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Receiver of Taxes
CHARLES BERMAN

TOWN OF NORTH HEMPSTEAD
DEPARTMENT OF PUBLIC WORKS

285 DENTON AVENUE
NEW HYDE PARK, NY 11040
(516) 739-6710
FAX (516) 739-6717

Commissioner
PAUL J. DiMARIA, P.E.

Deputy Commissioner
VICTOR THOMAS, R.A.

January 6, 2017

Re: Request for Letter Proposal
Professional Engineering Services associated with the
Stabilization of Slopes at Beacon Hill Property
Port Washington, New York
DPW Project No. 15-21R

The Town of North Hempstead is interested in hiring a consultant to provide engineering services for the stabilization of The Bluffs at Beacon Hill. The area of the bluffs consists of approximately 30 acres located along Beacon Hill Road (W. Shore Road), southeast of Summit Road, north of the capped landfill, and east of Harbor Links Golf Course. The Bluffs have been experiencing localized slope failures from storm water runoff which has created significant erosion.

The Town is requesting design services and preparation of bid documents for the stabilization of the 30-acre bluff area at the Beacon Hill property, adjacent to Harbor Links Golf Course. Project phases are to adhere to the following schedule:

Please note, the construction phase work for the project will be bid publicly as three separate phases.

- Engineering - 2017
- Phase I (Construction) – 2018
- Phase II (Construction) – 2019
- Phase III (Construction) - 2020

In 2011, a Geotechnical and Engineering Design Study was completed for the Stabilization of the Bluffs. A copy of the study will be available for review at the office of the Department of Public Works, 285 Denton Ave., New Hyde Park, NY. (See appendix A for cover page, table of contents, and concept figures).

The services requested of your firm shall include the following:

1. Perform Topographic Ground Survey of existing work area.
2. Evaluation of existing site conditions. Consultant is to conduct a complete inspection of the existing site topography and recommend proposed improvements in Technical Approach. Proposed improvements shall incorporate storm water drainage and slope stabilization methodologies.
3. Consultant to evaluate the feasibility of collection and storage of bluff storm water runoff to irrigate golf course. If feasible, design services shall be included in proposal.
4. Prepare and file all necessary permits. Preparation of Storm Water Pollution Prevention Plan (SWPPP) will be required. All costs associated with preparation and filing of this permit shall be included in this task. The consultant is to identify all other applicable permits in proposal.
5. Complete all storm water drainage and slope stabilization design calculations.
6. Preparation of design/bid documents (construction drawings, specifications following the Town's Boiler Plate format).
7. Attend up to twelve (12) meetings with DPW and Town representatives to discuss project. Please note, these meetings are expected to span over a 4 year period.
8. Preparation of construction cost estimate and construction schedule. The consultant shall divide overall project scope into three (3) separate phases. The three (3) phases will be completed over a 3 year period. Construction cost estimates and schedules shall reflect the same.
9. Conduction of pre-bid activities up to contract award, including an evaluation of bid proposals and reference check.

Please forward a response to this office regarding your interest in performing this work. Proposals shall include a fee proposal for completion of the work with details regarding your technical approach and fee. The fee shall be a "Not-to-Exceed" fee based on hours billed by only technical personnel. All administrative and clerical costs shall be included in your billing rate or multiplier. The proposal must contain a task by task cost summary with estimated hours of effort and include project specific organizational chart and resumes of appropriate staff. Additionally, the consultant shall provide a schedule for project completion. This schedule shall detail length of time required to complete design, estimated construction duration, and final construction completion.

Please provide the Town with your proposal by Friday, February 17, 2017 at 3:30 pm. Please contact me if you have any questions or require any other information.

Note that the following conditions apply to this RFP:

1. There is no express or implied obligation for the Town to reimburse responding firms for any expenses incurred in preparing proposals in response to this RFP, and the Town will not reimburse such expenses.

2. During the evaluation process, the Town reserves the right, where it may serve the Town's best interest, to request additional information or clarification from a proposer, or to allow corrections on non-material errors or omissions or waive non-material requirements.

3. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the firm selected.

