

**VILLAGE OF TARRYTOWN  
BOARD OF TRUSTEES  
WORK SESSION 6:00 P.M.  
WEDNESDAY, SEPTEMBER 16, 2015  
Tarrytown Village Hall  
One Depot Plaza, Tarrytown, New York**

---

Board of Trustees Concerns

Open Session

1. RiverWalk Park
2. Outdoor Burning
3. Bond Post Insurance Compliance Policy
4. Surplus Equipment
5. Surveillance Cameras
6. Phase VII Water Improvements – Engineering Services
7. Handicapped Parking Space – 35 Central Avenue
8. Handicapped Parking Space – South Broadway (between Main and Elizabeth)
9. Community Choice Aggregation Program – Proposed Resolution
10. Placement of Wall Wilson Park Drive
11. RFP – RiverWalk Park

Executive Session

- 1A. Village-owned Property – Sheldon Avenue
- 2A. Eastview Pump Station
- 3A. Office Assistant Financial Support
- 4A. Recreation Center

**VILLAGE OF TARRYTOWN  
VILLAGE ADMINISTRATOR'S OFFICE  
MEMORANDUM**

TO: Mayor Fixell and the Board of Trustees  
FROM: Michael Blau, Village Administrator  
RE: RiverWalk Park  
DATE: August 26, 2015

---

Please be advised that Joe Cotter has agreed to perform improvements to the northwest portion of the RiverWalk Park in conjunction with the development of the River House building. The proposed improvements are included with this memorandum. This work would commence upon the issuance of a building permit for the River House. In addition, included herewith is a diagram showing the limits of the work area and you will note that the work area extends from the northwest area of the park along the walkway to Division Street. The actual work to be performed in this area is at the connection with the new RiverWalk in Sleepy Hollow developed as part of the Rivers Edge Condominium project. At this location, additional pavers will be added to the north side of the walkway to create a wider transition between the two walkways.

Previously, as part of the discussions regarding the replanting of the RiverWalk, I had noted that the Village must obtain approvals from Scenic Hudson and Westchester County for the changes to the park and this proposed modification requires your approval first, before I submit to the other entities for review. Should the three entities that have approval authority for the changes to the park not agree to the changes, the value of the work proposed will be provided to the Village and those funds can be used for the overall changes to the park that the Board is looking to implement through the issuance of an RFP to hire a new consultant for a replanting plan.

I have invited the Planning Board to either attend or send a memorandum to the Board regarding this proposed park change.

**Jim Hart**

---

**From:** Jeff Storch <jeff.storch@cahillgambino.com>  
**Sent:** Thursday, July 23, 2015 3:23 PM  
**To:** Jim Hart  
**Subject:** Post Issuance Compliance  
**Attachments:** Post Issuance Compliance Procedures.docx

Since the IRS/SEC is taking a closer look at tax-exempt obligations, we are encouraging our clients to adopt a written policy of post issuance compliance procedures. This policy will allow the Village to certify in its IRS bond filings that it has such a policy and thus keep it from coming onto the IRS' radar.

The resolution attached puts such policies in place and provides an annual checklist to be completed by you once a year (documenting that you are complying with such ongoing procedures).

The resolution does not need to be published and the checklist should be completed annually and kept with bond documents.

Would be happy to discuss further as any issues come up.  
Jeff

**PLEASE NOTE OUR NEW ADDRESS:**

Jeff Storch | CAHILL GAMBINO LLP | 250 Park Avenue, 7th Floor | New York, NY  
10177 | tel. 646.434.1664 | fax. 518.584.1962 | [jeff.storch@cahillgambino.com](mailto:jeff.storch@cahillgambino.com)

This email is confidential and may be subject to privilege and other conditions. For more information, [please click here.](#)

**WHEREAS**, the Internal Revenue Service has issued new regulations requiring issuers of tax-exempt obligations to certify on Form 8038-G that they actively monitor compliance with federal tax rules following the issuance of such obligations;

