

**REQUEST FOR PROPOSAL (RFP) FOR LANDSCAPE ARCHITECT SERVICES FOR ROSLYN COMMUNITY CENTER PEDESTRIAN WALKWAY  
JUNE 6, 2022**

The Town of North Hempstead Community Development Agency (the “Agency”) is seeking architectural landscape services for pedestrian walkway improvements located at the Roslyn Community Center (RCC), 51 and 52 Orchard St, Roslyn Heights, N.Y. 11577.

Services shall include but not be limited to project inception, schematic design, design development, construction documents, bid documents, and limited services during bidding and construction.

**A. Program**

Design a pedestrian walkway on the east side of the Roslyn Community Center. See “Exhibit A Survey” and “Exhibit B Aerial View” attached to this RFP for general location and property information.

Objectives of the pedestrian walkway include providing a safe friendly inspiring walkway for pedestrians transiting to and from community housing south of RCC to LIRR, NICE bus stops and neighborhood business north of RCC, and redefine pedestrian and vehicular spaces on the north side of RCC property, so that pedestrians and vehicles are less likely to share the same pathways and curb drops.

Construction Budget \$105,000.

Features to be considered in the walkway design in the opinion of the firm selected in connection with this RFP may include architectural concrete or pavers, wayfinding, signage, kiosk, raised walkways, architectural barricades, railings, bicycle rack, fencing, trash receptacles, landscaping, hardscaping, community art, street furniture, lighting, and others applicable in achieving the objectives and budget of the pedestrian walkway.

**B. Proposals shall include:**

1. Description of the key points of your Proposal, addressing why your firm is qualified to provide the Services sought in this RFP.
2. List of current and past projects like the project described in this RFP. Provide client name/business name, contact person including email and phone number. Project location, and approximate construction cost. This shall also serve as your firm’s references.
3. Synopsis of the firm's staff, training, experience, and organizational structure.
4. Staff person or principal name and contact information who will oversee the project.
5. Project team and availability of resources.
6. One (1) digital copy of the proposal and five (5) hard copies.

7. No more than two (2) to four (4) 8½" by 11" single sided pages written proposal content, plus 8½" by 11" brochures and project relative photographs and portfolio documents.
8. Schedule of fees for services requested in this RFP.
9. Cost for reimbursables.

### C. INQUIRIES AND SUBMISSION OF PROPOSALS

Questions about the RFP and the submission of Proposals shall be directed in writing to:

Town of North Hempstead Community Development Agency  
51 Orchard Street  
Roslyn Heights New York 11577  
[cdadepartment@northhempsteadny.gov](mailto:cdadepartment@northhempsteadny.gov)  
Attn: Joseph Santamaria

**Proposals must be received at the above address on or before 3:00 PM on June 22, 2022.**

Proposals may be emailed, hand delivered or delivered by USPS or other delivery services to the above address marked "Landscape Architect Proposal". Section 3 and Minority owned firms (as defined in the rules and regulations of the United States Department of Housing and Urban Development) are encouraged to apply.

### D. LONGEVITY OF PROPOSALS

A Proposal may be withdrawn at any time prior to the date specified as the closing date for acceptance. However, no Proposal may be withdrawn or cancelled for a period of forty-five (45) days following the closing date for acceptance. Additionally, no successful Proposer may withdraw, cancel, or modify their Proposal after notification that their Proposal has been accepted.

### E. EVALUATION OF PROPOSALS

The Agency will evaluate each Proposal with emphasis on the following factors:

1. Demonstrated relevant experience in performing projects of comparable value and scope to the type contemplated by this RFP.
2. Reasonableness of fixed fee.
3. Expertise and technical approach of the Proposal.
4. Quality of project team's overall organizational strength

**F. RIGHT OF REJECTION BY THE AGENCY**

The Agency reserves the right to select the respondent that best meets the requirements of the RFP. The Agency reserves the right, for any or no reason and in its sole and absolute discretion, to (1) amend, in whole or part, this RFP, (2) withdraw or cancel this RFP, and (3) accept or reject any or all Proposals prior to execution of the contract for the Project for any or no reason and with no penalty to the Agency.

