

Request for Proposals

MARINE ENGINEERING CONSULTANT FOR SHORELINE EROSION REMEDIES IN MACEACHRON PARK IN THE VILLAGE OF HASTINGS-ON-HUDSON

SPECIFICATIONS

(Dated: 07/28/2021)

Proposals must be received by

August 13, 2021, at 10:00 A.M.

Village of Hastings-on-Hudson
7 Maple Avenue
Hastings-on-Hudson, NY 10706
Tel: (914) 478-3400
Fax: (914) 478-4624
Website: www.hastingsgov.org

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NOTICE TO BIDDERS

The Village of Hastings on Hudson hereby invites the submission of sealed proposals
For:

**Request for Proposals
MARINE ENGINEERING
CONSULTANT FOR SHORELINE EROSION REMEDIES IN
MACEACHRON PARK IN THE VILLAGE OF HASTINGS-ON-HUDSON**

Proposals will be received until 10:00 A.M. on:

Date

August 13, 2021

By:

Joseph Cerretani

Village Clerk

7 Maple Avenue

Hastings-on-Hudson, NY 10706

The scope of work includes a series of stakeholder meetings, site work including survey work, environmental assessment, design alternatives, and a 30% conceptual design, and will be made available beginning on Wednesday, July 28, 2021 online at <https://www.hastingsgov.org/village-clerk/pages/legal-public-notice> or by sending an email to the Village Clerk at JCerretani@hastingsgov.org.

In addition to the above, the Village of Hastings-on-Hudson has partnered with BidNet as part of the Empire State Purchasing Group and will post our bid opportunities and any addendums to this site. As a vendor, you can register with Empire State Purchasing Group and be sure that you see all of the Village's available bids, addendums, and opportunities. Detailed plans and specifications for said bid may be obtained through the Empire State Purchasing Group at the following link: www.bidnetdirect.com/new-york/hastings-on-hudson

Proposals will be opened August 13, 2021, at 10:00 A.M.

Awards will be made at a meeting to be held at a later date.

Clearly label your package:

Marine Engineering Consultant for Shoreline Erosion Remedies For the Village of Hastings-on-Hudson

The Village of Hastings-on-Hudson reserves the right to reject any or all proposals.

Interested Consultants may submit questions in writing to villagemanager@hastingsgov.org up to 4:00 PM on August 4, 2021

Answers will be posted online at <https://www.hastingsgov.org/village-clerk/pages/legal-public-notice> in the [appropriate Bid Document file](#) and distributed to all known bidders by 4:00 P.M. on August 6, 2021.

Project Summary

The Village of Hastings-on-Hudson, NY (the “Village”) is soliciting proposals from Marine Engineering Consultant Firms to study, plan and design shoreline stabilization and stormwater management in MacEachron Park to halt erosion of the shoreline, protect the utility of the park, and advance environmental sustainability through resilience. Qualified consultants will work with Village officials, residents and other stakeholders to address the progressive erosion problems using nature-based shoreline principles to include an evaluation and design of grades to allow for gentle slopes, the placement of silt, sand, rocks of many shapes and sizes, dead branches, stumps, and the planting of trees, bushes, cattails, grasses, and flowering plants to enhance one of the only Hudson Riverfront parks in Hastings-on-Hudson. Direct access to the river will be created to enhance the access for the public. An aerial view of MacEachron Park can be found at the end of the RFP.

Background & History

This project is urgently needed to address the erosion of the Hudson River shoreline in MacEachron Park. The soil in this park is tightly packed fine soil, deposited as fill in the nineteenth century to reclaim industrial land from the river. The plantings attempted in this park have not been able to thrive in this soil type. Subject to wave action and exacerbated by the lack of effective plantings and grasses, this erosion is progressive and begins to threaten park amenities, including walkways, walls, and bench foundations.

Thanks to the New York State Department of Environmental Conservation’s Hudson River Estuary Program the Village has been granted funds access to address design erosion shoreline issues at MacEachron Park.

Site Visit:

August 2, 2021, at 11am for all interested parties.

Location: 1 River Street Hastings-on-Hudson, NY 10706

Scope of Services:

The below list of work products is to be included as the Consultant’s/Firm’s responsibilities.