**WHEREAS**, the Village of Tarrytown is an occasional issuer of tax-exempt obligations and thus is subject to the aforementioned compliance requirements which are critical for the preservation of preferential tax status of those obligations;

**WHEREAS**, it is therefore in the best interest of the Village of Tarrytown to adopt formal written procedures to ensure such compliance and to designate an official responsible for ensuring that such procedures are followed;

**NOW THEREFORE, BE IT RESOLVED**, that the Village of Tarrytown hereby adopts the post-issuance compliance procedures attached hereto as "Schedule A" and resolves to be governed thereby;

**BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately upon its adoption.

## Schedule A

### TAX EXEMPT BOND POST ISSUANCE COMPLIANCE POLICY

The following shall set forth the Village of Tarrytown's (the "Issuer") post issuance compliance procedures in connection with its issuance of general obligation tax-exempt financing (e.g. Bonds, BANs, TANS and RANs) (the "Bonds"). In addition, the Compliance Officer (as defined below) will complete the Exhibit A with respect to all currently outstanding Bonds on or before the end of the Issuer's fiscal year.

A. Purpose: The purpose behind implementation of post-issuance compliance procedures is to ensure that the Village of Tarrytown is compliant with federal tax law requirements related to its outstanding tax-exempt obligations for the life of such obligations.

B. Compliance Officer Designation, Education and Training: The Issuer will designate a "Compliance Officer" who will be the primary official responsible for monitoring post-issuance compliance with federal tax laws. Training shall be made available to the Compliance Officer to support the Compliance Officer's understanding of the tax requirements applicable to the Bonds. Such training may include, but would not be limited to, attending training sessions at local conferences such as NYSGFOA and NYCOM, participation in IRS teleconferences, reading technical guidance materials provided by educational organizations, the IRS, and/or Bond Counsel, and discussing questions and issues with the Issuer's Bond Counsel, and/or the Issuer's Financial Advisor. The Town's designated Compliance Officer is the Treasurer of the Issuer.

C. Record Retention and Due Diligence Review: The Compliance Officer is responsible for thorough record retention of all material documents relevant to the issuance of the Issuer's tax-exempt obligations including, but not limited to, the transcript of proceedings, closing binder, bond counsel opinion, tax certificate, IRS required filings, records of investments and expenditures made with proceeds, documents pertaining to existing or potential private and public use of bond-financed property, etc. The Compliance Officer will conduct due diligence review of these documents both upon receipt and at regular intervals throughout the life of the Bonds.

D. Monitoring Compliance: The Compliance Officer will monitor use of proceeds and arbitrage restrictions through implementation of accounting methods and consultation with bond counsel and a rebate consultant, when necessary.

F. Correcting Potential Non-Compliance: Upon discovery of potential or existing non-compliance with post issuance tax laws, the Compliance Officer will promptly take steps, including consultation with bond counsel, to correct such non-compliance.

E. Continuing Disclosure. Unless otherwise exempt, with respect to the Bonds, the Issuer may be obligated to provide annual financial disclosure to the secondary market through the Municipal Rulemaking Securities Board's Electronic Municipal Market Access ("EMMA") system, as well as notices of certain material events listed in the Continuing Disclosure Agreement executed in connection with the Bonds (the "Continuing Disclosure Agreement"). In order to maintain compliance with the Issuer's

obligations in the Continuing Disclosure Agreement, the Bond Compliance Officer will, if and as required by such Continuing Disclosure Agreement, with assistance of the Issuer's financial advisor, (i) assist in the preparation or review of annual reports, (ii) maintain a calendar listing of the filing due dates relating to dissemination of Annual Reports, (iii) ensure timely dissemination of the annual reports and information set forth in the Continuing Disclosure Agreement, (iv) monitor the occurrence of any "Material Event" (as defined in the Continuing Disclosure Agreement) and timely file notice of the occurrence of any such Material Event in the manner provided under the Continuing Disclosure Agreement, (v) ensure timely dissemination of notice of any failure to perform under a Continuing Disclosure Agreement, if and as required by the Continuing Disclosure Agreement, and (vi) respond to requests for information under SEC Rule 15c2-12, as provided in the Continuing Disclosure Agreement.

# ANNUAL TAX EXEMPT BOND COMPLIANCE CHECKLIST

Bond Compliance Officer: \_\_\_\_\_

Dated: \_\_\_\_\_

	YES <sup>1</sup>	NO
<b>Tax Law Requirements</b>		
Has there been a sale of a bond financed facility?		
Has there been a lease of a bond financed facility?		
Has the Issuer entered into a management or service or research contract or naming rights agreement in connection with the bond financed facility?		
Has the Issuer entered into any other arrangement with an entity, other than a state and local government, that provided legal rights to that entity with respect to a bond financed facility?		
<b>Arbitrage</b>		
Will there be a rebate/yield restriction arbitrage computation during the upcoming fiscal year?		
<b>Allocation of Bond Proceeds</b>		
Confirm all allocation of proceeds to expenditures were made within 18 months after the later date the expenditure was made or the date of the bond financed project was placed in service, but not later than the earlier of 5 years after the bonds were issued or 60 days after the issue was retired. <sup>2</sup>		

<sup>1</sup> For any Yes answer, please contact Bond Counsel.

<sup>2</sup> If Project not yet placed in service put N/A.

<b>Continuing Disclosure</b> <sup>3</sup>		
Have the annual filings been made?		
Has any material event occurred?		

In my role as Bond Compliance Officer, I have completed the above checklist to the best of my knowledge:

\_\_\_\_\_  
Name:

Title: Bond Compliance Officer

<sup>3</sup> Contact Issuer's financial advisor for more information.



# **MEMORANDUM**

## **DEPARTMENT of PUBLIC WORKS**

---

TO: Michael Blau, Village Administrator

FROM: Howard D. Wessells Jr., Superintendent of Public Works

DATE: August 21, 2015

RE: Surplus Equipment

The following items are ready to be declared as surplus.

Misc. old water meters

Old Scott Air Pack Harnesses

Street Signs that are no longer regulation

Old Water fittings and misc. metal items that have been stored in the old Eastview Pump Station

These items are of little value except as scrap.

**VILLAGE OF TARRYTOWN  
VILLAGE ADMINISTRATOR'S OFFICE  
MEMORANDUM**

TO: Mayor Fixell and the Board of Trustees  
FROM: Michael Blau, Village Administrator  
RE: Surveillance Cameras  
DATE: August 25, 2015

---

In 2013, we were analyzing the concept of installing surveillance cameras in RiverWalk Park after the low level lights were vandalized in the park. The Village received cost proposals from three companies for a hardwired system and the cost ranged from a low of \$173,567 to a high of \$222,735 with the number of cameras ranging from 10 to 13. It was decided at that time that the cost was too high and the Village would wait on such a system. I received an email a number of weeks ago from a company that sells wireless cameras that can be moved from location to location throughout the Village. The cost of the cameras is significantly less than the numbers we were considering in 2013 and the ability to move the cameras provides significant flexibility. The cameras are powered by solar panels with a backup battery I directed this to Chief Brown for investigation.

Chief Brown, Lt. Barbelet and I sat in on a demonstration over the computer with a representative from the company that sells the cameras. The company is called Sensera Systems and their website is [senserasytems.com](http://senserasytems.com). You can go to the website to view the cameras. After the meeting we discussed options and decided to recommend the purchase of one camera to be utilized by the Detective Division to essentially test out the camera. The memorandum from Lt. Barbelet is attached for your review.