4. The Town reserves the right, as best serves its interest, to change the due date for receipt of proposals.

5. The Firm selected to perform the services requested in this letter will be required to execute an agreement with the Town for the services on the Town's standard form. The selected firm will be required to, to the fullest extent provided by law, defend and indemnify and save harmless the Town from claims, suits, action, damages and costs of every nature, kind, name and description resulting from the negligent performance of the services. Such defense and indemnity shall not be limited by reason of enumeration of any insurance coverage provided by the firm. Negligent performance of service shall include, in addition to negligence founded upon tort, negligence based upon the firm's failure to meet professional standards and resulting in obvious or patent errors in the progression of its work. Nothing shall create or give third parties any claim or right of action against the firm or the Town beyond those provided by law. In addition, the selected firm will be required to procure and maintain during the term of any such agreement, with a a carrier holding an "A" rating from AM Best Company, or its equivalent, and furnish certificates of insurance evidencing its procuring, the following insurance policies:

a. Commercial General Liability insurance covering the liability of the firm, and indemnifying and holding harmless the Town, its agents, employees and representatives from any and all lose and/or damage arising out of the performance of the services with a combined single limit (bodily injury/property damage) of One Million Dollars ($1,000,000). The Town shall be name as additional insured on said policy.

b. Professional Errors and Omissions insurance in the minimum of One Million Dollars ($1,000,000). The Town shall be named additional insured in such policy.

c. Automobile Liability combined single limit of One Million Dollars ($1,000,000). The Town shall be named additional insured in such policy.

d. Excess Liability in the form of umbrella form of Four Million Dollars ($4,000,000). The Town shall be named additional insured in such policy.

e. Worker's Compensation insurance or proof of its not being required to secure same, as evidenced by certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law §57(2); and

f. Disability benefits insurance or proof of its not being required to secure same, as evidenced by certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law §220(8).

Please contact me if you have any questions or require any other information.

Please contact me if you have any questions or require any other information.

Sincerely,

Paul J. DiMaria, P.E.
Commissioner

Cc: Victor Thomas, R.A. – Deputy Commissioner
Robert Fazio – Assistant to Commissioner

