



Village of \_\_\_\_\_  
**AMITYVILLE**  
New York



**Downtown  
Revitalization  
Initiative**

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**Village of Amityville**  
Hon. Dennis Siry

**REQUEST FOR PROPOSAL**

**Environmental Review  
Professionals**

**RFP No. 24-01**

**PROJECT NAME:  
Village of Amityville DRI Facade Program  
21 Ireland Place  
Amityville, New York 11701**

**PH: 6312610242 FAX: 631-606-1502**

**projects@visionlongisland.org  
May 13, 2024**

# REQUEST FOR PROPOSAL

## Village of Amityville DRI Facade Program Amityville, New York

### Article I. Introduction

The Village of Amityville is seeking proposals from qualified, licensed, and bonded entities with demonstrated competence and experience to provide **Environmental Review Services** for recipients of the Village of Amityville DRI Facade Program. The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 2.04.

### Section 1.01 Location and Sponsor

Your bid is for operation with awards recipients of Village of Amityville DRI Facade Program throughout the designated Downtown Revitalization Initiative (DRI) area located in Amityville, New York, 11701.

### Section 1.02 Management

Vision Long Island will be managing this project. They will be off location during the project. Vision Long Island will be responsible for the project's timely completion.

### Section 1.03 Contact Information

Please contact Vision Long Island for questions about the proposal submission details:

Phone: 631-261-0242

Fax: 631-606-1502

E-mail: [projects@visionlongisland.org](mailto:projects@visionlongisland.org)

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## **Article II. The Project**

### **Section 2.01 Mission**

The Village of Amityville seeks to procure environmental review services related to the NYS Downtown Revitalization Initiative funded projects. As part of the NYS Downtown Revitalization Initiative (DRI), the Village of Amityville was awarded \$600,000 to implement a Commercial Storefront Revitalization Fund. This storefront revitalization fund will provide grants to renovate building exteriors within the DRI area. The purpose of this RFP is to obtain proposals from qualified firms to provide environmental review services for projects identified by the Village of Amityville and Storefront Façade Program Committee (SFPC). Proposals must be submitted by **June 14, 2024 2pm (prevailing time)**.

### **Section 2.02 Project Specifications**

The scope of services identified below is intended to help the Village of Amityville identify specific environmental factors that may be encountered at individual project sites assisted by federal funds, to help protect people and the environment, and to ensure that the Village of Amityville is in compliance with applicable regulations. Applicable regulations and procedures are referenced or set forth in the following publication from the Housing Trust Fund Corporation Office of Community Renewal (OCR):

- Environmental Compliance Handbook available at:  
<https://hcr.ny.gov/system/files/documents/2023/10/environmentalcompliancehandbook-2023-05.pdf>

#### **Task 1 - Environmental Review**

The consultant will conduct an environmental review for each individual project site completing the OCR site-specific Environmental Compliance Checklist, along with all required supporting documentation. Reviews must comply with OCR regulations and procedures.

#### **Task 2 – Site Contamination Review**

As part of the Environmental Review, the consultant will also conduct a site-specific environmental survey for each rehabilitation project, which includes a visual assessment of the property and surrounding properties. The exterior of all buildings and surrounding grounds will be examined where readily accessible and visible. The goal is to determine if there are any known hazards or contaminations on or near the subject site.

#### **Environmental Checklist**

- a. SHPO Determination Letter
- b. Floodplain Map or Determination (if in flood zone)
- c. Zoning Compliance Statement
- d. Coastal Zone Map or Determination (if in coastal zone)
- e. Environmental Professional Certification for Site Contamination

- f. Lead-Based Paint Risk Assessment (more than \$5,000 per Unit Rehab Cost)
- g. Asbestos Survey (if already completed)
- h. NYSDEC and USFWS Wetlands maps (if project involves ground disturbance)
- i. NYSDEC Environmental Assessment Form (EAF) Mapper and Official species list from the US Fish and Wildlife Service Information for Planning and Consultation (IPaC) website for E

**Section 2.03 Contractor Requirements**

Should your proposal be accepted, we expect you to produce the following deliverables for each project:

**Deliverables for Task 1 - Environmental Review**

- Prepare and submit site-specific reviews for each identified rehabilitation project utilizing the Environmental Compliance Checklist issued by federal programs and along with all required documentation as outlined in the Environmental Compliance Handbook to the Village of Amityville.

**Deliverables for Task 2 – Site Contamination Review**

- Conduct a site-specific environmental survey. The purpose of the survey is to identify the presence or the likely presence of any environmental hazards on a property based on historical and current land uses that might pose health risks. Once the site-specific environmental survey is completed, the consultant will provide a summary of findings and a letter of determination based on those findings. The letter must be signed by a qualified environmental professional as defined by ASTM 1527. The Site Contamination Review will be part of the overall Environmental Review (Task 1).

**Section 2.04 Timeline**

In order to complete our mission, we have set the following timetable. This timetable is subject to change by the managers of this project.

|                                 |  |
|---------------------------------|--|
| Requests for Proposals Sent Out | May 13, 2024                             |
| Deadline for Proposals          | June 14, 2024 - 2 p.m. (prevailing time) |
| Project Start Date              | July 1, 2024                             |
| Project Completion Date         | September 30, 2024                       |

## Article III. The Proposal

### Section 3.01 Summary of Proposal

#### (a) Expectations

Contracts will be awarded based on the information presented in the proposals received. We will award contracts based on the proposal expected to be the most beneficial to our project based on a variety of factors. Village of Amityville reserves the right to award more than one contract, accept the lowest price and refuse any contract without obligation to Village of Amityville or to the company offering the proposal.

#### (b) Proposal Deadline

All proposals must be submitted to the Village of Amityville by **June 14, 2024, 2 p.m. (prevailing time)** to be considered for their contribution to the Village of Amityville DRI Facade Program.

#### (c) Selection Criteria

All offers submitted will be considered based upon the materials provided in the proposal. Consideration will be given to performance projections as well as cost and staff requirements. Only those proposals submitted by the deadline above will be considered. The evaluation criteria will use the following criteria to evaluate each proposal. Each proposal has the potential to score 100 points in the initial evaluation. If interviews/presentations are conducted, there are an additional 5 points available on the second evaluation (105 points total). The following criteria will be the primary considerations for selecting a proposal:

| Number | Criteria Description  | Points Assigned |
|--------|---|-----------------|
| 1      | Overall Cost  | 40              |
| 2      | Knowledge of and experience with the OCR environmental regulations, policies and procedures, and applicable state and federal environmental laws and regulations.                           | 25              |
| 3      | The ability, capacity, skill, financial and other necessary resources to perform the work/provide the service required promptly or within the time specified, without delay or interference | 10              |

|   |   |     |
|---|---|-----|
| 4 | Proposer's Qualifications including General Environmental Review Experience and Qualifications of both the Proposer and principals assigned | 20  |
| 5 | MBE/WBE   | 5   |
|   | Total Points  | 100 |

The Village of Amityville may suspend or discontinue proposals at any time without notice or obligation to the company that submitted the proposal.

**Interviews/Presentations:**

Those Proposers within the Competitive Range **may** be asked to participate in interviews/presentations to be evaluated with Best and Final Offers as detailed below. If interviews are conducted, they will be held at specific times to be determined with selected Proposers:

| Factor # | Evaluation Factor  | Max Points |
|----------|--|------------|
| 6        | Interviews/Presentations may be held with those Proposers within the Competitive Range to obtain clarification on items evaluated in the earlier stage of the evaluation process and to assess the qualifications of the Proposer and their ability to implement the Scope of Work/Specifications. The interview/presentation will be scored on the second evaluation form for 'Best and Final' proposals.<br><br>Information discussed during the interview/presentation may be used by the committee in their final evaluations. | 5          |

**(d) Proposal Format:** Village of Amityville suggests that you include the following information in your proposal. Proposals should adequately address the details of the proposed contract.

Proposals may be mailed, dropped off at Amityville Village Hall or sent to [projects@visionlonisland.org](mailto:projects@visionlonisland.org) as a Portable Document Format (pdf). Proposals shall be submitted in the following format and sequence. All pages should be consecutively numbered. \*All equipment necessities are the responsibility of the proposer.

**Executive Summary**

Provide an overview of the firm and how it will approach the project. List the contact information for the person responsible for submitting the proposal and responding to any questions.

**Project Experience & Capacity**

Describe how the firm has the experience and capacity to complete the tasks in a professional and timely manner. Summarize relevant prior work experience and provide contact information for

previous clients. Clearly describe any subcontracting or partnering arrangements.

### **Key Personnel**

Identify all key personnel involved in performing the work for each task. Attach resumes and professional qualifications and certifications for key personnel including subcontractors and partners. At minimum, key personnel shall include the overall project manager and an environmental professional (as defined by ASTM 1527).

### **Approach & Methodology**

Provide a clear and straightforward work plan that demonstrates an understanding of the OCR environmental regulations, policies and procedures, and applicable state and federal environmental laws and regulations. Propose schedules for completing each Task once a notice of proceed is received from the Village of Amityville.

### **MWBE or SDVOB**

If the firm is a New York State-certified MWBE or SDVOB firm, provide documentation evidencing registration. If the firm is partnering or subcontracting with an MWBE or SDVOB firm, clearly describe the relationship and provide documentation for the firm (MWBE requirements of 22% for MBE and 10% WBE).

### **Price**

Provide a price proposal in a table format that clearly demonstrates that the firm is providing the best value for the Village of Amityville and its clients. The actual number of projects is estimated at 12 but may change.

### **Licensing and Bonding**

If applicable, include the details of your licenses and bonds for the services you are proposing. If possible, enclose proof of your licenses and bonds.

### **Insurance**

A minimum amount of one million dollars is required with NYS Homes & Community Renewal and the State of New York named as the insured.

### **References**

Provide 2 references for similar past projects. Samples are welcome.

**All submissions and questions can be emailed to [projects@visionlongisland.org](mailto:projects@visionlongisland.org)**