To: Chief Brown  
From: Lt. Barbelet  
Date: July 24, 2015

**INFORMATION AND PROPOSAL FOR SENSERA MULTI-SENSE CAMERA**

**MC-60**

The MC-60 camera is a solar powered wireless cloud camera system. The system is extremely mobile and weighs less than fifteen pounds. Based on its mobility and easy installation the department could self deploy this surveillance anywhere in the Village and have instant, live access regarding surveillance. This would be useful in areas of criminal activity, planned events (parades, street fairs) and general surveillance of any desired area. There would be zero dependency on another agency regarding placement of the camera or reviewing its data.

The company currently has cameras deployed in the private sector and is in the process of marketing to law enforcement agencies. If this camera proved to be successful it may be a cost effective solution to surveillance in areas the Village has shown concern such as the RiverWalk and Pierson Park. The following are specific facts regarding this system:

- The camera will work in low light situations, it does not have infrared or night vision capabilities
- The camera does NOT have remote zoom but when reviewing desired still photos you are able to zoom in and move to specific areas on the field your are interested in
- There is a ten day loop for video storage, if you do not save a specific portion of video it is gone after ten days, however images are kept for the life of the system
- The lithium battery back up allows the system to operate up to five days with solar re-charging

- Individuals granted access can view live feed from any remote smartphone, tablet, computer etc.

Costs:

- One system containing a camera and solar pad is **\$3,299.00**
- Re-occurring fees are either **\$149.00 a month** or **\$1,609.00 a year**
- The re-occurring charges cover cell fees and technical assistance
- The product comes with a one year warranty, additional can be purchased

The company will offer a free online demo which the representative from the company has shown me. I would suggest that we have the representative present a brief on line demonstration once again to you, possibly one of the detectives (Stiloski?) and myself. I believe that after the demo you will agree that this small investment would be beneficial to not only the department but the entire Village.

Respectfully,

Lt. Barbelet

Via Electronic Mail

August 24, 2015



Howard Wessells, Superintendent of Public Works  
4 Division Street  
Tarrytown, NY10591

Re: Proposal for Engineering Services  
Phase VII Water Main Replacements

Dear Howard:

Woodard & Curran is pleased to provide Village of Tarrytown with this proposal to provide Professional Engineering services related to Phase VII of the Village's water distribution improvement program. Below please find our Project Understanding and proposed Scope of Work and Budget.

#### **BACKGROUND AND APPROACH**

Due to aging and undersized water distribution infrastructure, the Village of Tarrytown has been undertaking a multi-phase water distribution improvement program. Phase VII of this program includes approximately 4,800 Linear Feet (LF) of water main replacement, including valves, hydrants, and service connections (up to and including the curb stop), as follows:

<u>Location</u>	<u>Existing Size</u>	<u>Proposed Size</u>	<u>Length</u>
Paulding Ave and Hudson Place	4 inch	8 inch	1,300 LF
Martling Ave	4 inch	8 inch	2,500 LF
White Plains Rd/ NYSDOT Rt-119	6 inch	12 inch	1,000 LF

For the purposes of this proposal, we have assumed that there is sufficient space within the roadway right-of-way to allow for a second main to be installed in parallel with the existing main, while the existing main remains in service. The new main will be tested for pressure and bacteria prior to being placed in service. After the new main has been tested, the service connections will be moved from the old main to the new main, and the old main will be abandoned in place.

We have assumed that up to 2 PRV vaults will be necessary as part of the modifications in the vicinity of Paulding Ave and Hudson Place. For the purposes of this proposal, we have provided a budgetary estimate for electrical and controls design to provide instrumentation and controls at those two locations, assuming nearby electrical service and the ability to use radio communications. The cost for providing electrical and controls to those PRVs has been provided as an option.

There are several key planning and design considerations that will allow this project to be completed successfully. Given the urban setting, presence of multiple buried utilities, and broad scope of the project improvements, we believe that they following are critical to the success of the project:

- **Survey:** We will work with the Village to optimize the use of its existing GIS and CAD mapping. More detailed survey information is needed to provide bid documents of appropriate detail, but we will be selective about what information is needed to minimize excessive site survey activities. We will work with the Village of Tarrytown staff to discuss known existing utilities including elevation data for sewer and drain piping, and pipe type/condition for all utilities, and



incorporate the information provided in the design to minimize design costs related to survey. No wetlands delineation or survey are anticipated.

- **Subsurface Conditions:** Exploratory auger probes will be advanced in selective areas of the project to identify soil, ledge and groundwater conditions, and inform the bidding contractors of the presence and nature of subsurface conditions and protect the Village from unnecessary construction claims.
- **Site Restoration:** Given the disruption that will be necessary to construct these improvements, our proposal includes time to review and coordinate site restoration efforts related to the project with other projects planned by the Village. Examples of coordination could include incorporating final paving into planned paving projects or expanding final pavement restoration to include full-width pavement restoration. The schedule and budget impacts of this will be discussed with the Village for incorporation into the bid documents. The budget for this proposal assumes permanent trench patch as the final pavement restoration.
- **Hydraulic Impacts:** The project definition for these improvements is based on the hydraulic modeling previously performed. We will work with the Village to identify any additional information needed to model the impacts of various PRV locations and confirm proposed main sizing. Our proposal assumes hydraulic model development is not required and the Village will provide a complete, up-to-date, and fully calibrated hydraulic model with georeferenced pipe locations and maximum day demand scenarios, for use in evaluating PRV locations. If additional calibration or hydraulic model development is required, we will inform the Village and provide an amendment to provide these services for review and approval.
- **Communication:** The extent of the planned improvements will impact a large number of residents, property owners, and visitors. Our design development will include construction sequencing to minimize impacts to the general public, and public notifications clear information for the Village to use in communication with its residents and customers.

## SCOPE OF SERVICES

The Woodard & Curran team will provide design, permitting, bidding and construction phase engineering services in three main phases as requested by the Village:

- Phase 1 – Design Services
- Phase 2 – Administrative Services (Bidding and Construction Administration)
- Phase 3 – Field Services, Construction Management

Our anticipated tasks within these phases are described in more detail below. We have assumed Phase 1 will take 12-16 weeks to complete, plus time for permit review and coordination.

### Phase 1 – Design Services

#### *Task 1 – Project Kickoff and Schematic Design*

A Project Kickoff Meeting will be held with the Village to review the project scope and transfer information in the Village's files to the Woodard & Curran team. The extents of project work, details of hydraulic modeling, scope and timing of needed field investigations, project schedule, and general coordination and sequencing will be the focus of the discussion.



Following the Project Kickoff and Scoping Meeting, Woodard & Curran will develop a limited amount of additional design development (15% Design) based on any additional mapping, modeling, and project documents provided by the Village. This will include a preliminary basis of design, the extents and timing of the Field Investigations, and a project delivery timeline.

A Schematic Design report will be prepared and provided to the Village for review and comment prior to the initiation of field investigations, to allow for adequate review, coordination, and communication.

#### *Task 2 – Field Investigations*

The field investigations will proceed as determined by the Schematic Design. In general, the following field investigations will be completed:

- Woodard & Curran will retain the services of a licensed surveyor to supplement existing information and locate the existing utility alignments as marked out by the respective utilities, and obtain accurate locations for edge-of-pavement, utility poles, hydrants, and other infrastructure. Storm and sewer invert elevations will be surveyed on accessible structures. Woodard & Curran will coordinate with the Village of Tarrytown and other utilities for available system mapping that will assist in refining the project approach. Based on the availability of other information, the extents of the survey will be refined. We have assumed that utility invert information is available from the Village along White Plains Road and only the north side will need to be surveyed. As such, no allowance for Maintenance and Protection of Traffic (including lane closures) has been included in this proposal.
- Woodard & Curran will retain the services of a qualified drilling subcontractor to complete subsurface investigations by identifying underlying soil types, obtain pavement/sub-base cores within roadway along the proposed water main corridor, and the approximate depth of groundwater and refusal (obtain rock cores and/or samples, if encountered). Woodard & Curran will provide observation of the soil probes/rock borings. The budget assumes a maximum of two (2) 8-hour days by our boring subcontractor to complete subsurface investigations based on our review of publicly-available data on site conditions. Our investigations will focus on the Martling Ave alignment, which has the greatest potential for shallow bedrock. Our review of existing information does not identify a significant concern for shallow bedrock or groundwater in other areas, but we will verify that with a limited soil probe survey program.

#### *Task 3 – Preliminary Design (30% Design)*

The Preliminary Design will include the development of the design basis and major design components.

Based on the field investigations performed in Task 2 and hydraulic model analyses, Woodard & Curran will prepare a preliminary design for the project, including pipe alignments, major project components, and relevant technical specifications. The Preliminary Design will be reviewed at meetings with the Village for concurrence on design direction and project components prior to proceeding with the Design Development phase of this project.

As part of the Preliminary Design we will provide, as appropriate:

- Existing site conditions plan;
- Preliminary water main alignment and profile;
- Preliminary PRV vault locations;



- Preliminary traffic control plan;
- Typical construction details;
- Basis of Design/Engineer's Report;
- Preliminary major component specifications; and
- Preliminary Engineer's Opinion of Probable Construction Cost.

#### Task 4 – Design Development (60% Design)

Following the Preliminary Design Review Meeting and receipt of comments from the Village, Woodard & Curran will develop the plans, specifications, and updated Engineer's Opinion of Probable Construction Cost and submit them for review.

Typical additions to the 60% Design will include:

- Erosion and Sediment Control Plan;
- Additional construction details (i.e. – PRV vaults)
- Additional details on site restoration;
- Additional details on traffic control;
- Minor component specifications; and
- Draft permit applications.

A 60% Design Review Meeting will be held to review the plans for concurrence and comments prior to submitting permit applications and preparing the Final Design/Contract Documents.

#### Task 5 – Final Design/Contract Documents

Based on the approved 60% Design and regulatory review comments, Woodard & Curran will prepare Construction Contract Documents for bidding and construction. A set of 95% documents will be prepared for final review. A Final Review meeting will be held with the Village to review the documents and gather final comments. Woodard & Curran will then prepare the Contract Documents.

We will provide a final Engineer's Opinion of Probable Construction Costs based on information contained in the Contract Documents. This estimate will be prepared from computed quantities and current unit costs for all proposed work items.

#### Task 6 – Permitting

The permitting activities will be conducted concurrently with Tasks 2-5. The following major permitting activities are anticipated:

- Pre-Submittal Coordination Meeting – Typically held at either the 15% or 30% design phase, to review project permit requirements with regulators and inform them of the project.
- Permit Submittal – Typically made between 60% and 95% design when the project details have developed sufficient to obtain substantive regulatory review comments. One round of comments is anticipated.





- Revised Permit Submittal – Typically made at the 95% design, with revisions based on Village of Tarrytown and regulatory review input.

The following permits are anticipated to be required as part of this project:

- Westchester County Health Department Plan Approval
- New York State Department of Environmental Conservation Stormwater Pollution Prevention Plan, which will be satisfied by the Erosion and Sediment Control Plan;
- New York State Department of Transportation – Traffic Control Plan
- SEQR – assumed to be short-form with negative declaration. SEQR is assumed to be administered by the Village.

We have assumed that the Village of Tarrytown will be responsible for the majority of coordination with local officials to present the project and design details. Woodard & Curran will attend up to two (2) in-person meetings if required to support local project coordination.