**G. NOTICE OF AWARD**

The Agency shall inform the Awardee that they have been selected by means of a Notice of Award issued by the Agency. Neither the selection of a respondent as the Awardee nor the issuance of a Notice of Award shall constitute a binding commitment to enter into any contract with the Awardee, as any binding arrangement must be set forth in definitive documentation negotiated between and signed by the Awardee and the Agency.

**H. CONTRACT**

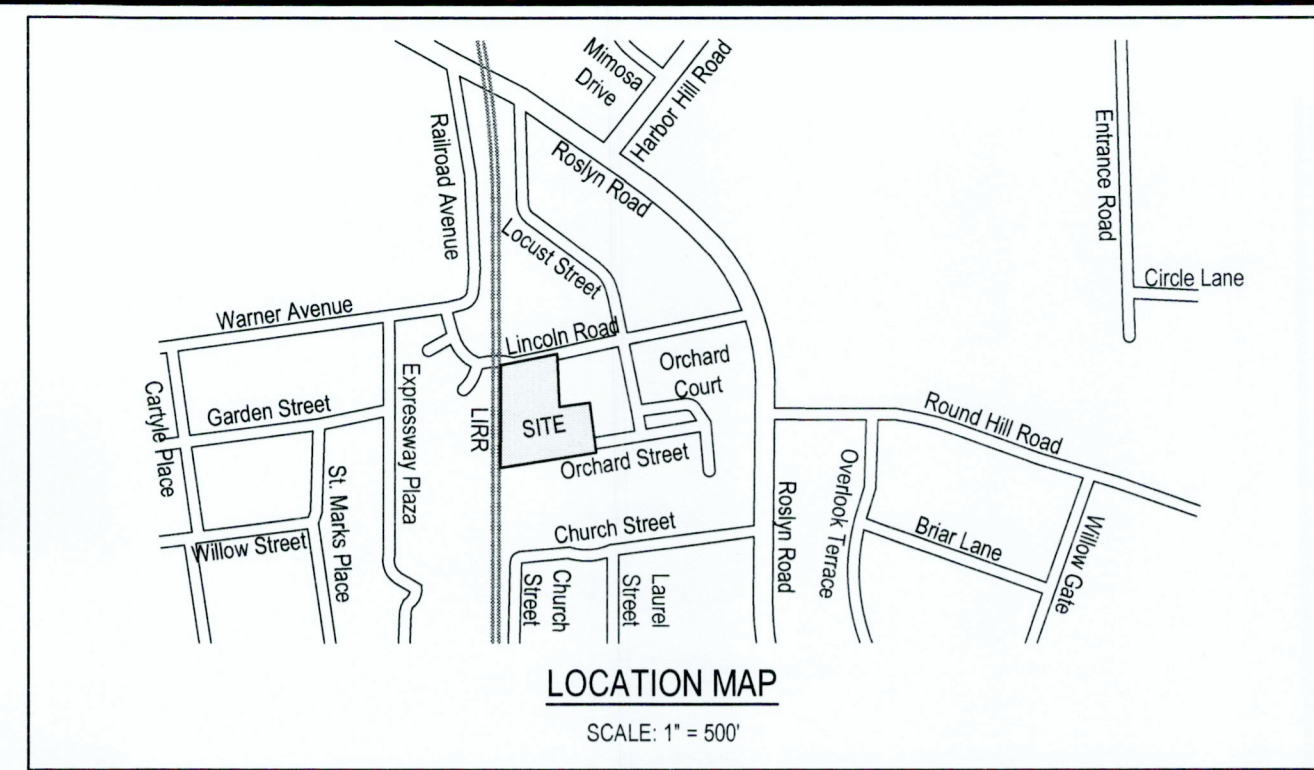
The Agency intends to enter a contract with the firm or firms selected (hereinafter, the "Contract") in a form and content satisfactory to the Agency.

The Agency reserves the right to negotiate the terms and conditions of the Contract(s) with the selected Proposer(s), if any. These negotiations shall include all aspects of Services and fees.