A series of meetings to include:

1. Surveys (Hydrographic, Land and Boundary)
2. Site Investigation
3. Environmental Assessment
4. Ongoing engagement with NYS DEC permit liaison (this is an important component of the project to ensure permitting requirements are met through the process)
5. Stakeholder Interviews
6. Existing Conditions Report
7. Design Alternatives Development
8. Design Workshop with the public
9. Conceptual Design 30% drawings

Meetings

- The Consultant will be required to attend one (1) kick-off meeting prior to project implementation.
- The project includes interviews with stakeholders.
- Two (2) public meetings will be required to allow for the public to engage in discussion of the project, both of which will be streamed online, broadcast on the Village's television channel, and advertised in email blasts.
- A Design Meeting, which will be well advertised, to encourage the participation of end-users and other interested parties.
- Final presentation at a Board of Trustees meeting.

The selected Consultant or firm shall be responsible for providing meeting agenda and minutes for all meetings.

Scheduling

The selected Consultant or firm shall provide a project schedule with the Proposal. The project schedule shall call out specific tasks, the individual(s) responsible for completion, and completion dates, conforming to a 12-month timeframe.

Project Budget

The selected Consultant or firm shall prepare a total estimate of project costs corresponding to the Consultant's/firm's fee and the cost of production and distribution of work products as detailed above. Cost estimates shall correlate with the project schedule.

Deliverables

The Village reserves the right to request additional information from any proposing consultant or firm. The Village may contact and evaluate the consultant's/firm's references; contact any consultant/firm to clarify any response; contact current users of the consultant's/firm's services and seek and review any other information deemed pertinent to the evaluation process. One or more selected consultants or firms may be invited to interview with the Village.

The consultant/firm shall provide one (1) electronic copy incorporated in a single PDF file for review. The electronic copy shall be submitted as a single .pdf file in the architect's/firm's name via: www.bidnetdirect.com/new-york/hastings-on-hudson.

A physical copy may be mailed to:

Joseph Cerretani
Village Clerk/Treasurer
Municipal Building
7 Maple Avenue
Hastings-on-Hudson, NY 10706

General Requirements

The proposal must contain all of the following information. Each proposal should provide a straightforward and concise presentation adequate to satisfy the requirements of this RFP.

All proposals will include the following requirements:

Marine Engineering Consultant/Firm Profile

The profile shall include the consultant's/firm's background, philosophy, location of office/offices from which the work on this project is to be performed. Include resume(s) of staff personnel who are proposed to be assigned to the project. Include respective roles and responsibilities, related experience, and qualifications of all staff personnel.

Experience

Experience in estuarine shoreline restoration is critical, specifically involving tidal brackish waters. Demonstrate experience as well in hydrodynamic modeling, especially as it relates to sediment transport, wave action, and ice scouring. While this project may not require hydrodynamic modeling, models have been built of the area and their understanding and interpretation will be important. PE licensure as well as certification as a coastal engineer by the Academy of Coastal, Ocean, Port & Navigation Engineers (ACOPNE) is required.

Present relevant experience for a minimum of three (3) and no more than five (5) similar projects. Include:

1. Location;
2. Description and scope;
3. Project Cost;
4. Client;
5. Experience of the firm members submitting the proposal;
6. List of Client and Contractor contacts (with telephone numbers and email addresses) who are familiar with the projects.

Proposal Presentation

Include any additional graphic illustration, photographs, articles, or other information that the consultant/firm feels is relevant to the proposal.

Additional

Any other work to complete the design work not specifically listed in the RFP should be detailed in the proposal. Any work that is in addition to the items listed in the RFP should be indicated as Additional Alternatives with the cost associated. The cost for the Additional Alternatives should not be included in the final proposal sum and will be approved by the Village separately.

Insurance

The Consultant/Firm shall maintain the following insurance, certificates which will be provided to the Village at the time of the signing of this Agreement.

