required by NYSDOT as well as possible installation and/or relocation of storm water structures.

Scope of Work (Surveying)

The subject professional surveying consulting services shall be performed under the supervision of a New York State Licensed Surveyor and shall be provided in accordance with the standards and conventions of the profession. Surveying services are needed for the areas of the rights-of-way in the vicinity of the south side of Secor Road from the entrance of the Greenburgh Housing Authority Scattered Site #1 to the intersection of Saw Mill River Road, and along Saw Mill River Road up to the existing northbound Bee-Line Bus Shelter, where a portion of the proposed sidewalk will be located. These services shall include, but not be limited to, existing conditions, topography, property boundaries, etc. The survey will be utilized for every aspect of the subsequent sidewalk design. As pedestrian crosswalks are anticipated to be implemented to the existing southbound Bee-Line Bus stop, survey work should also include areas leading up to that southbound stop.

Scope of Work (Engineering)

The subject professional engineering consulting services shall be performed under the supervision of a New York State Licensed Engineer and shall be provided in accordance with the standards and conventions of the profession. Design related services shall include everything necessary to provide construction plans, specifications, and all associated documents for municipal bidding and construction, and which meet local and New York State Department of Transportation (NYSDOT)

approval. Construction design, when factoring in allocated construction costs, will be a consideration that the selected professional engineer must take into consideration, therefore RFP responses should indicate experience related to cost effective design solutions. Three site visits/inspections, taking place at the discretion of the Town, shall be included in the engineering scope of work. Any professional on-site engineering related inspections beyond the three mandated visits/inspections shall be considered extra costs paid at an hourly rate.

Allocated Funding

The project has total funding in the amount of \$262,219.91. The Professional Surveying and Design cost allocation for the project is anticipated not to exceed \$25,000.00. Qualified project teams that submit proposals for less than this amount will receive priority in terms of selection.

Town Contact Information

The selected Consultant will interface with the Town through the Town of Greenburgh's Commissioner of the Department of Community Development and Conservation. All proposals shall assume that services will commence upon award of the agreement to the selected Consultant, and shall terminate upon completion of project reports and recommendations. Throughout the duration of the surveying and design process, Town staff, including staff from the Bureau of Engineering, will assist with field visits and will assist in providing all relevant available Town resources.

For further information contact Commissioner Garrett Duquesne direct at telephone (914) 989-1532.

General Provisions

The Town of Greenburgh reserves the right, and at its sole discretion exercise, the following rights and options with respect to this Request for Proposals:

1. To reject any and all proposals;
2. To issue additional solicitations for proposals and/or amendments to this Request for Proposals;
3. To waive any irregularities in proposals received after notification to proposers affected;
4. To select any proposal as the basis for negotiations of a contract, and to negotiate with proposers for amendments or other modifications to their proposals;
5. To conduct investigations with respect to the qualifications of each proposer;
6. To exercise at its discretion and apply its judgment with respect to any aspect of this Request for Proposals, the evaluation of proposals, and the negotiation and award of any contract;
7. To enter into an agreement for only portions, or not to enter into an agreement for any, of the services contemplated by the proposals;
8. To select the proposal that best satisfies the interests of the Town and not necessarily on the basis of price or any other single factor.

Proposal Requirements

This RFP is intended to provide interested Consultants with an opportunity to demonstrate their ability to perform the scope of services described herein. The content of the proposal should respond to information presented in this RFP, and should adhere to the following format:

- A brief understanding of Town objectives and the potential scope of services.
- A list of recent and relevant experience in similar-type services. Please include information such as project cost, size, etc. Also provide reference information including a project contact name, telephone number and address.
- Resumes of key individuals that will be assigned to potential projects. Please note that a

principle of the firm responsible for the potential projects must be a Licensed Professional Engineer in the State of New York. Note that the firm must possess, and submit to the Town, a certificate from the NYS Education Department permitting it to provide Professional Surveying and Engineering Services, as required.

- The proposed fixed fee dollar amount for surveying and engineering services.
- A consultant hourly fee schedule must be provided for beyond the scope construction inspection services.

All proposals should include a statement by the proposer concerning professional liability for negligent acts, errors and omissions and any other insurance coverage that would protect the Town of Greenburgh from loss or harm should the proposal be accepted. A duly authorized official of the proposer should sign each proposal. The proposal should also state that it is valid through the end of the year 2017. Respondents are required to submit 1 original and 2 copies of their proposal. Proposals and attachments must be received no later than 10:00 a.m. on Friday, March 25, 2016, and should be addressed as follows:

**Town of Greenburgh
Office of the Town Clerk
177 Hillside Avenue
Greenburgh, New York 10607
“Professional Surveying & Engineering Services for Secor Road/Saw Mill River Road
CDBG Sidewalks”**

Sidewalk Project Map



The project entails the construction of a new sidewalk in the existing southern shoulder of Secor Road, and the construction of a new sidewalk in the eastern shoulder of Rt. 9A. The easterly terminus of the sidewalk depicted above on Secor Road would directly tie in to an existing walkway of the Secor Road Apartments. The sidewalk will directly benefit residents of low and moderate income by providing safe pedestrian amenities in a location where these same residents often walk. Present conditions are unsafe.

Proposed Path of New Sidewalks



Existing Westchester County Bee-Line Bus Stops



Proposed Painted Crosswalks *



* Painted Crosswalks proposed by Town of Greenburgh