

## **REQUEST FOR PROPOSALS**

Town of North Hempstead Community Development

Storefront Measurements Reports

Issued Date: November 16, 2023

Addenda 01, 11/16/2023, Delete proposal items "3.b., 3.c. and 3.f."

Due Date and Time: December 5, 2023, 2:00 PM

### **1. PROJECT:**

The Town of North Hempstead Community Development Agency (CDA) is starting a facade improvement program for eligible downtown business districts to help commercial storefront owners cover costs of new custom signs, lights, awnings, and other improvements on their building exterior. To plan, create renderings and estimate anticipated costs for the program CDA is seeking proposals for Storefront Measurements Reports. The storefronts eligible for the program exist along Westbury Ave. in Carle Place, between Carle Rd. and Cherry La., and between Cherry La. and Jamaica Ave, and along Prospect Ave. in Westbury between Union Ave. and Elizabeth St.

### **2. SERVICES:**

Service and deliverables related to a Storefront Measurements Report include photographing storefronts, dimensioning storefronts on photos, noting existing conditions of storefronts on photos and providing a digital file for each of the storefronts as follows:

- a. Photographs: provide a photograph of each storefront street side exterior wall. Include rear wall when a customer entry/rear parking lot entry exists. Photographs shall be straight-on w/ entire storefront wall completely in the frame of the photograph and straightened on its horizontal axis.
- b. Photographs with Dimensions and Notes: Provide additional same photographs as specified in item "2.a." above but include dimensions on the photograph i.e., heights, widths, etc. Also provide notes on the photos of existing conditions that must be considered during the storefront design and installation i.e., peeling paint, defective window frames, overhead wires, gas or electric meters, conduits, wall mounted boxes, wires, wall finishes, surface deterioration etc....
- c. One Digital USB drive: Provide on one USB drive with PDF file(s) that illustratively reports each storefront separately so that all are together, but CDA or consultant can access, print, and forward any one storefront file individually.

See "Exhibit A" sample Storefront Measurements Report contemplated in this RFP.

### 3. PROPOSALS:

Proposals shall include at a minimum the following information and documentation:

- a. Describe why your qualified to provide the services sought in this RFP.
- ~~b. List most recent projects like the project contemplated by this RFP. Include three (3) samples of work, client's name, contact info including email. This list shall also serve as your firm's references.~~
- ~~c. Describe approach to how services will be carried out and how the Agency staff or consultant will be engaged during the services.~~
- d. Provide a schedule of fees for the services per storefront. In addition, if desired, provide a separate fee structure in the opinion of the proposer.
- e. Describe and provide fees for other services or business arrangements the proposer can provide that are not requested in this RFP or which the proposer finds may be beneficial to the project.
- ~~f. Provide Appendix A proposer's qualification statements.~~
- g. Provide three (3) hard copies of a written proposal in a 8-1/2" x 11" format and one (1) digital of proposal.

### 4. QUESTIONS, REGISTRATION, SITE VIEWINGS, ADDENDA AND SUBMISSION OF PROPOSALS

Questions, registration, site viewings, addenda, and submission of proposals may be emailed to:

Joseph Santamaria, Assistant Executive Director  
Town of North Hempstead Community Development Agency  
51 Orchard Street, Roslyn Heights, NY 11577  
[cdadepartment@northhempsteadny.gov](mailto:cdadepartment@northhempsteadny.gov)

- a. Registration: Registering for this RFP is mandatory. Register by submitting your statement of interest and contact information to [cdadepartment@northhempsteadny.gov](mailto:cdadepartment@northhempsteadny.gov) as soon as practical.
- b. Questions: Submit questions to [cdadepartment@northhempsteadny.gov](mailto:cdadepartment@northhempsteadny.gov) any time up until two business days before the Proposal is due.
- c. Site Viewings are not mandatory but are highly recommended.

- c. Addenda for this RFP, if any will be available on the Agency website at <https://www.northhempsteadny.gov/CDA-RFPs> . It is incumbent on those interested in this RFP and those registered for this RFP to check the website for updates or addenda.
- d. **Proposal Submission is required on or before 2:00 PM, December 5, 2023.** Submit digital proposals to the above email address on or before the specified date and time and or you may submit USB drive and hard copy of proposal in a sealed envelope to the above address postmarked on or before the proposal submission date and time.

## **5. LONGEVITY OF PROPOSALS:**

Proposals may be withdrawn at any time prior to the date specified as the closing date for acceptance. However, no Proposal may be withdrawn or canceled for sixty (60) days following the date for submission. Additionally, no successful Proposer may withdraw, cancel, or modify their Proposal after notification that their Proposal has been selected.

## **6. EVALUATION OF PROPOSALS:**

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

- a. Demonstrated successful, relevant experience on other projects of comparable value and scope.
- b. Reasonableness of fees and fee structure.
- c. Quality of responsiveness.
- d. Accessibility to project sites and availability to expedite services.
- e. New York State Certified Minority and Woman Owned Business Enterprise and Service-Disabled Veteran Owned Business status.

## **7. RIGHT OF REJECTION BY THE TOWN:**

The Agency reserves the right to select one or more than one 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, accept any or all proposals in whole or in part, and (4) 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.

## **8. 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.

## **9. CONTRACT:**

The Agency intends to enter into 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.

