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**Request for Proposals
for
FEMA-4805-DR-NY
HMGP Project # 4085-0031
Flood Protection for the
Major Infrastructure of
Island Park Project Phase II**

Request for Proposal Issue Date: February 11, 2019
Technical Questions Due: March 11, 2019
Technical Response Issued: April 1, 2019
Proposal Due Date: May 7, 2019 at 11:00 a.m.

Contact Information:
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**Incorporated Village of Island Park
County of Nassau, New York**

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The Incorporated Village of Island Park desires to procure a firm for the evaluation, design, and related engineering services for village wide storm water system improvements within the Incorporated Village of Island Park. The initial phase of this project included a storm water modeling study utilizing CADD software and CCTV (Closed circuit television recording) of the present system. The modeling study includes the present configuration of lateral storm water pipes, the present location of storm water drain boxes. It includes the location and description of the present tidal flex valves. The project is funded by and conceived by the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program (HMGP), administered through the New York State Division of Homeland Security (DHSES).

The proposed project calls for a complete detailed design of upgrades to the storm water system. It includes both the lateral storm water drains and drain boxes. The proposed project includes the integration of tidal flex valves along the westerly boundary of the Incorporated Village of Island Park, specifically the Harbor Isle Canal, and all so-called dead-end streets. (see map annexed) from the intersection of Julian Place and Suffolk Road on the south end of the Incorporated Village to mud creek on the north end of the Incorporated Village. Storm water lateral drains are placed along perimeter roadways of the Incorporated Village, including Nassau Lane in its entirety, Warwick Road in its entirety, Suffolk Road in its entirety, Island Parkway in its entirety, including Long Beach Road in its entirety. The project includes all interior streets and roads within the geographic boundaries of the Incorporated Village. Drainage improvements include the consideration of previous paving in the road bed contiguous to existing curbing. Considerations to street infiltration beds and Bio-swales are to be included. Bio retention street trees and knee walls are also included in consideration.

The selected firm will work with the Incorporated Village of Island Park, Nassau County Department of Public Works and interface with the consortium of Federal and State agencies involved with the FEMA HMGP.

The project includes developing biddable design documents based on the modeling study and recommendations of the proposed alternative included therein. Final design must be in full compliance with all local, state and federal codes/regulations. The project shall include GIS mapping, observations, evaluations, proposed design, impacts, costs and benefits of identified engineering solutions. It will include, but not limited to, the following tasks:

- Environmental Assessment (EA) in adherence with the National Environmental Policy Act (NEPA)
- Various tidal check valve and storm water treatment device installation for design & engineering purposes
- Enlargement of storm water drainage pipes.
- Physical Map Revision (PMR)/Conditional Letter of Map Revision (CLOMR) application

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- Review/initiate permitting requirements
- Preliminary and final Benefit Cost Analysis developed in the FEMA approved Software
- Community relations/coordination
- The firm shall prepare design documents (plans and specifications suitable for bidding purposes)

The successful respondent will assist the Incorporated Village of Island Park with the preparation of a detailed design (including all supporting data) and the administration of the Design and Engineering Phase, in accordance with HMGP requirements and timetables.

The Incorporated Village of Island Park reserves the right to negotiate the distribution of the A/E fee. The Incorporated Village of Island Park reserves the right to reject any and all proposals either in whole, or in part.

Respondents will not be reimbursed for costs incurred in the preparation of the proposal.

DIVISION I

A. Overview and technical design report

The report shall evaluate improvements to the storm water collection, conveyance, and discharge system for all storm water lateral drains and drain boxes throughout the Incorporated Village. The report shall evaluate improvements to the tidal flex valve systems and its interactions with the storm water drains and drain boxes. An analysis of the drainage improvement alternatives to be identified by the consultant shall be performed along with in an engineer's cost estimate for each alternative, which is consistent with the budget and supplemented by field investigation, supplemented by the CADD modeling study and CCTV recorded inventory of storm water drains and drain boxes, consideration of all aspects of the proposed project the firm will provide a recommended engineering solution.

The firm shall develop a conceptual-level preliminary design report that includes the following components: problem definition; existing conditions; conceptual plans for three (3) implementation alternatives; a description of how each alternative will address the defined problem; estimate of total project costs broken out by services and construction costs for selected alternatives are to be broken out in a detailed line item budget. Included are summary costs for services and construction; project schedule; preliminary engineering analysis; a Basis of design report and a benefit cost analysis are to be included.

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DIVISION II
Design Services

B. Horizontal Control

The firm will establish a Horizontal Control in connection with; establish a precise base line with at least two ties into the Nassau County Geographic Information System (GIS), with a maximum error of closure of 1:50,000. The error of closure shall be distributed according to standard procedures and all angle points coordinated. **Before the survey work is started, the firm shall submit their procedure to the Incorporated Village of Island Park for approval.** The firm shall use this base line as the reference line for locating all topography, and aboveground and underground facilities. The base line shall be monumented and referenced as necessary to later serve for laying out the construction. Traverse worksheets shall be submitted to the Incorporated Village of Island Park for review, when completed to include for cross-sections. The theoretical grade line should be referenced to the aforementioned base line on the Coordinated Detailed Map.

C. Vertical Control

Provide highest order vertical control system possible, with ties into the same two monuments of the Nassau County GIS as used for base line control and topographic work and construction mapping. Benchmarks shall be established and documented within the project limits. They should be located in such a place so that they will not be destroyed by any anticipated and construction work. Bench run worksheets shall be submitted to the County and the Incorporated Village of Island Park for review when completed.

D. Base Map

The Base Map shall include all topographic data required for the preparation of detailed contract plans, including, but not limited to the following: horizontal control line and benchmarks as referenced to work described in Tasks II, B and C; existing elevations obtained by cross sections at a maximum 50 foot stations with additional elevations on driveways, structures, steps, manhole covers, first floors, etc. and any abrupt changes in slope; underground utilities shall be plotted from survey of utility mark out; drain and sewer structures shall be opened to obtain inverts, pipe sizes and brickwork and plotted on profile portion of plan house connections shall be plotted from information supplied by the respective sewer agency; buildings and other manmade structures shall be accurately plotted, described (number of

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stories, type of structure, etc.) and addressed on the plan. Topographical data shall be shown on the plans at a scale of one (1) inch equals twenty (20) feet or larger, as directed. For both the Base Map and Detail Map, existing line weight and numbers shall be fine (0.30 mm or equivalent) and proposed details shall be bolder (0.50-0.80 mm or equivalent). Said data shall be furnished to the Incorporated Village of Island Park in a digital format as prescribed in the latest version of the NCGIS Geographic Data Standards, or in a mutually agreeable format.

E. Detail Map

Prepare a CAD generated coordinated Detail Map to three decimal places, showing all property line data relative to the survey base line, the proposed center line (or theoretical grade line), the existing and proposed right-of-way lines, and all parcels within the project limits. Said parcels shall be completely defined as per deeds, filed maps, or other legal descriptions. Parcels too large to fit on the sheet shall be shown completely by a reduced scale inset, with all boundary distances noted. This map shall be to a scale of one (1) inch equals twenty (20) feet, where possible, and shall include field measurements as well as computed values. Liber and Page of the document relating to the most recent ownership shall be shown on this map. Upon acceptance of the Final Detailed Construction Drawings and Specificities, the Consultant shall submit a reproducible copy of the Detail Map which shall indicate field ties in detail for all critical base line stations, as well as coordinates for all property corners held. For both the Base Map and Detail Map, existing line weight and numbers shall be fine (0.30 mm or equivalent) and proposed details shall be bolder (0.50-0.80 mm or equivalent). Said data shall be furnished to the County in a digital format as prescribed in the latest version of NCGIS Geographic Data Standards, or in a mutually agreeable format.

F. Right-of-Way Maps – N/A

1. Prepare a Right-of-Way Acquisition Map on 21 inch by 31- ½ inch (border to border) standard size sheets showing the fee parcel (acquisition), highway easement, slope easement, drainage easement, sewer easement, working easement, release parcel, or excess parcel to be acquired at a scale of one (1) inch equals twenty (20) feet (1" = 20') in accordance with the current standards of the Nassau County Department of Public Works. Changes to this scale require prior County approval.
2. Type a description of each parcel to be acquired using the heading, shown on the Property Data Form supplied by Nassau County DPW for each such parcel with information effective not more than thirty (30) days prior to the delivery of the said acquisition map to the Commissioner. Descriptions should be delivered to the County on a computer disc.

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3. Supply on a computer disc, a list for each parcel in "Microsoft Excel" or approved equivalent format, all in accordance with County requirements. The information supplied for each parcel shall include the parcel number, name of owner, address of parcel, section, block, and lot of the parcel, and, if applicable, address of absentee owner.

G. Design Plans

Schematic (30%) Design Plans – Upon the written approval of the Preliminary Design Report by the Incorporated Village of Island Park and selection of the preferred implementation alternative, the firm shall advance the preferred implementation alternative to Schematic (30%) design.

The firm shall develop an alignment on the Base and Coordinated Detail Map to reflect the conceptual design drawings provided in the Incorporated Village of Island Park drainage study main report.

1. Prepare conceptual graphic layout plans at a scale of 1"=2' and graphic profiles at scales of 1"=20' horizontally and 1"=2' vertically. Changes to these scales require prior Incorporated Village of Island Park approval. The graphic layout plans shall be in the current Incorporated Village of Island Park standard with the vertical profile on the upper ½ of the drawing and the horizontal alignment on the lower ½.
Show on said plans for each of the three (3) proposed alternatives the proposed alignment of the project area and adjacent site information including: roadway widths, typical sections, layout of restoration, on the same drawing as the existing conditions. Existing line weight and numbers shall be fine (0.30 mm or equivalent) and proposed details shall be bolder (0.50-0.80 mm or equivalent).
2. Prepare and submit a Conceptual Level Estimate of the construction cost of the project at current prices.
3. Submit the Preliminary Design Report and plans for approval by the Incorporated Village of Island Park.

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H. Soils Investigation and Reports

1. If necessary, and upon the written direction of the Incorporated Village of Island Park and appropriation and encumbrance of funds for the purpose, the firm shall prepare plans, specifications, and estimates of costs for soil s investigation and take proposals from at least three(3) boring contractors. Before awarding the boring contract, the firm shall first obtain the approval of the successful bidder by the Incorporated Village of Island Park.
2. Determine and stake out in the field the locations and depths at which the borings shall be made, observe the work of the boring contractor and the soils testing agency, analyze the information from these operations, and prepare a report thereon, complete with foundation recommendation.
3. This will be considered extra work, and reimbursement for this work shall be in accordance with Schedule B, Item VI, Part D, Reimbursement and Fees for Special Consultant Services and Extra Work, Task 1.

I. Coordination with Public and Private Utilities

1. Contract all public utility agencies and private utility companies known to have installations in the construction area to determine the locations and sizes of all existing subsurface installations, and to determine the scope of any future plans being considered in the area of the work. This data shall be further supplemented with data obtained by field reconnaissance.
2. Perform the necessary liaison work associated with relocation of utilities. However, the firm shall not be required to design such relocation work, except where such installations are owned by municipalities or special districts. In the latter cases, the relocation shall be considered part of the design and the cost thereof shall be included in the firm's estimate of construction cost. In either case, the firm will be required to show on contract drawings existing, proposed, and/or relocated utilities.

J. Final Detailed Drawings and Specifications

Based upon written approval of the Schematic (30%) design plans by the Incorporated Village of Island Park, the firm shall advance the design with deliverable submissions at the 60% and 90% levels before producing Final (100%) Contract Documents. An estimate of probable construction

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cost and updated project schedule, in writing by the Incorporated Village of Island Park before the design may advance.

The Final Contract Documents shall be prepared as follows:

1. Prepare detailed contract plans at a scale of 1"=20' on 21"x 31- 1/2" (border to border) standard size sheets and supporting data for each construction contract of the project in accordance with the current practice of the Nassau County Department of Public Works, which originals shall be submitted by the Firm. Said data shall be furnished to the County in a digital format as prescribed in the latest version of the NCGIS Geographic Data Standards, or in a mutually aggregable format. Changes to this scale require prior County approval.
2. Prepare drawings, which shall include all plans, profiles, typical sections, structural details and detailed designs necessary to construct the project, and showing existing grades and proposed profile grades at least every 50-foot station. Plans shall be prepared with the profile on the top half of the sheet and the plan view on the bottom half, and shall include all information for the particular station interval shown on the plan. Separate sheets for drainage, utility, or contours will not be acceptable unless otherwise approved. The detailed design shall address the impact on every adjacent property. If applicable, the soil boring log sheet information gathered under Task H Soils Investigations and Reports shall be incorporated into the Design Plans.
3. Prepare detailed design drawing of each structure and its component parts and consisting of all plans, elevations, sections, and other drawings necessary for construction purposes.
4. Develop and tabulate an estimate of all items necessary to complete the work as shown on the construction plans with their corresponding estimated neat (before rounding) quantities.
5. Prepare a final estimate of construction costs based on current prices for neat quantities.
6. Furnish all special specifications add addenda notes required to construct the project in addition to the standard specifications of the Nassau County Department of Public Works as contained in a book entitled "2009 Standards Specifications and Detail Sheets for Civil Engineering and Site Development" plus current amendments or new versions to the Incorporated Village of Island Park.

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7. Develop and submit cross-sections for project work, prepared on a 10x10 grid cross section paper, using a vertical scale of 1"=2' and a horizontal scale of 1"=5'. Areas of excavation and fill by classification shall be shown on these sheets. Such cross sections, although required by the County, shall not be considered to be part of the contract plans. The cross sections shall be delivered to the Incorporated Village of Island Park along with the contract plans for the Incorporated Village of Island Park information and use.

DIVISION III

Services During Construction

A. General Construction Support

1. When requested in writing by the Incorporated Village of Island Park, the firm shall provide general construction support services to include the checking and approving of construction drawings, shop and erection drawings, schedules and other submissions for conformance with the design concept of the project and requirements of the contract documents, bid breakdowns, change order requests, disputed work and any other such items.
2. The firm shall render consulting services in connection with the execution of the work. In the performance of such services, the firm shall make such visits to the site as may be necessary to resolve and conflicts concerning the design drawings or for the interpretation of the plans and specifications.
3. The firm shall update the final detailed contract plans by preparing new as-built Myler drawings showing all field changes for each construction contract of the project in accordance with the current practice of the Nassau County Department of Public Works. Said data shall also be furnished to the County in a digital format as prescribed in the latest version of the NCGIS Geographic Data Standards or in a mutually agreeable format.

B. Other Requirements and Specifications of this Proposal

To avoid duplication of efforts, unless otherwise specified by NYS DHSES not conduct environmental review activities. It was presumed that FEMA will be the lead agency for the purpose of NEPA. The Incorporated Village of Island Park will participate, with the contractor providing comments to FEMA. New York Department of Environmental Conservation in collaboration with Nassau County will be the lead agencies for the purpose of the SEQRA. The selected A/E firm will be required to coordinate with the Incorporated

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Village of Island Park and its contractors in support of any environmental review activity. Notwithstanding the above, Respondent will be responsible for, obtaining and complying with all applicable, local, state, and federal permits.

- C. Prepare a design report that includes the following components: (1) problem definition; (2) existing conditions; (3) project description; alternatives considered and proposed alternative; (4) preliminary drawings/site plan; (5) estimate of total project costs broken out by services and construction costs detailed estimates and inflation considerations are to be noted (contingencies cannot be called out or be represented as a standalone line-item); (6) project schedule (Gantt chart); (7) preliminary engineering analysis (e.g. hydrocad model, building code, constructability, etc.); (8) alternatives to the project that address the problem; and (9) summary.
- Prepare a complete set of Final Contract Documents (drawings, specifications, and calculations), including an estimate of probable construction costs for use as the basis for advertising the construction project for bid.
- D. Participate in monthly project progress meetings and prepare and provide quarterly progress reports with the Incorporated Village of Island Park and other stakeholders. The selected firm shall prepare all meeting materials, included, but not limited to, agendas, invitations, and meeting minutes.
- Prepare and submit any and all required permits
 - Assist the Incorporated Village of Island Park during the construction bid process by attending the pre-bid site meeting, responding to bidder questions, issuing any necessary addenda, and reviewing bids received to determine technical responsiveness.
 - Attend the pre-construction meeting and review submittals for contract document compliance.
 - Answer requests for information within 5 business days
 - Prepare agendas and attend meetings in accordance with the Incorporated Village of Island Park requests.
 - Perform site visits to ensure contract compliance, design intent, quality of workmanship, and material acceptance.
 - Review field orders and change orders
 - Coordinate project activities of the Incorporated Village of Island Park, Nassau County, and other parties.
 - Prepare record (as-built) drawings

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- E. If applicable, prepare Operation and Maintenance Manual
- Review and approve all contractor requests for payment, and submit approved requests to the Incorporated Village of Island Park. Payment requests shall meet HMGP requirements and reimbursement.
 - Updated technical design requires active flood protection measure as part of the overall solution. Deliverables must include an Emergency Operations Plan to address how the measures will be implemented.
 - Present an updated Benefit Cost Analysis (BCA) to validate assumptions in the preliminary BCA used to approve this phase of work, using data developed or gathered during this phase of work.
- F. Attend and present project update at one HMGP Planning Committee update meeting. This meeting is separate from other meetings referenced in this Scope of Work.

Field Inspection Services are not included in this agreement

The Incorporated Village of Island Park and the County of Nassau reserve the right to modify the Scope of Work.

Change Orders shall not be permitted unless specifically requested and approved by the Incorporated Village of Island Park.

IV. Submittal Content

Respondent shall submit five (5) hard copies of their proposal and one (1) hard copy of their cost proposal in a separately sealed envelope. In addition to the requested five (5) copies, a complete copy of the RFP technical submittal on a compact disc (CD) in PDF format must be provided. Submissions should be made to the Incorporated Village of Island Park, attention Constance Conroy, Village Clerk, 127 Long Beach Road, Island Park NY 11558

For each submittal, the submitted documents shall be furnished in printed and electronic format. Unless a lesser quantity is acceptable to the Incorporated Village of Island Park, furnish five, full sized printed copies (on bond paper) for each submittal, and furnish electronic copy transmitted in form mutually acceptable to the consultant (e.g. compact disc, thumb drive, or submitted via email or ftp:site). Electronic copies shall be in both portable document format (PDF) and native file format, unless otherwise agreed upon by the consultant.

Proposal Organization and Requirements. The proposing consultant, by submitting its proposal, acknowledges that it has reviewed the RFP and has become familiar with the general content of the FEMA-4805-DR-NY HMGP Project # 4085-0031 Flood Protection for the Major Infrastructure Phase II

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project, shall abide by the terms as set forth in the attached "DRAFT CONTRACT FOR SERVICES", understands the proposed Detailed Scope of Services and scope of improvements as described in the RFP, understands all documents included in the Request for Proposal (RFP), and its ability to perform all the work required.

The technical proposal, at a minimum, shall include: a description of the unique ability and/or experience of the proposing consultant to provide the services outlined herein; a detailed description of the proposing consultants technical approach to complete the project; a project schedule; draft drawing list; a summary of all tasks anticipated by the proposing consultant (Work Breakdown Structure – WBS); the associated level of effort (man-hours) and the identification of each task which would become charges to the Incorporated Village of Island Park key personnel and any sub-consultants who shall be assigned to this project shall be indicated in a project organization plan.

Each proposal shall include the proposing consultant's fee as a 'not to exceed' cost ceiling. Your cost proposal shall be submitted on or in the same format as the attached, Schedule D, "Cost Proposal." All costs associated with each task, including lump sum tasks and reimbursable expenses (travel, special printing, permit application fees, etc.) shall be detailed in a separately bound cost proposal. The members of the team that are presented as far of this proposal shall be the team members involved in this project. Substitutions shall be requested by the proposing consultant in writing and shall be subject to approval by the Incorporated Village of Island Park. It shall be at the proposing consultant's discretion whether to include within the proposal any additional information regarding the special experience or qualifications of the proposing consultant or its key personnel that would further substantiate the capabilities of the proposing consultant to complete this project.

The consultant shall provide all the necessary services, whether specifically mentioned herein or not, to complete this assignment. The consultant assumes all risks regarding estimating the level of effort and labor- hours and expenses required to complete all services to the satisfaction of the Incorporated Village of Island Park at the proposed cost.

Proposal Requirements

At a minimum, the proposal shall address the following:

Understanding of the Project

The proposal shall include a statement of work that describes the proposing consultant's understanding of the Project. The proposing consultant is expected to discuss its understanding of the proposed "Scope of Work"; the complexity, challenges and problems involved in performing that work; approaches and philosophy for dealing with problems; experience dealing with key issues and any additional issues or matters relating to the "Scope of Work" which the proposing consultant believes should be addressed.

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Proposed Technical Approach

The Proposal shall include a description of the proposing consultant's management and organizational approach. This should include the proposed effort for completing the work on schedule and the methods the proposing consultant would use to coordinate its work with other consultants and contractors whose work must interface or connect with work performed by the proposing consultant.

Experience/Qualifications of the Consultant

If the proposing Consultant is made up of more than one (1) firm, the proposing consultant shall list the major sub-consultants and describe the qualifications of each. At a minimum, the Proposal must include a minimum of 5 projects it completed of similar magnitude, scope and complexity and it must demonstrate that the proposing consultant and its sub-consultants have experience working with complex projects similar in size and nature.

Key Personnel and Staffing

The proposal must include the proposed staff to be assigned to this project along with a list of their relevant experience. The Proposal shall include detailed resumes for all key personnel, both from the proposing consultant and the sub-consultants and shall include, by position, a description of the work to be performed and the percentage of time that key personnel and other staff shall be dedicated to the Project. Key personnel identified in the proposal shall be expected to remain assigned to the project for the agreement must be approved in advance, in writing, by the Incorporated Village of Island Park.

Proposing consultants shall indicate if they or their proposed sub-consultants are local consultants and/or MBE, WBE, or W/MBE/DBE certified. In addition, proposing consultants shall report what percentage of their Cost Proposal is designated for W/MBE sub consultants.

The Proposal must contain the following information and documentation:

Firm: Respondent's legal structure, areas of expertise, length of time in business, number of employees and detailed contact information of the person authorized to contractually obligate the Respondent and for the person administratively responsible for the Proposal.

Sub-consultants: identify any sub-consultants, including a summary of the organization, experience and technical skills. Respondent shall not employ, contract with, or use the services of any consultant for the work of this contract (except such third parties which may be used by the Respondent in the normal course of business, such as couriers, imaging services, etc.) without obtaining the prior written approval of the Incorporated Village of Island Park.

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Disclosure: Disclose all allegations or claims of substandard work, unethical or illegal practices or debarment or suspension from State or Federally funded projects, and provide documentation as to the resolution of these matters. Respondent must not be suspended or debarred from participation in State or Federally funded projects. Include a completed NYS Vendor Responsibility Questionnaire and notarized certification, along with verification that a completed NYS Vendor Responsibility Questionnaire has been filed with the NYS Office of the State Comptroller: <http://www.osc.state.ny.us/vendrep/>. Failure to complete and submit the NYS Vendor Responsibility Questionnaire may be cause for a proposal to be rejected.

Vendor Registration: Statement proposer has registered with the County as a vendor. Proposers who have not yet registered may do so via the internet at the following location: <http://eproc.nassaucountyny.gov/SupplierRegister>. In addition, proposers must include in their RFP response a completed NYS Vendor Responsibility Questionnaire and notarized certification, along with verification that a completed NYS Vendor Responsibility Questionnaire has been filed with the NYS Office of the State Comptroller: <http://www.osc.state.ny.us/vendrep/>.

List of Services to be Performed: Proposed approach to the Scope of Services, containing a complete written description of how the proposer plans to meet the Incorporated Village of Island Park's requirements for each task. Additionally, proposers shall include any tasks, not listed in Section IV entitled Scope of Services, that the proposer deems necessary to adequately perform the Work.

Relevant Experience: Previous projects that demonstrate relevant experience and identify public sector clients for whom Respondent has provided similar work in the past five years. For each project described, provide current contact information for the individual with whom Respondent worked.

Approach and Methodology: Respondent's understanding of the scope, including a detailed work plan to complete the design services.

Staffing Plan: Respondent's capacity to provide services in the required timeframe, and key personnel to provide services and the proposed staffing plan. Outline the resumes of key personnel who will be assigned to the project, including their years of experience and functions on this project. The Plan shall also include a project organizational chart, including only the people who would actually work on the Incorporated Village of Island Park's account. Specify the role each would play, as well as what back-up coverage would be available in time of conflicting engagements. The selected proposer shall secure prior written approval from the Incorporated Village of Island Park for any changes in the staffing assigned to the Project and shall submit written documentation of the new individuals' qualifications.

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Ability to Conform to the Incorporated Village of Island Park's Timeline: Describe firm's workload and the impact on its current capacity to perform services on this project, and describe specifically how the firm will comply with the required delivery schedule set forth in Schedule B.

Commitment to Comply with All Applicable Federal, State, and Local Regulations, including Minority and Women-Owned Business Enterprise (M/WBE) and Section 3: Describe firm's commitment to and plan for complying with all applicable federal, state, and local regulations, including, as described herein.

M/WBE obligations and hiring requirements under Section 3 of the Housing and Community Development Act. Include a completed M/WBE utilization plan, demonstrating to the extent to which the firm will utilize M/WBE sub-consultants on this project. This is a factor for firm selection, and respondents who demonstrate a commitment will receive the most points. (As described herein under "V Selection Process")

Iran Divestment Act: Respondent must attach a signed statement on company letterhead that is affirmed as true under penalty of perjury.

Costs: Complete the Cost Proposal (Schedule D) by providing a lump sum price for completing this project.

Contractors Qualification Statement: A duly completed and verified Schedule E, Contractors Qualification Statement (form attached), together with current certified or verified financial statement and/or other commercially reliable written evidence of the proposer's credit, financial standing and capacity to perform in accordance with the terms of the contract issued pursuant to this RFP, including the most recent Dunn & Bradstreet Report (or other comparable report), if available.

Vendor Ownership Disclosure: All officers and any entities or individuals who hold a ten percent (10%) or greater ownership interest in the proposer shall complete and verify the Contractors Qualification Statement.

Project Schedule: Project schedule and milestones for the Scope of Services and Deliverables.

References: Name, titles, addresses, phone numbers, and email addresses for at least five (5) existing or prior clients where the proposer served in a similar role on projects/processes of similar size and scope.

Names, titles, addresses, phone numbers, and email address of key contacts for at least five (5) villages, towns, cities, governmental agencies, or quasi-governmental agencies, or a combination thereof who are existing prior clients of your firm.

Identification of any customers/clients that have terminated proposer or proposers firms services in past two (2) years and a detailed explanation for any such termination.

FEMA-4805-DR-NY HMGP Project # 4085-0031 Flood Protection for the Major Infrastructure Phase II

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Additional Information: Any additional information that may be pertinent to the Incorporated Village of Island Park's requirements.

Supplementary Conditions Forms: Completed Introductory Statement and Forms PROC-1 (EEO Staffing Plan), PROC-2 (M/WBE Utilization Plan), and PROC-3 (Request for Waiver Form).

Attachments: Resumes and material helpful to the technical evaluation may also be attached (short project descriptions, brochures).

Contract Term: it is the intent to award a contract for twelve (12) months, with the option to extend for an additional six (6) months, subject to the Incorporated Village of Island Park right of early termination as provided in the contract. The selected proposer will be responsible for maintaining and adhering to the project schedule and for completing work within the term of the contract. The selected proposer shall notify the Incorporated Village of Island Park, in writing, of any issues that arise throughout the contract term which could have a negative impact on the schedule, along with a detailed explanation of the issue, the effect, or expected effect, on the schedule and the steps that the selected proposer is taking to recover the schedule. The decision to extend the contract term will be at the sole discretion of the Incorporated Village of Island Park.

Interviews/Oral Presentations: Should the RFP Evaluation Committee request such, proposers may be requested to interview with Incorporated Village of Island Park staff and make a presentation outlining their proposals. Proposers may be required to provide additional details regarding their qualifications, demonstrate their ability to provide the services with respect to the Incorporated Village of Island Park's requirements and to discuss the project requirements and proposal elements in more detail.

Interpretation of Proposal Documents: The proposing consultant may request a clarification or interpretation of any aspect of the Request for Proposal documents. In addition, inquiries on the availability of existing information (for example, historical documents, geotechnical information, etc.) should be posed as a question to the Incorporated Village of Island Park during the RFP process. All questions should be submitted in writing to Constance L. Conroy, Village Clerk, 127 Long Beach Road, Island Park NY 11558.

Addenda: The Incorporated Village of Island Park reserves the right to revise the RFP documents at any time up to the time set for submission of the Proposals. Any such revision(s) shall be described in addenda to the RFP that shall be provided to all proposing consultants receiving the RFP documents. If the Incorporated Village of Island Park determines that the addenda may require significant changes to the "Scope of Work", the deadline for submitting the proposals may be extended by the number of days that the Incorporated Village of Island Park determines will allow the proposing Consultants sufficient

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time to revise their proposal. The proposing consultant must acknowledge in its proposal cover letter what addendum they received.

Withdrawal of Proposal: The Proposing Firm may withdraw its proposal by submitting to the Incorporated Village of Island Park a written request by the Proposing Firms authorized representative. The withdrawal of Proposal does not prejudice the right of the Proposing Firm to submit future proposals.

Expectation/Protest Policy: If a Proposer takes exception to any requirements of this RFP, the Proposer must clearly state the exception in its proposal, referencing the affected section, paragraph and page in this RFP. The Proposer must set forth the reason(s) for the exception and indicate what (if any) alternative is being offered by the Proposer.

The Incorporated Village of Island Park shall determine (in its sole discretion) the acceptability of any proposed exception(s). Where the Incorporated Village of Island Park rejects a proposed exception, the Incorporated Village of Island Park may offer the vendor an opportunity to withdraw its exception and propose an alternative. The Incorporated Village of Island Park reserves the right to negotiate with the Proposer regarding any such exceptions. Regardless of whether or not the Incorporated Village of Island Park rejects proposed exceptions to the RFP, such exceptions will be considered by the Incorporated Village of Island Park in evaluating the completeness and adequacy of the proposal. Proposers shall be deemed to have accepted all requirements of this RFP to which they have not specifically and clearly stated an exception in their proposal.

Right to Reject Proposals: This RFP does not commit the Incorporated Village of Island Park to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services. The Incorporated Village of Island Park intends to award on the basis of its best interest and advantage. The Incorporated Village of Island Park reserves the right to reject any or all proposals received as a result of this RFP in part or in its entirety. The Incorporated Village of Island Park may select as the successful proposer that proposal which, in the Incorporated Village of Island Park sole discretion and with whatever modifications the Incorporated Village of Island Park and the proposer may mutually agree upon, best meets the Incorporated Village of Island Park requirements whether or not that proposal is the lowest priced. No proposer shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the Incorporated Village of Island Park in its sole discretion may enter into a contract with the proposer that it selects as the successful vendor.

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V. Selection Process:

Technical Proposals responsive to the requirements of this RFP will be evaluated and scored in accordance with the Evaluation Criteria (see table below).

During or after the review of responses, the Incorporated Village of Island Park may submit written questions and requests for clarification, and may conduct interviews. Respondents must comply with the Deadline Schedule (Schedule B), which may be adjusted if necessary.

The Incorporated Village of Island Park shall evaluate the proposals received based upon the following criteria, which is stated in the Incorporated Village of Island Park Procurement Policy.

The Incorporated Village of Island Park shall evaluate each respondent in terms of:

Scoring Criteria	% of Total Score	Max Points
Experience of the Firm, and sub-consultants, in assignments of similar size, scope and complexity.	25%	25
Experience of key personnel in assignments of similar size, scope and complexity	25%	25
The Firm's proposed project organization, schedule, technical approach and understanding of the project	20%	20
Firm's proposed project schedule and availability of key personnel to meet the schedule	15%	15
Firm and sub-consultant's specific expertise and experience working on similar projects.	15%	15
Total Possible Rating =	100%	100

The Incorporated Village of Island Park shall consider any relevant factors as determined by the RFP Evaluation Committee.

All questions or concerns regarding this RFP must be directed to the designated contact person. If the Proposer believes that a concern has not been satisfactorily addressed, it may request a copy of the Vendor Protest Procedure from the designated contact person.

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VI. Specific Legal Obligations

a. Procurement

The Incorporated Village of Island Park (Sub -recipient) is committed to providing all prospective respondents with accurate, consistent and timely information to ensure that the procurement is conducted with full and open competition. **Written questions from prospective respondents about the RFP are accepted by mail and email before or on March 11, 2019.** Questions may only be addressed to the RFP Coordinator: Ms. Constance L. Conroy, Village Clerk, 127 Long Beach Road, Island Park NY 11558, or via email at clconroy@villageofislandpark.com. In accordance with Section 104-b (2) (f) and Section 139-j (2) (a), the Incorporated Village of Island Park must identify the individual responsible for purchasing and the individual who is the sole point of contact during the procurement. The Incorporated Village of Island Park identifies Ms. Constance Conroy as the RFP Coordinator.

The Incorporated Village of Island Park employees also are required to obtain certain information when contracted during the restricted period and make a determination of responsibility of the Respondent pursuant to these two statues. Certain findings of non-responsibility can result in the rejection for contract award in the event of two (2) findings within a four-year period the Respondent is debarred from obtaining governmental procurement contracts.

Federal and/or NY State Requirements

Proposals submitted and subsequent design and related services must comply with all applicable Federal, State and local laws, rules, regulations, codes, ordinances, and standards. These may include but are not limited to New York State General Municipal Law, the New York State Environmental Quality Review Act (SEQRA), New York State Pollution Discharge Elimination System (SPDES), Local and State codes including building, fire prevention, electrical, and other codes and ordinances, and all other applicable Federal, State and local regulations.

b. Diversity and Income Requirements

Minority and Women Owned Businesses (M/WBE)

The Incorporated Village of Island Park is committed to awarding a contract(s) to firms that will provide high quality services and that are dedicated to diversity and to containing costs. The Incorporated Village of Island Park strongly encourages Respondents that are certified by New York State, or the federal government, as M/WBE firms, as well as Respondents that are not yet certified but have applied for certification, to submit responses to this RFP. All New York State

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certified M/WBE firms submitting proposals to this RFP should be registered as such with the New York State Department of Economic Development. For M/WBE firms that are not certified but have applied for certification, Respondents must provide evidence of filing including filing date.

The Incorporated Village of Island Park is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (M/WBE Regulations) for all New York State funded contracts as defined therein, with a value in excess of \$25,000. The Incorporated Village of Island Park strongly encourages joint ventures of M/WBE firms with majority firms and M/WBE firms with other M/WBE firms. **For purposes of this solicitation, the Incorporated Village of Island Park hereby establishes an overall goal of 30% for M/WBE participation, 15% for Minority-Owned Business Enterprises (MBE) and 15% for Women-Owned Business Enterprises (WBE).**

The vendor is required to submit a Minority/ Women Owned Business Enterprise (M/WBE) utilization plan with their proposal or risk their proposal being rejected as non-compliant. The vendor will have the opportunity to modify these plans prior to executing any contract offered as a result of their proposal.

c. Iran Divestment Act

Every Proposal made to Incorporated Village of Island Park pursuant to competitive solicitation must contain the following statement, signed by the Respondent on company letterhead and affirmed as true under penalty of perjury:

“By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law.”

The list in question is maintained by the Office of General Services. Any Response that fails to certify compliance with this requirement may be accepted as responsive.

d. New York Law and Venue

This contract shall be construed under the laws of the State of New York. All claims, actions, proceedings, and lawsuits brought in connection with arising out of, related to, or seeking enforcement of this contract shall be brought in the Supreme Court of the State of New York, Nassau County.

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The successful Bidder, prior to the execution of the Contract, will be required to furnish Workers Compensation, Commercial General Liability, Automobile Insurance, Umbrella Liability and Indemnification/Hold Harmless Agreement as outlined in the following document titled Insurance Requirements for Independent Contractors/Sub-Contractors, INSURANCE REQUIREMENTS, SCHEDULE C.

In case of failure to execute the Contract (including the required Insurance, Indemnification/Hold Harmless Agreement and Contractors Qualification Statement along with the Certificate of Contractor's Qualification Statement) within the time frame stated, the Bidder shall be deemed to have abandoned the Contract.

The successful Bidder will commence work on the date to be ordered by the Contract as the date of such commencement and shall fully complete the work within the number of consecutive calendar days from said date herein after as the period for completion of this Contract.

Termination:

The Village reserves the right to terminate this agreement. However, prior to taking such action, the Village shall notify the firm in writing no less than 30 days prior to termination.

More specifically, the Village reserves the right to terminate this contract in the event it is found that the certification filed by the Contractor in accordance with New York State Executive Order Number 127 or State Finance Law Section 139 was intentionally false or intentionally incomplete. Upon such finding, the Village may exercise its termination right by providing written notification to the contractor.

The Village reserves the right to postpone, delay, suspend, or abandon all or any part of an assignment with seven (7) days written notice. In the event of a termination or abandonment, the Contractor shall deliver to the Village all reports and other data and records pertaining to the RFP and the Village shall pay to the firm all reasonable amounts earned up to the effective date of such termination or abandonment. Except as expressly provided in the previous sentence, such termination, postponement, delay, suspension, or abandonment shall not give rise to any claim or cause of action against the Village for damages, extra compensation, or for losses of anticipated profits.

Note that all submissions must include an acknowledgement that the Proposer has examined and accepts all the requirements under this RFP, including all appendices, forms, and attachments. Include a statement of capability in performing the work to achieve the objectives of the Village, and that it will accept these terms and conditions unless exceptions are specified in the Proposer's submission.

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Rights and Prerogatives:

The Village reserves the right to exercise the following prerogatives:

1. To accept or reject any or all proposals.
2. To correct any mathematical errors in the proposals.
3. To adopt as the Village property, all submitted proposals and to use any portions thereafter unless specifically noted as proprietary by the submitting firms.
4. To change proposal due dates.
5. To accept or reject any of the Contractor's employees assigned to this relationship and to require their replacement at any time.
6. To modify the Request for Proposal (RFP) at any time before the award is made, if such action is in the best interest of the Village.
7. This contract is not assignable and the use of a subcontractor is prohibited without the written approval of the Village.

The Village reserves the right to meet with selected proposers prior to the designation of a best qualified proposer, to accept or reject any proposal, to enter into negotiations with any of the proposers designated best qualified in order to determine satisfactory terms and conditions of a final contract, and to end such negotiations, at its discretion, and to designate and commence negotiations with an alternative best qualified proposer.

Participation Opportunities For New York State Certified Service-Disabled Veteran-Owned Businesses (SDVOB)

Article 17-B of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses ("SDVOBs"), thereby further integrating such businesses into New York State's economy. The Inc. Village of Island Park recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of Village of Island Park contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Bidders/Contractors are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

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For purposes of this procurement, the Village of Island Park conducted a comprehensive search and determined that the Contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers, and suppliers to Contractor. Nevertheless, the Bidder/Contractor is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the Contract for the provision of services and materials. The directory of New York State Certified SDVOBs can be viewed at: <https://ogs.ny.gov/veterans/>

Bidder/Contractor is encouraged to contact the Office of General Services' Division of Service-Disabled Veteran's Business Development at 518-474-2015 or VeteransDevelopment@ogs.ny.gov to discuss methods of maximizing participation by SDVOBs on the Contract.

New York Sexual Harassment Policy

The Inc. Village of Island Park is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

The Village's Policy applies to all employees, applicants for employment, paid or unpaid interns, and all non-employees¹ working in the workplace, contractors and persons conducting business, regardless of immigration status, with the Village. This Policy is one component of the Village's commitment to a discrimination-free work environment.

Retaliation Prohibition: No person covered by the Village's Policy shall be subject to adverse action because the employee/non-employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Village will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the Village Clerk.

Complete the **AFFIDAVIT OF SEXUAL HARASSMENT POLICY - SCHEDULE H**, by providing your name, title, company, and notarize the document for submission along with the Cost Proposal Package to the Village.

¹ A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

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**SCHEDULE A
PROJECT DESCRIPTION & MILESTONES
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The proposed project calls for a complete detailed design of upgrades to the storm water drainage pipe system within the geographic boundaries of the Incorporated Village of Island Park. The recommendation for backflow prevention devices, storm water treatment devices and increased diameter of storm water drainage pipes, is stated in the recommendations for the Incorporated Village of Island Park in the Drainage Study, Phase 1 in the HMGP. The selected firm will work with the Incorporated Village of Island Park and Nassau County where applicable developing biddable design documents based on the recommendations from the Drainage Study, all recommendations and final design must be in full compliance with all local, state, and federal codes/ regulations. The project shall include GIS mapping, observations, evaluations, proposed design, impacts, costs and benefits of identified engineering solutions. It will include, but not limited to, the following tasks:

- Various Check Valve and Storm Water Treatment Device Installation
- Enlargement of storm water drainage pipes
- Environmental Assessment (EA) in adherence with the National Environmental Policy Act (NEPA)
- Physical Map Revision (PMR/Conditional Letter of Map Revision (CLOMR) application
- Review/initiate permitting requirements
- Preliminary and final Benefit Cost Analysis developed in the FEMA approved Software
- Community relations/coordination
- The firm shall prepare design documents (plans and specifications) suitable for bidding purposes

The successful Respondent will assist the Incorporated Village of Island Park with the preparation of a detailed design (including all supporting data) and the administration of the oversight of implementation of the Design and Engineering Phase, in accordance with the FEMA approved letter requirements and timetables.

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The respondent will provide a schedule of deliverables to include a minimum of the following data. Additional data may be provided at the offeror's discretion.

Schedule of Deliverables		
Milestone #1	Final Technical Design Report & 30%/ Preliminary Design Plans	90 days from NTP
Milestone #2	60% Design	180 days from NTP
Milestone #3	90% Design	270 days from NTP
Milestone #4	100%/Final Design and Bid Documents	300 days from NTP

Contents of delivery should be based on the guidance provided in the CR Program Design Submission Guidance document.

The offeror will deliver copies of all GIS data generated during this project to the Incorporated Village of Island Park with the final design delivery.

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SCHEDULE B
DEADLINE SCHEDULE

Publication of Notice: February 7, 2019

Questions from Respondents: March 11, 2019

Response to Respondents' Questions: April 1, 2019

Submission of Proposals: May 7, 2019 Village of Island Park , Village Hall, 127 Long Beach Road, Island Park NY 11558

Evaluation of Proposals: July 7, 2019

Legislative Approval: July 18, 2019

Comptroller Approval and Notice to Proceed (NTP): To be determined

Date of Initial Meeting between Selected Firm,
Nassau County, and the Incorporated Village of Island Park: To be determined

Date of Receipt of Final Detailed Design: 300 Days from Notice to Proceed

The Incorporated Village of Island Park reserves the right to modify this Timeline as necessary.

Changes to the Timeline will be published at www.villageofislandpark.com

All Technical Proposals with Cost Proposals shall be submitted in hard copy, signed in the original, and received and date stamped by the Owner on or before

Respondent is responsible for meeting all deadlines.

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SCHEDULE C

**INSURANCE REQUIREMENTS FOR INDEPENDENT CONTRACTORS
PROVIDING PROFESSIONAL SERVICES FOR THE MUNICIPALITY**

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_____ (insert name of Professional Contractor) shall maintain at a minimum the following insurance giving evidence of same to Incorporated Village of Island Park on **the form of Certificates of Insurance, copies of the General Liability Declaration Page and copy of the Additional Insured Endorsement, providing 30 days' notice of cancellation, non-renewal or material change.** New York State licensed carrier is preferred; any non-licensed carriers will be accepted at Incorporated Village of Island Park discretion. The insurance carrier must have an A.M. Best Rating of at least A- IX. All policies shall maintain in full force and effect and uninterrupted during the term of this Agreement and for three (3) years from the termination of the _____ (insert name of Professional Contractor) services under this Agreement. With respect to any "claims made" policies, any retroactive date must be earlier than the commencement date of the work under this Agreement. If any of the Insurance Policies written on a "Claims Made" Basis are cancelled or non-renewed for any reason, then _____ (insert name of Professional Contractor) shall obtain, at its own cost and expense, Extended Reporting Period Coverage, AKA "Tail Coverage", for a period of no less than three years, which shall cover any and all claims relating to, or arising out of acts, omissions or events that took place during the term of this Agreement. Any failure to procure and/or maintain the types and level of insurance required of this Agreement constitutes a material breach of this Agreement and subjects (insert name of Professional Contractor) _____ to liability for damages, indemnification and all other legal remedies available to the Village.

No deductible of more than \$5,000 shall be permitted without advance written approval by the Incorporated Village of Island Park which the Incorporated Village of Island Park may withhold, condition or deny in its sole and exclusive discretion.

All subcontractors must adhere to the same insurance requirements.

If the below insurance requirements are potentially excessive because they exceed the type and/or amount of insurance which is reasonable and customary for similar work or services in the same general geographic area, Contractor shall, within fifteen (15) calendar days of the execution of this Agreement, provide written notice of the same to the Incorporated Village of Island Park, along with a written summary of the type and amount of insurance Contractor believes is reasonable and customary for similar work or services in the same general geographic area. The Incorporated Village of Island Park may, in the Incorporated Village of Island Park's sole and exclusive discretion, but is under no obligation to waive, decrease or otherwise alter or amend the insurance requirements in light of this notice. However, notwithstanding anything to the contrary herein, nothing in this paragraph requires or shall be deemed to require the Incorporated Village of Island Park to waive, decrease, alter or amend, in whole or in part, any insurance requirements as a result of the foregoing notice from Contractor or for any other reason, and no waiver decrease, alteration or amendment shall be made except as approved in advance in writing by the Incorporated Village of Island Park.

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SCHEDULE C

**INSURANCE REQUIREMENTS FOR INDEPENDENT CONTRACTORS
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I. WORKER'S COMPENSATION AND NYS DISABILITY

Coverage	Statutory
Extensions	Voluntary compensation
	All states coverage employers
	Employer's liability – unlimited
	Waiver of Subrogation

II. COMMERCIAL GENERAL LIABILITY

Coverage	Occurrence - 1988 ISO or equivalent
Limits	General Aggregate \$2,000,000
	Products-Comp/Ops Aggregate \$2,000,000
	Personal & Advertising Injury \$1,000,000
	Each Occurrence \$1,000,000
	Fire Damage (Any one Fire) \$ 50,000
	Medical Expense (Any one Person) \$ 5,000
Additional Insured	New York State, Incorporated Village of Island Park, appointed and elected officials, employees and volunteers using ISO form CG2026 or equivalent
Mandatory	* Contractual Liability to extend to the Hold Harmless
	• Primary Additional Insured
	• Waiver of Subrogation

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SCHEDULE C

**INSURANCE REQUIREMENTS FOR INDEPENDENT CONTRACTORS
PROVIDING PROFESSIONAL SERVICES FOR THE MUNICIPALITY**

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III. AUTOMOBILE INSURANCE

Coverage	Standard New York policy insuring all owned, hired, and non-owned vehicles
Limits	Minimum Limit - \$1,000,000 CSL
Additional Insured	New York State, Incorporated Village of Island Park, appointed and elected officials, employees and volunteers

IV. UMBRELLA LIABILITY

Coverage	Umbrella or Excess form providing excess of General Liability, Automobile liability
Minimum Limit	\$2,000,000
Additional Insured	New York State, Incorporated Village of Island Park, appointed and elected officials, employees and volunteers

V. PROFESSIONAL LIABILITY

Coverage	New York State Approved Form
Minimum Limit	\$1,000,000 Each Occurrence / \$2,000,000 Annual Aggregate
Preferred Limit	\$3,000,000 Each Occurrence/\$3,000,000 Annual Aggregate

NOTE: Limit can be made up of a primary and excess policy.

If Possible:

Additional Insured	New York State, Incorporated Village of Island Park, appointed and elected officials, employees and volunteers
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SCHEDULE C
INSURANCE REQUIREMENTS FOR INDEPENDENT CONTRACTORS
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VI. HOLD HARMLESS:

To the fullest extent permitted by law, the _____ (insert name of Professional Contractor) shall defend, indemnify and hold harmless New York, State Incorporated Village of Island Park and its elected officials, board members, officers and employees from and against all liabilities caused by or the result of the negligence, recklessness, or willful misconduct of the _____ (insert name of Professional Contractor), or its employees, agents, or subcontractors. Liabilities subject to the duty to indemnify include, without limitation, all claims, losses, damages, penalties, fines and judgements; associated investigation and administrative expenses; defense costs, including but not limited to reasonable attorney's fees; court costs. The _____ (insert name of Professional Contractor) shall have no obligation to indemnify where such liabilities are by the sole active negligence or willful misconduct of an indemnified party. If it is finally adjudicated that liability is caused by the comparative active negligence or willful misconduct of an indemnified party, then the Firm's indemnification obligation shall be reduced in proportion to the established comparative liability.

IN WITNESS WHEREOF, the undersigned has duly executed this Agreement the ___ day of _____, 20___.

Name of Firm

Address

Contractor's Signature

(Please Print Name and Title)

Witness:

Signature

Date

Print Name

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SCHEDULE D
COST PROPOSAL
Page 1 of 3

(To be submitted in a separately sealed envelope)

DATED: _____, 2019

CERTIFICATIONS:

PROPOSER: _____

_____ MBE

_____ WBE

_____ W/MBE

The Incorporated Village of Island Park contemplates a fixed fee contract resulting from this solicitation. The selected proposer **shall be reimbursed on a milestone or task-based payment schedule**, in accordance with the lump sum price offered, which sets forth a proposed percentage of the lump sum for each key task or deliverable. The lump sum for each task/ milestone shall include wage rates, an audited multiplier for overhead, itemized out-of-pocket expenses and fee. The proposal shall include a worker-hour matrix that shows a detailed breakdown of work-hours that may be required to complete each task. Worker-hours in each category shall be broken down to specific titles, as should hourly rates. The hourly rates for each of the titles shall be the actual, audited rates as of the date the proposal is being submitted. The following matrix may be used as a guide by submitting columns 1, 2, and 3 with proposed personnel and/or professional staff required to complete the Services. Additional columns and rows may be added, as needed.

The matrix, as well as all the additional cost proposal elements described in this Schedule shall be submitted as a sealed and separate bid to accompany the submission of the proposal.

The Incorporated Village of Island Park shall not reimburse the selected proposer for ordinary and usual overhead expenses such as telephone calls, mail, delivery fees, faxes, reproduction (unless otherwise specified by the proposer in this cost proposal), and other similar items. In addition, the Incorporated Village of Island Park will not pay for any expenses related to normal travel required for this project. All other expenses, costs or fees that the selected proposer will invoice to the Incorporated Village of Island Park shall be itemized in this Schedule.

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**SCHEDULE D
COST PROPOSAL WORKSHEET
Page 2 of 3**

This sheet is to be used for cost comparison in evaluating the consulting engineering firms responding to the "Request for Proposals".

The firm should fill in their proposed unit prices in the specific categories, and multiply by the rounded quantity to obtain the extension. Said prices will be filled in the appropriate blanks of Exhibit B (Payment Schedule) when a firm is chosen, and the agreement is prepared for processing. Since the scope of the proposed design will be determined following the TDR phase, all firms must use the same approximate construction cost of five-million dollars (\$5,000,000) for the base design fee calculation shown below in Task II G. it is understood that the quantities below are for comparison purposes only. Actual payments to the firm will be calculated using lengths or quantities of approval completed work. Assume acquisition will follow federal process and regulations.

<u>Task and Title</u>	<u>Rounded Quantity</u>	X	<u>Price</u>	=	<u>Extension</u>
I A Technical Design Report	1	X	_____	=	_____
II B Horizontal Control	2.52 mile	X	_____	=	_____
II C Vertical Control	2.20 mile	X	_____	=	_____
II D Base Map within 200' of BL	1.22 mile	X	_____	=	_____
II D Base Map over 200' from BL	0.5 acre	X	_____	=	_____
II D Base Map under water over 200' from BL	0.5 acre	X	_____	=	_____
II E Detail Map	1.22 mile	X	_____	=	_____
II E Detail Map over 200' from BL	0.5 mile	X	_____	=	_____
II F Right-of-Way Maps	10 parcels	X	_____	=	_____

<u>Construction Cost</u>			<u>Base Fee % of Construction Cost</u>	
\$10,000,000	_____			
\$8,000,000	_____			
\$5,000,000	_____ X		_____ %	= _____
II G&J \$3,000,000	_____			
Design \$1,000,000	_____			
	(fill in %)			
II H Soils Investigation and Reports				= _____
Proposal Total				= _____

Incorporated Village of Island Park
County of Nassau, New York

REQUEST FOR PROPOSALS

FEMA-4805-DR-NY HMGP Project # 4085-0031
Flood Protection for the Major Infrastructure of Island Park Project Phase II

SCHEDULE D
COST PROPOSAL WORKSHEET
Page 3 of 3

<u>Task and Title</u>	<u>Salary Wage Rate Multiplier</u>
1. Meetings and Presentations	
2. Coordination	
3. II G & J Design Services	
4. III A General Construction Support	
Additional Required Cost Proposal Elements:	

The proposer shall include a cost proposal, calculated on a separate worksheet, for each proposed subcontractor. This information shall also be referenced into the table above, in a manner that will easily portray the proposer's total cost proposal.

[AUTHORIZED REPRESENTATIVE OF PROPOSER]

By: _____

Name: _____

Title: _____

Date: _____

Incorporated Village of Island Park
County of Nassau, New York

REQUEST FOR PROPOSALS

FEMA-4805-DR-NY HMGP Project # 4085-0031
Flood Protection for the Major Infrastructure of Island Park Project Phase II

SCHEDULE D - 1
COST PROPOSAL
Page 1 of 2

The Incorporated Village of Island Park is seeking proposals for FEMA-4085-DR-NY HMGP Project # 4085-0031 Flood Protection for the Major Infrastructure of Island Park Project Phase II

Bidder: _____

Date: _____

The undersigned, as bidder, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The bidder further declares that he has examined the site of the work and the contract documents relative thereto, and has read all special provisions furnished prior to the opening of bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees if this proposal is accepted to contract with the Incorporated Village of Island Park in the form of contract specified below, for FEMA-4085-DR-NY HMGP Project # 4085-0031 Flood Protection for the Major Infrastructure of Island Park Project Phase II including all the necessary materials, equipment, and labor necessary to complete the project in accordance with the RFP and contract documents, to the full and entire satisfaction of the Incorporated Village of Island Park.

The Incorporated Village of Island Park is seeking Proposals for FEMA-4085-DR-NY HMGP Project # 4085-0031 Flood Protection for the Major Infrastructure of Island Park Project Phase II.

Base Bid:

_____ Dollars (\$)

Incorporated Village of Island Park
County of Nassau, New York

REQUEST FOR PROPOSALS

FEMA-4805-DR-NY HMGP Project # 4085-0031
Flood Protection for the Major Infrastructure of Island Park Project Phase II

SCHEDULE D - 1
COST PROPOSAL
Page 2 of 2

Cost Proposal Signature Page

The undersigned further agrees that in the case of failure on his part to execute the said contract within thirty (30) consecutive calendar days after being given written Notice of the Award of Contract, the bidder shall be deemed to have abandoned the Contract.

Respectfully submitted this day by: _____ Date: _____

(Name of firm or corporation making bid)

WITNESS:

By: _____
Signature

(Proprietorship or Partnership) Name: _____
Print or type

Title _____
(Owner/Partner/Pres./V.Pres)

Address _____

ATTEST: _____

By: _____ License No. _____

Title: _____ Federal I.D. No. _____
(Corp. Sec. or Asst. Sec. only)

Email Address: _____

(CORPORATE SEAL)

Incorporated Village of Island Park
County of Nassau, New York

REQUEST FOR PROPOSALS

FEMA-4805-DR-NY HMGP Project # 4085-0031
Flood Protection for the Major Infrastructure of Island Park Project Phase II

SCHEDULE E
CONTRACTORS QUALIFICATION STATEMENT
Page 1 of 6

The signatory of this questionnaire certifies under oath the truth and correctness of all statements and all answers to interrogatories made.

SUBMITTED TO: Village Clerk
Village of Island Park, Nassau County, New York

SUBMITTED BY: _____

PRINCIPAL OFFICE: _____

Name and Addresses of Owners, Corporate Officers, Partners, Etc.

PRINCIPAL OFFICERS
PRESIDENT:

Name	Address	Background Profession or Trade
VICE PRESIDENT:		

Name	Address	Background Profession or Trade
SECRETARY:		

Name	Address	Background Profession or Trade
TREASURER:		

Name	Address	Background Profession or Trade
------	---------	--------------------------------

The Contractor is (Check one of the following):

_____ Sub-chapter "S" Corporation

_____ Public Corporation

_____ Closely Held Corporation

_____ Individually Owner Business

The Contractor's Federal Employer Identification Number is: _____

Incorporated Village of Island Park
County of Nassau, New York

REQUEST FOR PROPOSALS

FEMA-4805-DR-NY HMGP Project # 4085-0031
Flood Protection for the Major Infrastructure of Island Park Project Phase II

SCHEDULE E
CONTRACTORS QUALIFICATION STATEMENT
Page 2 of 6

List Stockholders

(Not required if publicly held, however disclosure is required if more than 10% of the Stock is held by one person.)

<u>NAME</u>	<u>ADDRESS</u>
1.	<hr/>
2.	<hr/>
3.	<hr/>
4.	<hr/>

Individual Ownership or Partnership (List all Names and Addresses)

<u>NAME</u>	<u>ADDRESSES</u>
1.	<hr/>
2.	<hr/>
3.	<hr/>
4.	<hr/>

NOTE: Failure to supply above information prior to, or at bid opening will cause an informational bid that will be disqualified.

Persons or firms submitting bids must be engaged in the lines of work required in these specifications, or shall be able to refer to work of similar character performed by them. Bidders must present satisfactory evidence of experience, ability and financial standing, and also a statement as to their plant and machinery.

Incorporated Village of Island Park
County of Nassau, New York

REQUEST FOR PROPOSALS

FEMA-4805-DR-NY HMGP Project # 4085-0031
Flood Protection for the Major Infrastructure of Island Park Project Phase II

SCHEDULE E
CONTRACTORS QUALIFICATION STATEMENT
Page 3 of 6

1. Your organization has been in business as a General Contractor under its present business name for _____ years.
2. You normally perform _____ % of the work with your forces.

List the Trades below:

3. Have you ever failed to complete any work awarded to you?

If so, note where and why.

4. List the major construction projects your organization has under construction at on this date.

<u>Contract Project</u>	<u>Percent Owner</u>	<u>Scheduled Engineer</u>	<u>Amount</u>	<u>Complete</u>	<u>Completion</u>
A.	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____
D.	_____	_____	_____	_____	_____
E.	_____	_____	_____	_____	_____

Incorporated Village of Island Park
County of Nassau, New York

REQUEST FOR PROPOSALS

FEMA-4805-DR-NY HMGP Project # 4085-0031
Flood Protection for the Major Infrastructure of Island Park Project Phase II

SCHEDULE E
CONTRACTORS QUALIFICATION STATEMENT
Page 4 of 6

5. List five major projects your organization has completed in the past five years.

<u>Project</u>	<u>Owner</u>	<u>Engineer</u>	<u>Contract Amount</u>	<u>Date of Completion</u>	<u>Work Done With Own Forces % of Work Trades</u>
A.	_____				
B.	_____				
C.	_____				
D.	_____				
E.	_____				

6. List the contraction experience of the principal individual of your organization (particularly the anticipated Project Supervisors).

<u>Individual's Name</u>	<u>Present Position or Office</u>	<u>Years of Experience</u>	<u>Type of work for which Responsible</u>	<u>In What Capacity</u>
A.	_____			
B.	_____			
C.	_____			
D.	_____			
E.	_____			

Incorporated Village of Island Park
County of Nassau, New York

REQUEST FOR PROPOSALS

FEMA-4805-DR-NY HMGP Project # 4085-0031
Flood Protection for the Major Infrastructure of Island Park Project Phase II

SCHEDULE E
CONTRACTORS QUALIFICATION STATEMENT
Page 5 of 6

7. Itemized list of Bidder's major plant and equipment

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

8. Bank References

- A. _____
- B. _____

9. Trade Association Membership

- A. _____
- B. _____
- C. _____

Incorporated Village of Island Park
County of Nassau, New York

REQUEST FOR PROPOSALS

FEMA-4805-DR-NY HMGP Project # 4085-0031
Flood Protection for the Major Infrastructure of Island Park Project Phase II

SCHEDULE E
CONTRACTORS QUALIFICATION STATEMENT
Page 6 of 6

CERTIFICATION OF CONTRACTORS QUALIFICATION STATEMENT

I certify that (our) (my) qualifications statement dated _____, as on file with the Village Clerk, Inc. Village of Island Park, is current and that it reflects (our) (my) organization, operations, and financial status as of this

_____ day of _____;

with the following exceptions:

STATE OF:
COUNTY OF:

I, _____ being duly sworn deposes and says that he/she is the
_____ of _____ Contractor and that answers to the
foregoing and all statements therein contained are true and correct.

Sworn before me this _____ day of _____ 20_____

NOTARY PUBLIC:

MY COMMISSION EXPIRES:

Incorporated Village of Island Park
County of Nassau, New York

REQUEST FOR PROPOSALS

FEMA-4805-DR-NY HMGP Project # 4085-0031
Flood Protection for the Major Infrastructure of Island Park Project Phase II

SCHEDULE F
NON-COLLUSIVE AFFIDAVIT OF PRIME BIDDER

Page 1 of 2

Required by Section 103-D of the General Municipal Law

State of New York)

) SS:

County of Nassau)

_____, being first duly sworn, deposes and says that:

1. He is _____ of _____, the Bidder that has submitted the attached bid:_____.

2, He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid:

3. Such bid is genuine and is not a collusive or sham bid;

4. Neither the said bidder or any of its officers, partners, Villages, agents, representatives, employees, or parties in interest including this affiant, has in any way conducted, conspired, connived or agreed, directly or indirectly, with any other bidder, firm, or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communication or conferences with any other bidder, firm, or person to fix the price or prices in the attached bid or of any other bidder, or, to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Village or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, Villages, employees, or parties in interest, including the affiant.

6. By submission of this bid or proposal the bidder certifies that:

- A) This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor.
- B) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor.
- C) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal.
- D) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statement contained in this certification, and under the penalties or perjury, affirms the truth thereof, such penalties being applicable to the Bidder as well as to the person signing in its behalf.

Incorporated Village of Island Park
County of Nassau, New York

REQUEST FOR PROPOSALS

FEMA-4805-DR-NY HMGP Project # 4085-0031
Flood Protection for the Major Infrastructure of Island Park Project Phase II

SCHEDULE F
NON-COLLUSIVE AFFIDAVIT OF PRIME BIDDER
Page 2 of 2

- E) That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this bid or proposal in behalf of the corporate bidder.

Signed: _____

Title: _____

Subscribed and Sworn to before me

This _____ day of _____, 20_____

I certify that (our) (my) qualifications statement dated _____, as on file with the Village Clerk, Inc. Village of Island Park, is current and that it reflects (our) (my) organization, operations, and financial status as of this

_____ day of _____;

with the following exceptions:

Incorporated Village of Island Park
County of Nassau, New York

REQUEST FOR PROPOSALS

FEMA-4805-DR-NY HMGP Project # 4085-0031
Flood Protection for the Major Infrastructure of Island Park Project Phase II

SCHEDULE G
REQUIRED DISCLOSURE OF RELATIONSHIP TO VILLAGE
Page 1 of 2

Contract Name: FEMA-4085-DR-NY HMGP Project # 4085-0031 Flood Protection for the Major Infrastructure of Island Park Project Phase II

Name and Address of Contractor:

Federal TIN: _____

Related Employees:

Are any of the employees that you will use to carry out this contract with the Village also an official, officer, employee, or member of any board or commission of the Village, or the spouse, child, or dependent of such Village official, officer, employee, board or commission member?

Related Owners, Officers, and Directors:

Are any owners, officers, or directors of your firm also an official, officer, employee, or member of any board or commission of the Village, or the spouse, child, or dependent of such Village official, officer, employee, board or commission member?

Incorporated Village of Island Park
County of Nassau, New York

REQUEST FOR PROPOSALS

FEMA-4805-DR-NY HMGP Project # 4085-0031
Flood Protection for the Major Infrastructure of Island Park Project Phase II

SCHEDULE G
REQUIRED DISCLOSURE OF RELATIONSHIP TO VILLAGE
Page 2 of 2

Interest in Contract:

To answer the following question, the definition of the word "interest" shall mean a direct or indirect pecuniary or material benefit accruing to a Village official, officer, employee, or member of any board or commission of the Village, or the spouse, child, or dependent of such Village official, officer, employee, board or commission member, whether as the result of a contract with the Village or otherwise. For purposes of this question, a Village official, officer, employee, or member of any board or commission shall be deemed to have an "interest" in a firm or a subcontractor of a firm when the Village official, officer, employee, board or commission member, or the spouse, child, or dependent of such Village official, officer, employee, board or commission member:

Has a contract with the firm or a subcontractor of the firm; and/or,
Is an officer, director, member, or employee of the firm; and/or,
Is an officer, director, member, or employee of a subcontractor of the firm; and/or,
Owns more than five (5%) percent of the outstanding capital stock of the firm or a subcontractor of the firm.

Does any Village official, officer, employee, board or commission member, or the spouse, child, or dependent of any Village official, officer, employee, board or commission member have an interest in the firm or in any subcontractor that will be used by the firm for this contract?

Signed: _____

Title: _____

Subscribed and Sworn to before me

This _____ day of _____, 20____

Incorporated Village of Island Park
County of Nassau, New York

REQUEST FOR PROPOSALS

FEMA-4805-DR-NY HMGP Project # 4085-0031
Flood Protection for the Major Infrastructure of Island Park Project Phase II

SCHEDULE I
LEGAL NOTICE

LEGAL NOTICE

INCORPORATED VILLAGE OF ISLAND PARK

PUBLIC NOTICE TO BIDDERS

PLEASE TAKE NOTICE THAT sealed proposals will be received from authorized individuals or entities by the Incorporated Village of Island Park on Tuesday, May 7, 2019 at 11:00 a.m. prevailing time at the Village Hall, 127 Long Beach Road, Island Park, New York at which time they will be publicly opened and read and the contract awarded as soon thereafter as practicable for:

FEMA-4085-DR-NY HMGP Project # 4085-0031 Flood Protection for the Major Infrastructure of Island Park Project Phase II

The Scope of Work Package will be available at the Office of the Village Clerk at Village Hall, 127 Long Beach Road, on or after Monday, February 11, 2019 between the hours of 9:00 a.m. and 4:30 p.m. prevailing time, Monday through Friday, except on holidays. All proposals must be upon forms furnished by the Village, and such documents submitted in any other form shall be subject to rejection.

All sealed Request for Proposals must be in before opening date and time and can be mailed or delivered to Village Clerk, Village of Island Park, 127 Long Beach Road, Island Park, New York 11558.

The Village encourages vendors/suppliers that are certified as a Minority or Women Owned Business Enterprise to participate in our bidding process.

The Mayor and Board of Trustees reserve the right to reject any and all proposals.

BY ORDER OF THE MAYOR AND BOARD OF TRUSTEES

of the Incorporated Village of Island Park, New York.

Constance L. Conroy

Village Clerk

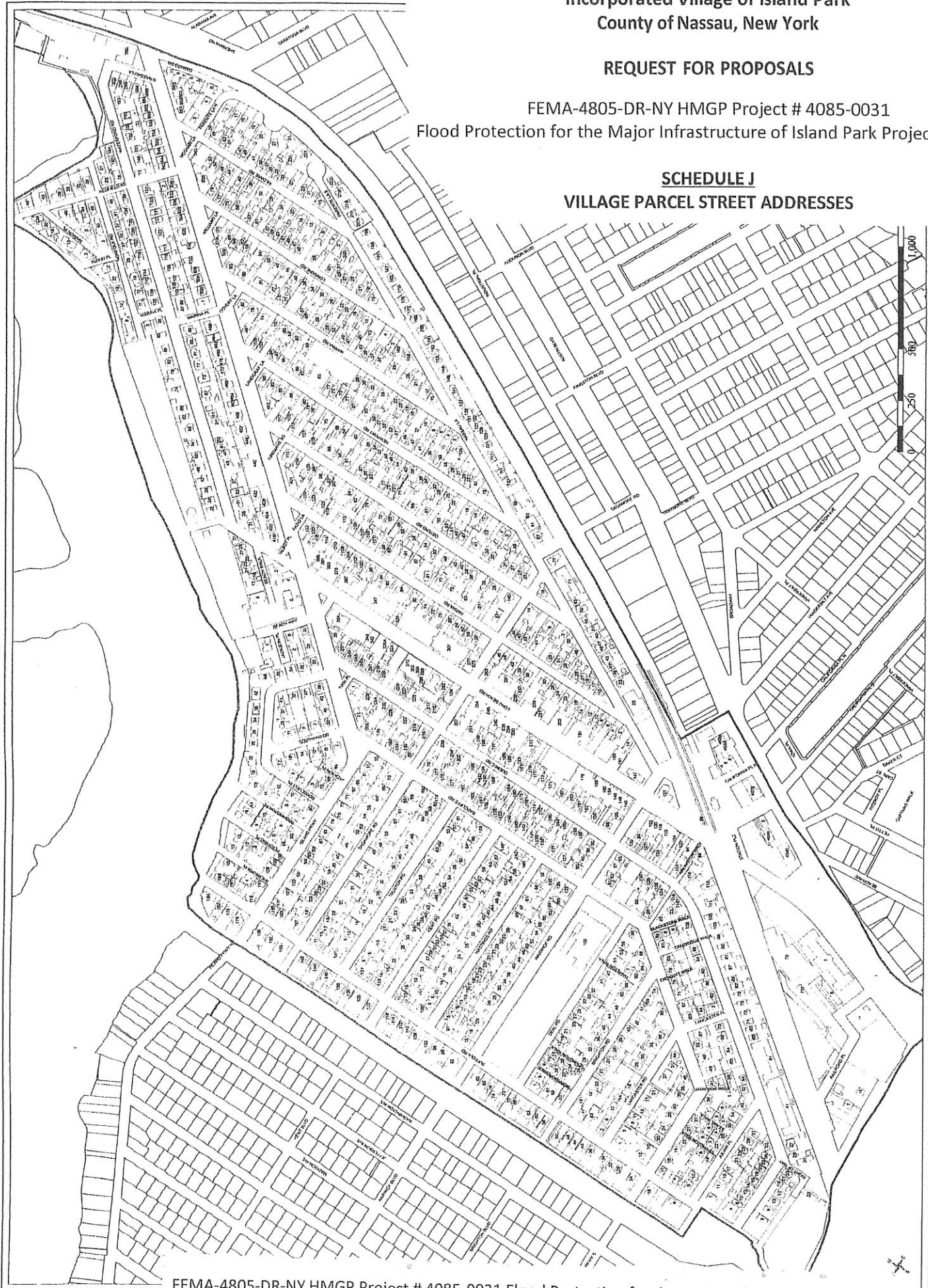
Dated: February 5, 2019

Island Park, New York

REQUEST FOR PROPOSALS

FEMA-4805-DR-NY HMGP Project # 4085-0031
Flood Protection for the Major Infrastructure of Island Park Project Phase II

SCHEDULE J
VILLAGE PARCEL STREET ADDRESSES



Legend

- Building
- Village Parcell

Village of Island Park
Nassau County, New York
Village Parcel Street Addresses

Scale: 1" = 1000'
Date: 11/13/2012
Project: FEMA-4805-DR-NY HMGP Project # 4085-0031
Phase II
Flood Protection for the Major Infrastructure of Island Park