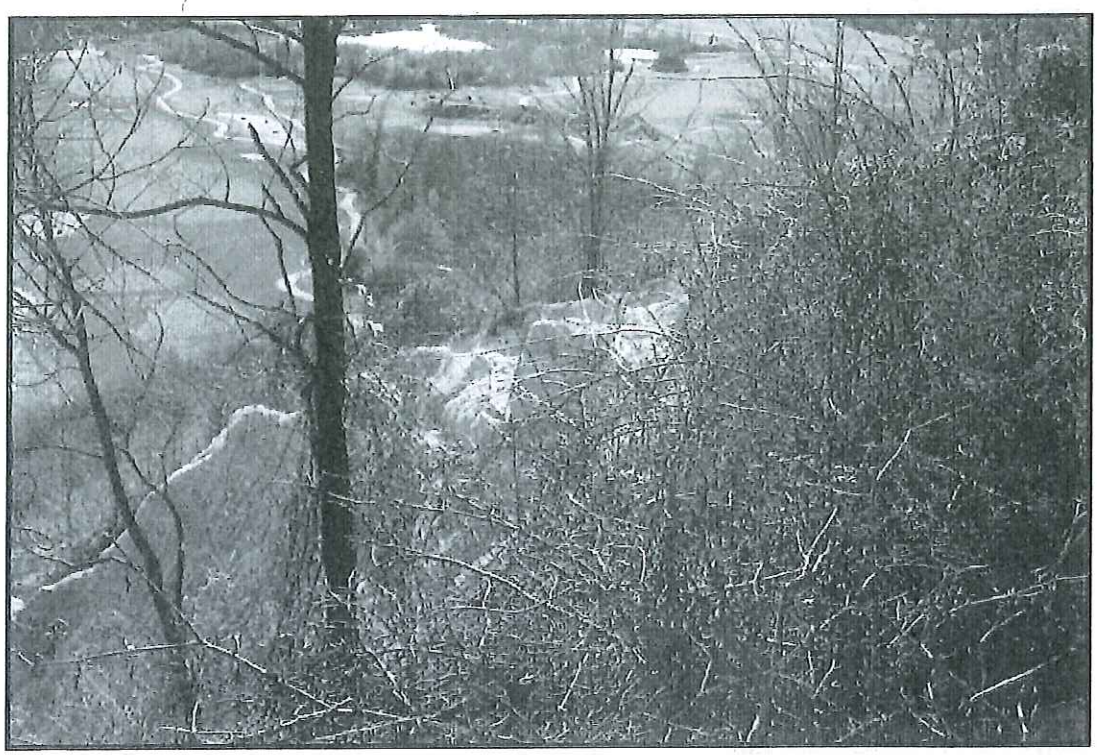
Appendix A

BIRDSALL SERVICES GROUP
ENGINEERS & CONSULTANTS

Job# 210248440001

STABILIZATION OF THE BLUFFS AT THE BEACON HILL PROPERTY, PORT WASHINGTON

Geotechnical and Engineering Design Study



Final Report
January 31, 2011

Town of North Hempstead
Department of Public Works
DPW Project No. 08-02

BSG ENGINEERING, SURVEYING & LANDSCAPE ARCHITECTURE, LLC

1311 Mamaroneck Ave., Ste. 50, White Plains, NY 10605 | 914.686.1000 | 914.686.1222 fax | www.birdsall.com

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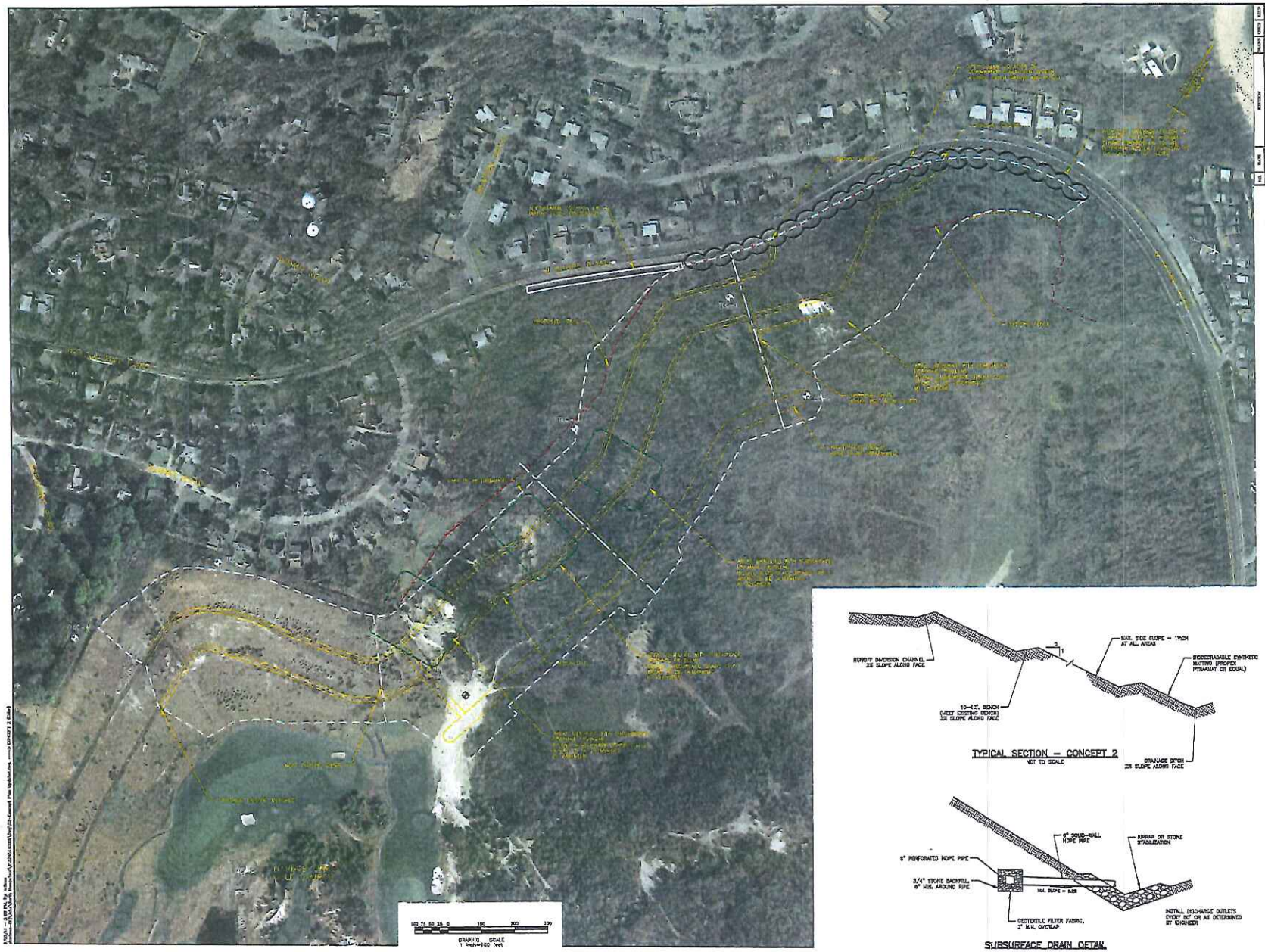

TYPICAL SECTION – CONCEPT 2
NOT TO SCALE

SUBSURFACE DRAIN DETAIL

BIRDSALL SERVICES GROUP
Birdsall Engineering, Surveying & Landscape Architecture, LLC
Business & Commerce
Mailing Address: P.O. Box 1000, Norwood, NY 13668
Office Address: 7577 State Route 56, Norwood, NY 13668
Phone: 315-353-2154 Fax: 315-353-2179
Certificate of Authorization No. 000170

CONCEPT ONLY

BEACON HILL ROAD
TOWN OF NORTH HEMPSTEAD
NASSAU COUNTY
NEW YORK

CONCEPT 2 (FIGURE 5)
BLUFF STABILIZATION AT BEACON HILL ROAD
TOWN OF NORTH HEMPSTEAD
NASSAU COUNTY
NEW YORK

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Reviewed by AW	Approved by
Date 11/25/2010	Drawing/Sheet

