

Village of Haverstraw, NY  
Downtown Revitalization Initiative  
Haverstraw, NY 10927

**REHABILITATION CONTRACTOR  
REQUEST FOR QUALIFICATIONS**  
**Downtown Façade Restoration Fund**  
Response Due April 19, 2024



**THE OFFICE OF THE MAYOR**



**Downtown  
Revitalization  
Initiative**

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## **I. Overview**

The Village of Haverstraw is seeking qualified contractors to provide services in conjunction with a recently awarded grant through the New York State Downtown Revitalization Initiative (DRI) for the Village's Downtown Façade Restoration Fund. The program provides funding for qualified property owners and managers for the improvement and renovation of building facades and other improvements throughout the Village's downtown area. Minority and women-owned businesses are strongly encouraged to respond. The selected contractors will provide construction services for properties selected through a separate application process.

## **II. Scope of Work**

The Village of Haverstraw' Downtown Façade Restoration Fund will include the renovation of the exteriors of eight commercial or mixed-use buildings within the Village's downtown area. This will include renovations of both the exterior and interior of the chosen properties, energy system upgrades, and accessibility improvements. All eligible properties will be within the DRI Target Area as shown in Appendix A.

The selected contractors' scope of work will vary by project. The property owner and the Village of Haverstraw will meet to develop a scope of work and program requirements related to design, environmental hazards, and energy efficiency.

The scope of work for each project will address the following:

1. Immediate health and safety concerns
2. The correction of existing code violations
3. Environmental hazards
4. Installation of energy conservation measures
5. Accessibility for persons with disabilities
6. Consistency with any other local program design guidelines
7. Preservation of historical elements in the building

## **III. Selection of Contractors**

The selection of contractors and initiation of the selected construction projects is anticipated in Spring of 2024 and to be completed in December of 2025. The Village will notify selected contractors in writing, and upon selection a formal written contract shall be entered into between the Village and the successful contractors individually.

## **IV. Statement of Rights**

The Village reserves the right, and may at its sole discretion, exercise the following rights and options with respect to this Request for Qualifications:

1. to reject any and all contractors;
2. to issue additional solicitations for submissions and/or amendments to this Request for Qualifications;
3. to waive any irregularities in submissions received after notification to contractors affected;
4. to select any contractors as the basis for negotiations of a contract, and to negotiate with contractors for amendments or other modifications to their application;

5. to conduct investigations with respect to the qualifications of each contractor;
6. to exercise at its discretion and apply its judgment with respect to any aspect of this Request for Qualifications, the evaluation of contractors, and the negotiation and award of any contract;
7. to enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the contractors;
8. to select the contractor that best satisfies the interests of the Village and not necessarily on the basis of price or any other single factor.

## **V. Cost of Submission Preparation**

No reimbursement will be made for any costs incurred for preparation of submissions.

## **VI. Submission Content and Format**

This Request for Qualifications is intended to provide interested contractors with an opportunity to demonstrate their ability to perform the required tasks. The content of the submission should respond to the information presented in this RFQ. The submission shall strictly adhere to the following format, including page limits, and is not intended to be an expensive or elaborate presentation.

### Proposal Format:

- Part A: A listing of recent and relevant experience in similar projects that includes the firm's function during those projects (prime or subconsultant, project cost, the firm's share of total project costs, etc.). Three references from the above list including a contact's phone number and an address at the agency where the work was performed. This part is limited to three pages.
- Part B: One-page resumes of the key personnel of the consultant (principal and project manager only) and all subcontractors (project manager only) that will be assigned to this project.

## **VII. Professional Liability and Other Insurance Coverage**

All participating contractors must supply proof of proper insurance. The Village of Haverstraw, State of New York, and the Housing Trust Fund Corporation must be listed as additional insured. Proof of insurance must include:

1. Comprehensive General Liability Coverage in a minimum amount of \$1,000,000 (One Million).
2. Workers' Compensation.

Any agreement resulting from this RFQ shall not be effective until the contractor provides to the Village certificates of insurance evidencing compliance with the insurance requirements of this paragraph. The certificates will show the Village as an additional insured, which must be primary and non-contributory with respect to the additional insured.

## **VIII. Proposal Submission**

All respondents are required to submit one (1) original plus three (3) paper copies and one (1) electronic copy of their proposal.

**IX. Proposal Delivery**

Responses and all attachments shall be submitted by all proposers in sealed envelopes. All proposals must be received no later than 4:00 p.m. on *Friday, April 19, 2024*, and should be addressed as follows:

Isabel Gonzalez – Village Clerk  
Village of Haverstraw, Village Hall  
40 New Main Street  
Haverstraw, New York 10927  
[isabel.gonzalez@vohny.com](mailto:isabel.gonzalez@vohny.com)

**X. Questions**

Questions regarding this RFQ should be submitted in writing via email to [wbrady@nelsonpopevoorhis.com](mailto:wbrady@nelsonpopevoorhis.com).

# Appendix A

## DRI Area