Exhibit A

Survey





**UTILITY NOTES**

**SUBSURFACE UTILITY ENGINEERING (SUE) QUALITY LEVELS OF SERVICE (ACCURACY)**  
 ALL UTILITIES ARE QUALITY LEVEL B (QL-B) UNLESS OTHERWISE NOTED

**QL-A = QUALITY LEVEL A (TEST HOLES)**  
 DATA TYPICALLY ACQUIRED AT ONE POINT ON AN UNDERGROUND UTILITY FEATURE EXPOSED BY AIR VACUUM EXCAVATION OR OTHER MEANS. THE HORIZONTAL AND VERTICAL LOCATION OF THIS REFERENCE POINT IS ACQUIRED AND REPORTED TO ACCEPTABLE SURVEY TOLERANCES. THE ACQUIRED DATA FULFILLS SECTION 5.4.5 ON PAGE 6 OF ASCE STANDARD 38-02.

**QL-B = QUALITY LEVEL B (UTILITY DESIGNATION)**  
 DEPICTION OF AN UNDERGROUND UTILITY LINE ESTABLISHED BY SENSING THE LOCATION WITH ELECTRONIC INSTRUMENTATION. LINEWORK AND UTILITY SURFACE FEATURES ARE ACQUIRED BY SURVEYING POINTS ALONG ALIGNMENT TO ACCEPTABLE SURVEY TOLERANCES.

**QL-C = QUALITY LEVEL C (RECORDS PLOTTING)**  
 UTILITY INFORMATION OBTAINED FROM RECORD INFORMATION AND PLOTTED TO CORRELATE WITH SURFACE UTILITY FEATURES WHICH HAVE BEEN SURVEY LOCATED AND ACCURATELY REDUCED ON TO DESIGN/CONSTRUCTION DOCUMENTS.

**QL-D = QUALITY LEVEL D (RECORDS DRAFTING)**  
 DEPICTION OF UNDERGROUND UTILITY LINES BY TRANSMISSION FROM UTILITY RECORDS OR PLACED FROM VERBAL RECOLLECTIONS WITHOUT BENEFIT OF SURVEYED SURFACE FEATURES. ACCURACY OF INFORMATION IS QUESTIONABLE.

**EOL**  
 END OF INFORMATION PERTAINS TO THE LOSS OF SIGNAL THAT HAS BEEN APPLIED TO AN UNDERGROUND UTILITY AND THEN DETECTED TO ELECTRONICALLY LOCATE THE UTILITY. COMMONLY FOUND WHERE UTILITIES CHANGE TO NON-CONDUCTIVE MATERIALS, ARE CUT OR AT END OF UTILITY.

**GENERAL NOTES**

- ELEVATIONS REFER TO N.A.V.D. 1988.
- THE LOCATIONS OF UNDERGROUND STRUCTURES AND UTILITIES SHOWN HEREON ARE BASED ON ABOVEGROUND FEATURES AND/OR RECORD DRAWINGS AND MARKOUT PROVIDED BY SINGER UTILITY ENGINEERING, P.C. ON JULY, 2019. LOCATIONS OF UNDERGROUND STRUCTURES AND UTILITIES MAY VARY FROM LOCATIONS SHOWN HEREON. ADDITIONAL BURIED STRUCTURES AND UTILITIES MAY BE ENCOUNTERED. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO ANY EXCAVATION.

**LEGEND**

- BENCHMARK
- INLET
- HYDRANT
- WATER MANHOLE
- WATER VALVE
- ROOF DRAIN LEADER
- SANITARY MANHOLE
- CLEAN OUT
- UTILITY POLE/GUY POLE
- GUY WIRE
- TELEPHONE MANHOLE
- IRRIGATION CONTROL BOX
- SIGN
- CURB
- STORM DRAIN
- WATER MAIN
- SANITARY SEWER
- UNDERGROUND GAS
- UNDERGROUND ELECTRIC
- UNDERGROUND TELEPHONE
- OVERHEAD WIRES
- FENCE
- EDGE OF PAVEMENT
- CONTOUR
- SPOT ELEVATION
- TOP/BOT CURB GRADE
- HANDICAP PARKING STALL
- ASPHALT PAVEMENT
- CONCRETE PAVEMENT

*John Schnurr*  
 JOHN SCHNURR, P.L.S.

**H 2 M architects + engineers**

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 Albany, NY 12205  
 New York, NY 10001  
 White Plains, NY 10604  
 New City, NY 10956  
 Parsippany, NJ 07054  
 Howell, NJ 07731

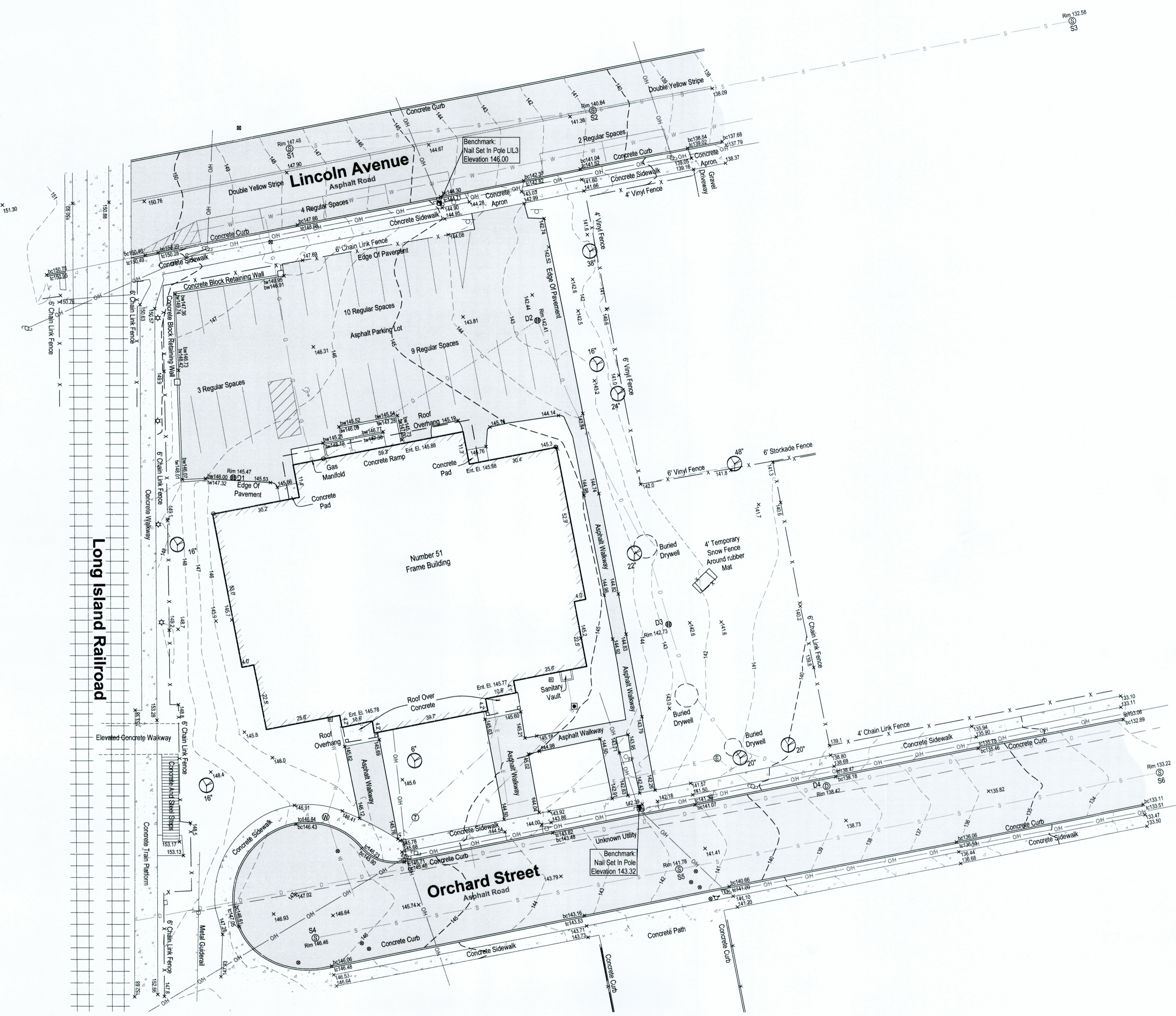
DESIGNED BY: CF/ANLW	DRAWN BY: N/JW	CHECKED BY:	PROJECT NO.: TONH-1504	DATE: 8/21/19	SCALE: 1"=20' FEET
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**SURVEY FOR  
TOWN OF NORTH HEMPSTEAD**

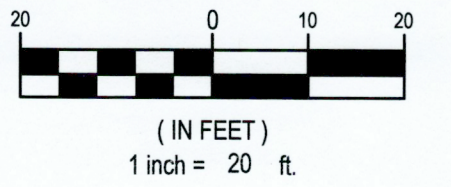
ROSLYN HEIGHTS      NASSAU COUNTY  
TOWN OF NORTH HEMPSTEAD      NEW YORK

**TOPOGRAPHIC MAP OF  
ROSLYN COMMUNITY CENTER**

NCTM: SECTION 7, BLOCK 57, LOT 231 AND 232



DRAINAGE & SANITARY STRUCTURE SCHEDULE					
STRUCT. NUMBER	STRUCTURE TYPE	RIM/BC ELEVATION (FEET)	TOP OF RING ELEVATION (FEET)	BOTTOM OF STRUCTURE ELEVATION (FEET)	INVERT ELEVATIONS (FEET)
D1	ROUND INLET, 8"Ø CONCRETE LEACHING POOL W/ SLAB	145.47	144.5	133.9	NO PIPES VISIBLE
D2	ROUND INLET, 10"Ø CONCRETE LEACHING POOL W/ SLAB	142.41	140.7	130.0	S 138.7 (12" PVC)
D3	ROUND INLET, 8"Ø CONCRETE LEACHING POOL W/ SLAB	142.73	138.9	127.3	NO PIPES VISIBLE
D4	DRAINAGE MANHOLE, 4 X 4 SOLID CONCRETE BOX	138.42	136.2	133.5	N 132.8 (12" PVC), E 132.2 (18" CONCRETE), W 132.3 (18" CONCRETE)
S1	SANITARY MANHOLE, 4"Ø CONCRETE RING W/ SLAB	147.48	145.2	134.9	E 134.9 (8" PVC)
S2	SANITARY MANHOLE, 4"Ø CONCRETE RING W/ SLAB	140.84	138.0	126.2	N 132.8 (8" PVC), E 126.2 (8" UNKNOWN), W 126.2 (8" UNKNOWN)
S3	SANITARY MANHOLE, 4"Ø CONCRETE RING W/ SLAB	132.58	129.1	118.9	N 119.0 (8" UNKNOWN), N 122.78 (8" CLAY), S 118.9 (8" UNKNOWN), E 119.0 (8" UNKNOWN), W 119.0 (8" UNKNOWN)
S4	SANITARY MANHOLE, 4"Ø CONCRETE RING W/ SLAB	146.46	143.9	136.5	E 136.5 (8" UNKNOWN), W 136.5 (8" UNKNOWN)
S5	SANITARY MANHOLE, 4"Ø CONCRETE RING W/ SLAB	141.78	139.2	117.5	SW 118.4 (8" UNKNOWN), E 117.5 (8" UNKNOWN), W 117.5 (8" UNKNOWN), W 133.1 (8" CLAY)
S6	SANITARY MANHOLE, 4"Ø CONCRETE RING W/ SLAB	133.22	129.3	117.8	E 117.8 (8" UNKNOWN), W 117.8 (8" UNKNOWN)



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Exhibit B

Roslyn Community Center Aerial View



Town of North Hempstead  
Community Development Agency  
51 Orchard Street  
Roslyn Heights, New York 11577

Request for Proposals (RFP)  
for Landscape Architect Services  
June 6, 2022  
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