

REQUEST FOR PROPOSALS (RFP)

Village of Irvington, New York
Aqueduct Crossing Improvement Project
Project 2016-01

Issued: January 4, 2016

I. OVERVIEW OF PROJECT

The Old Croton Aqueduct (OCA) Trail connects Irvington to adjacent river towns. The trail follows over the top of the buried aqueduct that once supplied drinking water to New York City. The trail is owned and operated by the New York State Office of Parks, Recreation and Historic Preservation. Improvements at this location will need to be approved by the NYS Parks Department and coordinated with the Irvington School District.

The proposed concept for the OCA Trail heading North and South would be marked with small seating areas where doggie waste bags can be supplied. A brick lined pathway through the south parking lot can be provided to demark the trail connection to the north. On the north side, a paved trail can be made accessible by providing a retaining wall where there is currently a deteriorated hedgerow. This path can be planted with native trees and shrubs. Provision of clearly demarked, accessible crosswalks crossing Main Street and the school parking lot entrance are key pedestrian safety elements. A super graphic at the center of Main Street is also recommended to call out this vital pedestrian and cycling linkage to other river towns as well as to mark a significant civic gathering space at the top of Main Street.

Modifications on the south side of the street include taking away two parking lot spaces to provide an expanded sitting area with distinctive pavement, six benches, two trash receptacles, and an orientation sign structure. A new cross walk with pedestrian curb ramps would link the OCA trail to the north where it would again cross the parking lot entrance to a new, level pathway connecting to the north trail head. To create an accessible connection an existing hedgerow would need to be removed and a retained pathway installed.

The project will also include a redesigned memorial plaza adjacent to Main Street.

The final project will have a construction budget not exceeding \$400,000.

II. SCOPE OF WORK

The Village is looking to engage a qualified individual, firm, or team to provide the following services. It is expected that a qualified firm or team will include civil engineering and landscape architecture disciplines. All proposals must include all disciplines necessary to complete the entire scope of work as follows:

- A. Construction Drawings and Specifications – 30% **By March 15, 2016****
A pre-design kick off meeting should be held to ensure that the design team and the Village are clear on the direction for the project. Using the schematic design developed during the Main Street Streetscape study (attached) the design team should develop 30% construction documents for review by the Village along with a rough construction budget. Specific equipment, furnishings, materials, and colors will be defined. All design decisions are completed during this phase in order to prepare the subsequent construction drawings and specifications. The Village will be responsible for coordinating its own review along with NYS Parks and the Irvington School District.
- B. Final Construction Drawings and Specifications **By April 30, 2016****
This phase consists of the finalization of drawings and specifications to be used to solicit sealed bids on the project in accordance with New York State law. The Village will coordinate with the design team for the necessary “front end” bid requirements. The construction documents describe the quality, configuration, size, and relationship of all components to be incorporated into the project. The construction drawings and specifications will be used by the Village to obtain sealed bids.
- C. Construction Oversight and Administration **June to August 2016****
The project team will be responsible for ensuring that the contractor carries out all construction in accordance with the contract drawings and specifications. This includes pre-construction meetings, inspection of completed work, addressing field issues, negotiating and evaluating change orders, review and approval of requisitions, and final close-out of the project.

III. SUBMISSION OF PROPOSALS

Please use the attached RFP response form only. No submissions of additional firm information will be needed. The RFP response form should be emailed by the **close of business on Friday, January 22, 2016:**

Lawrence S. Schopfer, Village Administrator
Lschopfer@IrvingtonNY.gov

IV. EVALUATION OF PROPOSALS

A designer is expected to be chosen by the end of January 2016. Proposals will be evaluated by balancing the anticipated fee structure with the relevant project experience of the firm.

RFP Response Form

Name of Firm(s) / Contact Info:

Fee and fee structure:

Firm(s) web site(s) showing project history / relevant experience: