

**Request for Proposals (RFP)**

**Environmental Remediation Consultant**

**Village of Ossining**



**ISSUE DATE:**

**Monday, April 26, 2021**

**REVISED APRIL 30, 2021**

**SUBMISSION DATE:**

**Monday, May 17, 2021**

**Office of the Village Clerk, 16 Croton Avenue, Ossining NY 10562**

**OR via email to [Maddi@villageofossining.org](mailto:Maddi@villageofossining.org) with subject line**

**“Environmental Remediation Consultant RFP Response”**

**Mayor Rika Levin**

**Deputy Mayor Manuel Quezada**

**Trustee Robert M. Fritsche**

**Trustee Omar Lopez**

**Trustee Dana White**

**[www.villageofossining.org](http://www.villageofossining.org)**

## **INTRODUCTION**

**The Village of Ossining** is a community of about 25,000 residents in central Westchester County, roughly 40 miles north of downtown Manhattan. Incorporated in 1813, the Village of Ossining has a rich and storied history—the world famous Sing Sing Prison is nestled along the banks of the Hudson River mere blocks from Ossining's Main Street. Culturally and economically diverse, the Village of Ossining has a Median Household Income of \$67,841 (census.gov, n.d.). Major employers include the Ossining Union Free School District, Sing Sing Correctional Facility, and General Electric. Ossining is an express stop on the Metro North Hudson Line, 46 minutes from Grand Central Terminal.

Downtown Ossining is a Village on the rise. Both interest and investment by small businesses in the 'Downtown Crescent' has risen as residents and visitors to Ossining have followed the national trend of shopping local, gravitating toward walkable, charming community spaces they can experience on a human scale. As COVID-19 fades out of focus, the Village is poised to capitalize on its ability to marry historic charm with the infrastructure businesses require.

Central to the revitalization of Ossining's downtown is the reimagining of the iconic 200 Main Street building, renewing its longstanding position as an anchor for downtown businesses. As part of the Village's overall economic development strategy, the Village Board intends to remediate the building for sale to a private developer who can restore the parcel's value as a taxable asset and re-establish the gateway to downtown.

## **BACKGROUND**

The 200 Main Street building, formerly known as the Bank for Savings, sits at the intersection of Route 9/ Highland Avenue and Main Street. Built in 1908, the building serves as a well-preserved example of Beaux Arts architecture which has sat vacant since the bank ceased operations in 1983. Over the decades that followed, the building fell into disrepair and was acquired by the Village in 2003; despite making substantive repairs to the roof in hopes of finding a buyer, the cost to remediate the site has been a deterrent to most investors.

In 2019, the Village was awarded grant funding under the New York State Homes and Community Renewal (HCR) New York Main Street program to rehabilitate the 200 Main Street building and prepare it for sale to a private owner. The project has been approved based on clearance letters from SHPO, as well as an approved Environmental Review inclusive of a Transaction Screen performed in February of 2021. The screen uncovered a number of areas of concern, the most prominent being the presence of presumed asbestos-containing materials (PACMs) including plaster, spray-on fire proofing and pipe insulation. All of these materials are damaged. There is also peeling/flaking paint, both inside and out, that may contain lead. Window caulks and expansion joints may contain PCBs and there is mold growth in a number of locations. There are discarded fluorescent lamps (<100) which need to be dealt with as universal waste.

This project has a MWBE (Minority- and Women- Owned Business Enterprise) goal, which the Village of Ossining will make all good faith attempts to satisfy throughout this process.

## **PROJECT SCOPE**

The final deliverable is expected to include all of the following components:

### **1. 3D Cloud Point Scan and AutoCAD File Development**

- a. Scanning of each room/ space within the building, these spaces will be limited to those accessible to the scan team. Scanning of the exterior will include the exterior walls only.
- b. Drone photography will provide “fly overs” for reference to building construction.
- c. Interior space scans will be limited to those spaces that are (a) greater than 150 square feet and b) have a floor to ceiling height of 8 feet.
- d. Provide continuous point clouds files for the interior and exterior of the building.
- e. Provide 2D AutoCAD base plans for each building including exterior wall elevations.

### **2. Limited Pre-Construction Asbestos Survey**

- a. Provide licensed NYS/ AHERA Asbestos Inspector(s) to perform a Pre-Construction Asbestos Survey in compliance with the requirements of Title 12 NYCRR Part 56 throughout the construction areas as specified.
- b. Perform collection and analysis of suspect friable material using Polarized Light Microscopy (PLM) and analytical protocols.
- c. Perform collection and analysis of suspect non-friable organically bound material using both Polarized Light Microscopy-NOB (PLM-NOB) and Confirmatory-QTEM analytical protocols.
- d. Perform collection and analysis of vermiculite-containing surfacing materials using Surfacing Materials with Vermiculite (SM-V) analytical protocols.
- e. Discussion of laboratory results for all bulk samples (PLM/ PLM-NOB/ QTEM/SM-V).
- f. Documentation of all analytical laboratory certifications.
- g. Preparation of one (1) Final Asbestos Report identifying hazardous materials, estimated quantities, locations, types and/or conditions.

### **3. Petition for NYSDOL Site-Specific Variances Remediation Scope Development**

- a. Meet onsite to identify areas impacted by incidental disturbance of ACM contamination.
- b. Perform contamination assessment throughout building.
- c. Develop alternate work practices that will not expose the public or workers to elevated fiber levels.
- d. Develop a scope of work that will minimize the impact on the facility.

- e. Preparation and submittal of a Petition for Variance or Other Relief (DOSH-752) and supporting documentation to the NYSDOL regarding the proposed work scope.
- f. Act as the Petitioners Agent during the NYSDOL review process and incorporate any changes or additions requested by NYSDOL Engineering Services Unit during their review.
- g. Final determination regarding approved means and methods shall be as directed by NYSDOL Engineering Services Unit.

**4. Construction Document Specification Development and Remediation Management and Project/ Air Monitoring**

- a. Provide NYSDOL certified Project Designer (PD) and Certified Outline specific pre-abatement activities and abatement procedures and strategies for compressing the project schedule and providing the most cost-effective solution to environmental remediation requirements. The design will consider utilizing existing applicable variances, new variances, and means and methods for dealing with operational constraints, adjacent occupied areas, isolation of the work areas, and specific remediation procedures and criteria.
- b. Develop work practices that will not expose the public or workers to elevated fiber levels.
- c. Develop a scope of work that will minimize the impact on the facility.
- d. Develop bid documents, including work drawings and specifications, for the purpose of securing competitive bidding.
- e. Conduct on-site pre-bid walkthrough with prospective bidders, and resolve outstanding questions on contract scope and deliverables, prior to bid receipt and award, as required.
- f. Assist in preparation of bid lists, review of bid submittals and assist the Village of Ossining in selection of contractors, as required.
- g. Provide project coordination and management through ongoing support throughout the project and conduct on-site and off-site communications and meetings.
- h. Provide collection and laboratory analysis of the required air samples on a cost per sample basis. To maintain compliance with the requirements of 56-4.3, analysis of the air samples shall be by "an independent laboratory conforming to the requirements of 12 NYCRR 56-4.2". The sampling frequency will be as specified in Title 12 NYCRR Rule 56; Subpart 56-4 and any NYSDOL Applicable Variance of Site Specific Variances utilized in the conduct of this project.

All components listed above shall also include an estimated cost to perform each service as described. Please also provide a "cost per sample" for items related to Task 2 ("Limited Pre-Construction Asbestos Survey") and Task 4 ("Air Monitoring").

## **RFP PROCESS**

Proposals, inclusive of all the below, must be received no later than Monday, May 17, 2021 at 10AM.

Candidates shall thoroughly respond to all listed items set forth below. Proposals must be organized in the format and order listed; failure to do so may cause the proposal to be eliminated from consideration.

### **Candidate Qualifications:**

- Provide a brief history of the firm submitting the proposal response.
- Provide description of comparable work performed by the firm within the past five (5) years, along with a list of clients for whom work was performed and contact information for references. A minimum of three (3) professional references with contact information is required.
- Identify the proposed team. Submit qualifications and pertinent work experience for each team member, as well as their proposed project role. An organizational chart may be used to supplement the above, but may not be used in place of the detail requested.
- Provide a list of all proposed subcontractors (if any), as well as a detailed description of the work they will be expected to perform, as well as the percentage of work out of the total project for which they will be responsible. Provide a brief history of each firm listed as a subcontractor, along with qualifications and pertinent work experience for each team member, as well as their proposed project role. An organizational chart may be used to supplement the above, but may not be used in place of the detail requested.
- The Village of Ossining has MBE (22%) and WBE (10%) goals for this project. Please describe whether your team will assist the Village in meeting these goals.

### **Project Details:**

- Demonstrate an understanding of the Project Scope, and submit a proposal describing the firm's proposed approach to the work. For each delineated task, describe team members assigned, and allocate percentage of time/ funding expected to complete.
- Demonstrate the ability to complete the project and submit all deliverables no later than six (6) months following contract execution.

Submissions will be evaluated based on the following:

- Firm background and prior applicable work
- Number and type of subcontractors
- Subcontractor backgrounds and prior applicable work
- Demonstrated understanding of project scope and deliverables
- Proposed timeframe to completion

## **RIGHT TO REJECT PROPOSALS**

This RFP does not commit the Village 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 Village intends to award a contract on the basis of the best interest and advantage to the Village, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers or to cancel this RFP in part or its entirety, if it is in the best interest of the Village to do so.

Village Administration, along with the Village Engineer, will conduct preliminary evaluations of all submissions for compliance. Any submissions that do not comply with the requirements of the RFP may be disqualified.

Village staff may wish to conduct interviews with candidates following RFP submission. These interviews may be for clarification of details within the submission, to learn more about the proposed approach, or cost allocation. The Village also reserves the right to share RFP results with other members of Village of Ossining staff, Village of Ossining boards and committees, and community partners as part of the deliberation process.

Once consensus is reached, Village staff will make recommendation to the Village Board of Trustees and contract negotiations may begin. Prior to contract execution, the Village of Ossining reserves the right to halt or terminate negotiations at any time.

## **PROPRIETARY INFORMATION**

The New York State Freedom of Information Law, Public Officers Law, Article 6, provides for public access to information. Public Officers Law, section 87(d)(2) provides for exceptions to disclosure for records or portions thereof that are “trade secrets or are submitted to an agency by a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise.” Information that the proposer wishes to have treated as proprietary and confidential trade information should be identified and labeled “Confidential” or “Proprietary” on each page at the time of submittal. This information should include a written request to exempt it from disclosure, including a written statement of the reasons why the information should be exempt.

## **INSURANCE AND INDEMNIFICATION REQUIREMENTS**

The selected Environmental Remediation Consultant shall maintain professional liability insurance in the amount of at least \$2,000,000 per claim. The Environmental Remediation Consultant shall cause all Subconsultants to comply with the requirements with respect to professional liability insurance.

General liability and automobile insurance providing no less than \$1,000,000 per occurrence and \$2,000,000 policy aggregate naming the Village of Ossining, its officers, elected officials, volunteers, and employees as additional insureds on a primary and non-contributory basis. Both insurance policies shall provide waiver of subrogation endorsement clauses in favor of the Village of Ossining. The Village shall be provided no less than 30 days' written notice of the cancellation and/or material change in coverage. Prior to commencement of work, the selected firm shall provide to the Corporation Counsel certificates of insurance for review. Additionally, documentation confirming statutory Workers Compensation and New York State disability insurance coverage shall be provided.

The selected Environmental Remediation Consultant shall agree to indemnify and hold harmless the Village of Ossining, its officers, elected officials, volunteers and employees from and against any and all lawsuits, settlements, judgments, costs, penalties and expenses, including attorneys' fees, and at the selected firm's own cost and expense, defend any action against the Village of Ossining arising from the selected Environmental Remediation Consultant's: a) willful misconduct, fraud or criminal conduct, including the conduct of the selected Environmental Remediation Consultant's directors, officers and employees or b) any material breach of the selected firm's obligations under the agreement entered into with the Village of Ossining.

### **REQUEST FOR PROPOSALS TIMETABLE**

The following schedule has been established for this Request for Proposal:

- RFP Release Date: Monday, April 26, 2021
- Pre-bid Walkthrough with Village Staff: Thursday, May 6, 2021 at 9:30AM
  - **Pre-Registration Required-** email [maddi@villageofossining.org](mailto:maddi@villageofossining.org) to confirm attendance before May 5, 2021 at 12PM. All attendees will be required to furnish their own N95 masks to participate in the walkthrough.
- Deadline to Submit for Questions/ Clarification by Village of Ossining: COB Monday, May 10, 2021
- Proposals Due: Monday, May 17, 2021 at 10AM to the Office of the Village Clerk, 16 Croton Avenue, Ossining NY 10562 (4 hard copies) OR to [Maddi@villageofossining.org](mailto:Maddi@villageofossining.org) with subject line "Environmental Remediation Consultant RFP Response".

The contract is anticipated to take commence in June 2021.

### **PROJECT MANAGER**

The Project Manager for this study will be Village of Ossining Assistant Village Manager Maddi Zachacz. All RFP questions and/or inquiries should be directed to her. She may be reached at:

- Phone: (914) 941-3554 ext. 113
- Email: [maddi@villageofossining.org](mailto:maddi@villageofossining.org)

## **EXHIBIT A: REQUEST FOR PROPOSALS SPECIFICATION**

### **VILLAGE OF OSSINING**

All terms, conditions and requirements as set forth in this Request for Proposals are acceptable as specified therein. Yes \_\_\_\_\_ No \_\_\_\_\_

If **“NO”**, please provide a detailed description and/or explanation of any deviation in your proposal from the specification detailed in the Request for Proposals with your proposal response.

By submission of this proposal, each Environmental Remediation Consultant firm, and each person signing on behalf of any Firm, under penalty of perjury, certifies that to the best of its knowledge and belief:

- The proposal is made without any connection with any person making a proposal for the same purpose, and is in all respects fair and without collusion or fraud and that no elected official or other officer or employee or person whose salary is payable in whole or in part by the Village of Ossining is directly or indirectly interested therein, or in any of the profits thereof.

**As an authorized representative for the identified company, I accept all the terms and conditions identified in the Request for Proposals except as identified.**

#### **Company Name and Address**

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Signature

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Date

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Name and Title