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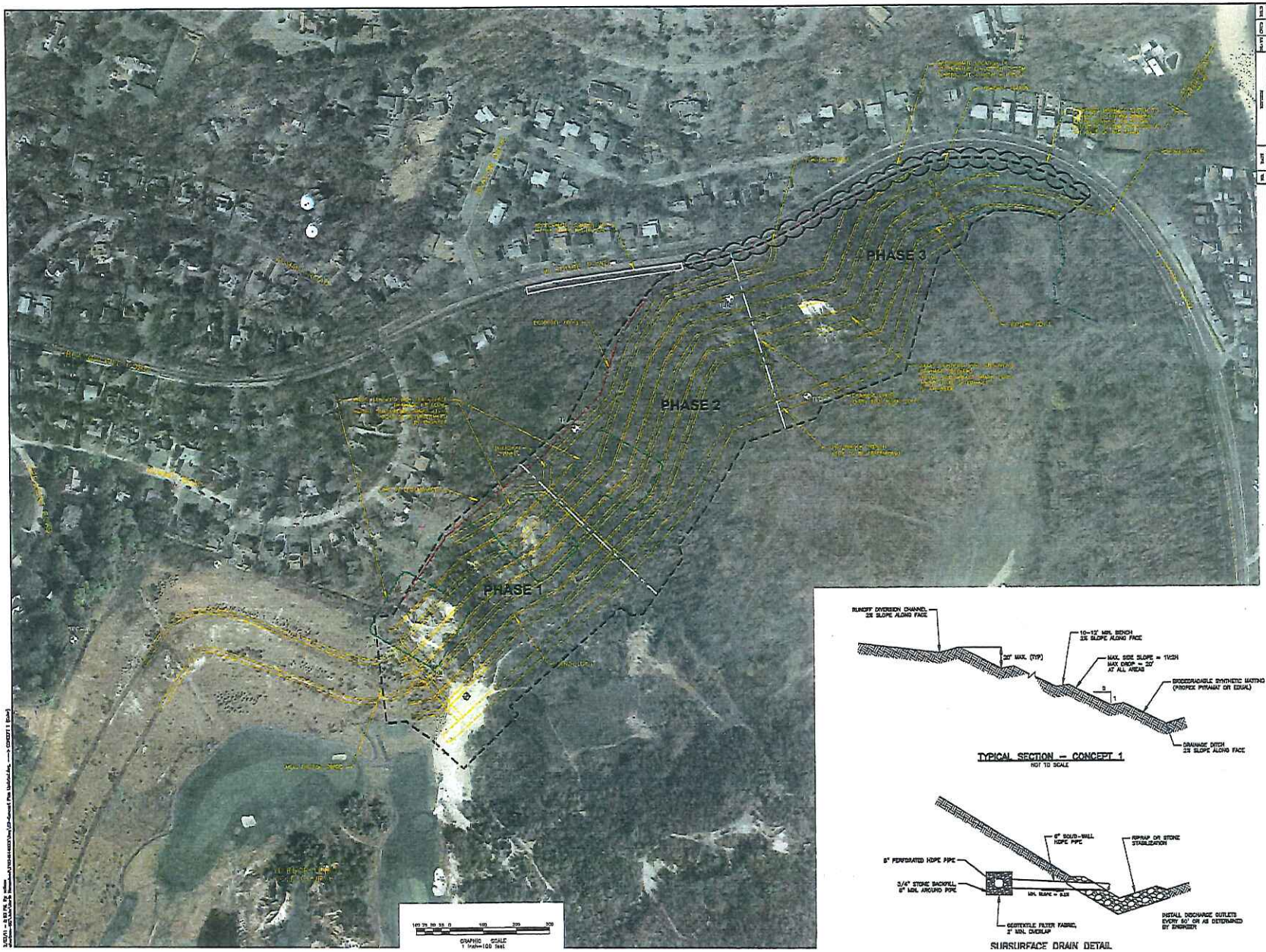

TYPICAL SECTION – CONCEPT 1
NOT TO SCALE

SUBSURFACE DRAIN DETAIL

BIRDSALL SERVICES GROUP

CONCEPT ONLY

BEACON HILL ROAD
TOWN OF NORTH HEMPSTEAD
NASSAU COUNTY
NEW YORK

CONCEPT 1 (FIGURE 5)
BLUFF STABILIZATION AT BEACON HILL ROAD
TOWN OF NORTH HEMPSTEAD
NASSAU COUNTY
NEW YORK

Job No. 2-10548-640001
Scale: 1"=100'
Drawn By: MPO
Designed By: MPO/JAH
Checked By: JAH
Submitted By:
11/19/2010
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