1. Worker's Compensation and Employer's Liability and disability benefits covering Consultant's/Firm's employees, as required by law;

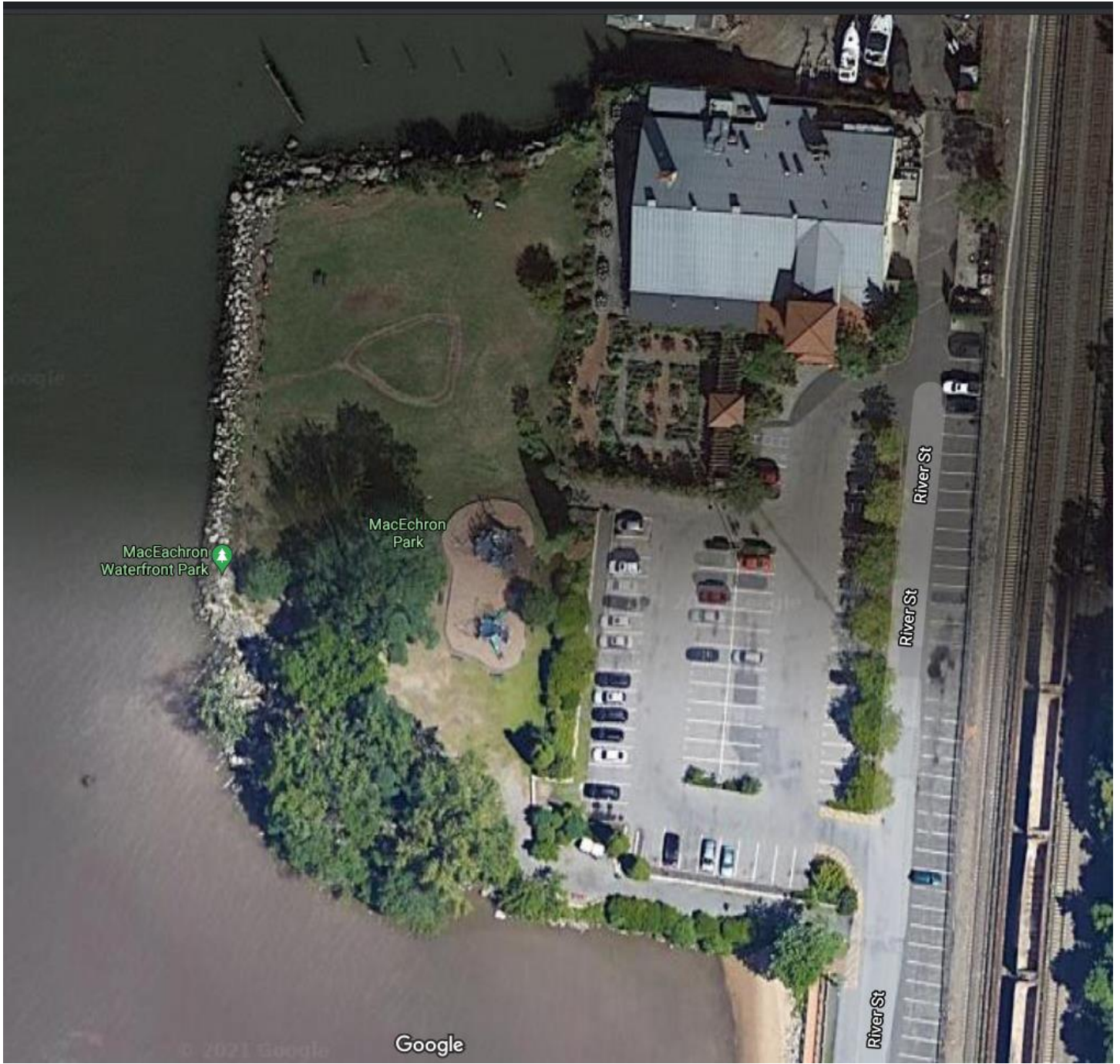
2. Professional Liability - \$1,000,000.00.

Evaluation Criteria

Submissions will be evaluated based on:

1. Qualifications;
2. Team proposed for this project;
3. Current capacity to accomplish the work in the required time;
4. Reference from other clients attesting to the consultant/firm's quality of work and compliance with performance schedules; and
5. Cost reasonableness

MacEachron Park



Quote Sheet

<u>Work Description</u>	<u>Unit</u>	<u>Unit Price</u>	
		<u>In numbers</u>	<u>In words</u>
Marine Engineering Consultant	Lump Sum		

The Village reserves the right to award the contract for surveying to any firm, as best meets the needs of the Village.

NOTE: Unit prices include all work necessary to complete, in place, each listed item including, but not limited to, labor, materials and incidentals. Unit prices are to be written in both words and numbers. In case of a discrepancy, those shown in words shall govern. All prices are to be in dollars and cents.

Quote Submitted By:

(Firm Name)

(Address)

(Telephone No.)

(Printed Name of Authorized Representative Submitting Quote)

(Authorized Signature)

Date: