

REQUEST FOR PROPOSALS

Town of North Hempstead Commercial Revitalization Technical Assistance & Project Delivery Services – CDA RFP 2022-9

Issued: October 19, 2022

Proposals Due: November 10, 2022

Interested Proposers: Please email cdadepartment@northhempsteadny.gov to notify the CDA of an intention to apply so we can provide you with any updates or answers to questions.

The Town of North Hempstead Community Development Agency (“Agency” or “CDA”) is seeking Technical Assistance & Project Delivery Services (“TA”, “TA Consultant and Organization”) to provide expertise in implementing commercial rehabilitation, community, and economic development programs. The TA Consultant will assist the Agency in implementing commercial rehabilitation programs in designated hamlets in the Town of North Hempstead.

BACKGROUND

The NYS Metropolitan Transit Authority (MTA) has undertaken the expansion of the main line of the Long Island Railroad (LIRR). The Project includes the installation of a third track from the Queens border to the Hicksville Long Island Railroad Station, elimination of grade crossings, railroad bridge upgrades, and station improvements (“Third Track”).

The Town has been allocated MTA community benefit funding for exterior building improvements such as facades and signage for commercial businesses located in designated areas in the three hamlets impacted by Third Track street closures, Carle Place, New Cassel, and Garden City Park¹. In addition, the Agency has additional grant funding for implementing building renovations in the Hamlet of New Cassel.

Improvements to older commercial buildings in these hamlets are badly needed, a key economic development strategy as railroad service expands. Some buildings lack character or were “modernized,” altering the historic character of the buildings. Older signage is

¹ Incorporated Villages received their own allocation of Third Track community benefit funding.

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prevalent, some businesses do not have signage, and some business façades are in natural disrepair or worn condition.

The Agency recently developed design standards to assist the TA in implementing, in their own opinion, consistent and coherent commercial building improvements. Design guidelines can be reviewed at <https://www.northhempsteadny.gov/Special-Projects-Initiatives>.

SCOPE OF WORK

1. Evaluation

The TA team will be responsible for working with the Agency to evaluate the existing buildings' existing conditions in each designated area and recommend standardized design improvements. The recommendations should be consistent with the character of the community. The recommendations should be updated based on comments collected at community meetings held by the Agency.

2. Recommendations

The TA team will be responsible for preparing initial renderings and design recommendations for up to three individual buildings in each community. The renderings will be used at community meetings. On a case-by-case basis, we may request additional renderings for each additional merchant/building application received as the Program continues in popularity. Building façade improvements the TA shall consider may include but are not limited to business façade: entrances, windows, finishes, awnings, roof edges, lighting, signage, and associated materials. The Project may also include enhancements for parking, landscaping, relative fencing, and other curb appeal or streetscape components.

3. Public Participation

The TA team should be available for up to two (2) community meetings in each of the three hamlets to show renderings for public input.

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4. Processes

TA team will be responsible for developing the program guidelines, business processes, applications, documents, and agreements necessary to carry out the Program in connection with funding guidelines, Agency desires, and departments having jurisdiction.

5. Implementation

The TA team will be responsible for managing each merchant facade improvement project from project design, renderings, applicant acceptance of the design, applicant agreements, construction procurement, construction, and project closeout.

6. Outreach

The TA team will be responsible for outreach to merchants/business owners and building owners to encourage their participation in the Program.

OUTCOME AND PERFORMANCE STANDARDS

The Project aims to improve downtown corridors through building facade improvements.

TIMELINE

- November 2022: The Agency receives submissions, selects finalists, and conducts consultant interviews. The Agency will select and award a contract to a consultant. A project kick-off meeting will be held to review project deliverables, the scope of work, and the timeline.
- December 2022– January 2023: The TA provides the Agency with initial renderings and design recommendations. The Agency will host the first community meeting in Carle Place to introduce the façade program and review the proposed guidelines and designs/vision for the Program.

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- February - March 2023: TA adjusts the façade program, design guidelines, and related documents responding to community input. The Agency will host additional community meetings in the two (2) remaining communities.
- January 2023 to Program closeout: We anticipate the start of program implementation with the release of the Program application and guidelines. The Agency will post the applications on a designated landing on the Town’s website and other venues. The TA solicits applications. The TA initiates the design process, develops individual project scopes of work, creates agreements, gets applicant approval, procures contractors, and follows the Project through closeout.
- Deliverables will include completing outreach, building facade improvements, and projects in the target areas until funding is exhausted.

REQUIREMENTS FOR PROPOSAL PREPARATION: Proposals must include the following information and documentation:

Organization History – Describe your organization’s size and staff structure. Include the years in business and other information about the organization’s character. In this brief description, provide full contact information, including the organization’s name, address and phone number, and main contact person.

Team Background – Include resumes for individuals expected to work on the Project along with individual roles and responsibilities of each staff member. Be sure to designate the organization’s key contact or project manager and include full contact information and a description of this individual’s expertise. In addition, include an organizational chart of all staff engaged in the Project, where applicable.

Representative Projects & Experience – List and describe completed projects with similar scopes and other relevant projects. Include full project descriptions, completion dates, names and locations, budget information, and key contact information for individuals who can speak to your organization’s performance. Provide images where appropriate and helpful in evaluating your organization.

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Project Approach – Describe your organization’s approach to completing the Project and any steps or tasks you feel should be completed to make the Project exceptional. In addition, describe any unique qualities your organization will employ while completing the Project.

Minority and Women Business Enterprise Participation

New York State Executive Law Article 15-A § 310-318 establishes an obligation to enhance opportunities for minority and women-owned business enterprises (MWBEs) in New York State. The objective of Article 15-A is to promote equitable access to economic opportunities for MWBEs by eliminating barriers to their participation in New York State Contracting.

This Project is subject to compliance and cooperation in implementing New York State Executive Law § 15-A and associated regulations. These requirements include equal employment opportunities for minority groups and women (“EEO”) and contracting opportunities for New York State-certified minority and women-owned business enterprises (“MWBEs”).

Fee Schedule:

Provide a fee schedule for deliverables described in this Request for Proposals:

1. Evaluation: \$ _____
2. Recommendations: \$ _____
3. Processes: \$ _____
4. Implementation: \$ _____
5. Meeting attendance \$ _____

Provide a fee schedule for deliverables or items not described in this RFP that you find may be needed or needed on occasion to carry out the goals of the Program. In addition, please provide any costs excluded from your fee schedule.

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CONTACT INFORMATION AND PROPOSAL SUBMISSION

Please direct any questions regarding the Project to Joseph Santamaria by November 7, 2022. The Agency will post addenda and responses to questions on the website as we receive them. **The deadline is November 10, 2022, by 3:00 pm. We encourage proposers to submit proposals as soon as possible.**

Please provide your proposal by mail, hand-delivery, or email to:

Joseph Santamaria

Town of North Hempstead Community Development Agency

51 Orchard Street, Roslyn Heights, NY 11577, 516-869-2480

cdadepartment@northhempsteadny.gov