

**Village of Haverstraw
40 New Main Street
Haverstraw, NY 10927**

INQUIRY RESPONSES

DOWNTOWN FAÇADE RESTORATION PROGRAM

APRIL 11, 2024



THE OFFICE OF THE MAYOR

This document is in response to all inquiries received regarding the Request for Proposals (RFP) for the Downtown Façade Restoration Program. These inquiries have been collected since the launch of this project on March 20th, 2024, until the close of the inquiry period on April 5th, 2024.

1. Will property owners be asked to engage their own architects and design professionals for the work on individual buildings?

Yes, the project design will be conducted by outside professionals. The Technical Consultant will work with the property owners and design professionals in reviewing the plans, but they will not be the ones creating the plans. We will take into consideration if the property owners have specific firms/consultants that they prefer. We are also doing a search for licensed contractors (including MWBE) to have ready for possible hiring by property owners.

2. What is the extent of interior work? Is it strictly related to integrating the façade work?

The work is not strictly related to the façade. Below you will find a list of all eligible and ineligible activities:

- Eligible Activities
 - Façade improvements
 - Interior and exterior building renovations for commercial and mixed-use spaces
 - Energy system upgrade
 - Permanently affixed signage and awnings
 - ADA accessibility improvements
 - Soft Costs – architectural, engineering, environmental
- Ineligible Activities
 - Ineligible use of funds:
 - Acquisition costs
 - Improvements to structures owned by religious or private membership-based organizations
 - Improvements to municipally owned and municipally operated buildings
 - Furnishings, appliances, electronics, tools, disposable supplies, business equipment, non-permanent fixtures, temporary artwork
 - Ancillary activities including but not limited to:
 - Septic systems/laterals
 - Grading
 - Parking lots
 - Sidewalks
 - Patios
 - Decks
 - Garages
 - Sheds
 - Landscaping
 - Fences
 - Free standing signs
 - General maintenance or repairs
 - Business activities:
 - Inventory

- Rent or lease expenses
- Working capital
- Other undefined expenses that do not sustain business operations
- Participant, participant's family, or participant's staff labor
 - In-kind labor and reimbursement for materials only is also not eligible

3. How is the funding distributed?

The program operates as a reimbursement grant program. The owner is responsible for paying for all agreed upon improvements. Proof of available financing through cash in bank, secured loan commitments, and/or project lines of credit is required to be provided by the property owners. Grant funds will be made only upon satisfactory completion of the items in the approved scope of work and payment of expenses.

4. Does the electronic copy of our proposal need to be submitted on a thumb drive in the envelope with the hard copies? Or is it sufficient to send via email to you?

The electronic copy can be sent via email, however you must submit hard copies as well.

5. Will the Technical Consultant be asked to use their professional license for filing of any work?

No, given that the Technical Consultant is not performing the design work, their license will not be needed for filing.

6. Will the Technical Consultant be supporting the property owner's search for qualified design professionals?

Yes, the Technical Consultant can aid the search for design professionals, however if the property owner has specific professionals in mind, then the support is not required.

7. Is the Technical Consultant expected or allowed to serve as the design professional for some or all of the individual building alterations outside of this agreement?

No, the Technical Consultant will not serve as the design professional for any of the specific restoration projects. The Consultant's main responsibilities will revolve around project management and support tasks.

8. Is the Technical Consultant required to provide 15% MBE and 15% WBE participation in their services?

No, the MBE and WBE participation requirements can be met by the Village through the Technical Consultant, construction contractors or other consultants.

9. Is the Technical Consultant required to ensure MWBE goals are met?

No, it will be the responsibility of the Village to ensure these goals are met.

10. Is the Technical Consultant expected to have technical knowledge of historical preservation techniques?

No, the Technical Consultant is not required to have technical knowledge of historical preservation techniques. However, as noted in the Application, the preservation/restoration of historical, and culturally significant structures are one of the goals of the program. The Village will also be coordinating each project with the State Historic Preservation Office.

11. What is the Technical Consultant’s responsibility in regards to scheduling & advancing the work, particularly if it’s dependent on the schedule of others?

As noted in Section II of the RFP, Scope of Work, the Technical Consultant will facilitate communication between contractors, other consultants, and building and property owners. The Technical Consultant will be responsible for aiding in the advancement of work but not the day-to-day scheduling of various contractors or work tasks.

12. Is the Technical Consultant expected to manage the overall budget?

No, the Village is responsible for managing the budget for the overall Program. However, the Technical Consultant will aid the Village in managing the individual budgets of the selected projects.