#### Phase 2 – Administrative Services

##### *Task 1 – Bid Phase Services*

Woodard & Curran will assist the Village of Tarrytown with the procurement of a contractor to complete the construction of the project. The following work items will be completed under this task:

- Provide up to fifteen (15) hard copy sets of Contract Documents;
- Facilitate a pre-bid meeting with the Village of Tarrytown and prospective bidders;
- Address Contractor's questions before, during and after the pre-bid meeting;
- We will provide input on addenda to Construction Contract Documents to address Contractor questions, or to clarify the Contract Documents to facilitate the bid process;
- Attend bid openings, prepare bid tabulation sheets, evaluate bids received and provide the Village with the findings of our evaluation; and
- It is assumed that Village of Tarrytown will advertise and administer the bid process, including distribution and tracking of any addenda issued.

We have assumed the bid period will be limited to 2 weeks, and we have estimated that up to 50 hours will be required to assist the Village with the bidding and contractor procurement process. If additional effort is necessary due to factors outside of our control, such as in the event of a bid protest, or contractor negotiations, Woodard & Curran will inform Village of Tarrytown of any additional budget authorizations required to assist with those services.

##### *Task 2 – Construction Phase Administration*

During the Construction Phase Woodard & Curran will provide construction administration services to assist the Village in project coordination, including:

- Facilitate a pre-construction conference prior to commencement of Work;



- Prepare and issue, with Village coordination and approval, Notice of Intent to Award, Notice of Award, Agreement, and Notice to Proceed;
- Recommend and prepare Change Orders and Work Change Directives as required;
- Review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit;
- Render formal written decisions on all claims of Village and Contractor relating to the acceptability of Contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of Contractor's work;
- Review Applications for Payment and the accompanying supporting documentation. Determine the amounts that Woodard & Curran recommends that Contractor be paid;
- Prepare record drawings and permit closeout documents.

#### Phase 3 – Field Services, Construction Oversight

During the Construction Phase Woodard & Curran will provide periodic site visits to review site conditions, coordinate with the Village, and supplement the Village's daily site visits. Woodard & Curran will also provide the following construction phase support:

- Facilitate weekly construction meetings;
- Issue necessary clarifications and interpretations of the Contract Documents;
- Provide off-site technical support for construction conflicts and other issues, if they arise;
- Conduct an inspection with the Village to determine if the Project is Substantially Complete and issue Certificate of Substantial Completion to Town and Contractor, when appropriate;
- Supervise the testing of the new mains, including disinfection, bacteriological testing, and pressure testing;
- Conduct a final inspection with the Village to determine if the completed work of Contractor is acceptable and issue Certificate of Substantial Completion to Town and Contractor, when appropriate;
- Update the hydraulic model and water distribution system mapping based on record drawings and provide them in hard-copy and electronic format to the Village.

We have assumed the project will have a 3-month active construction duration, with an average of up to 16 hours of on-site and off-site construction phase engineering being required per week, for a total of 200 hours. To prepare the record drawings, we will need to be on site for all utility bedding installation, and final testing, and will require the contractor to submit an as-built of the alignment, prepared by a licensed surveyor.

If this estimated level of effort is insufficient or excessive due to factors outside of our control, such as the contractor's quality of work, progress, unforeseen conditions, or the Village's ability to provide its own daily field checks, necessitate any additional presence on site or other effort above this budgeted amount, we will inform the Village and discuss the need for any additional budget.

As an option, we have provided an estimate for integration services for SCADA-connected components

in this proposal for construction phase services. The need for these services will be identified and discussed with the Village early in the design development process.

## **BUDGET**

The proposed budget for completion of the work described herein is summarized below. The project will be completed on a Lump Sum basis and billed as a percentage of project completion. Woodard & Curran will review these budgets with the Village during the Schematic Design phase to identify any adjustments needed as the project scope, schedule, and funding requirements are further developed. Budgets presented represent our best estimates for required effort at this time, and as if the project is proceeding in 2015/2016.

The project will be completed for a proposed budget as follows:

Phase	Woodard & Curran Fee	Subconsultants and Expenses	Phase Total
1 – Design Services	\$48,500	\$30,550	\$79,050
2 – Administrative Services	\$21,900	--	\$21,900
3 – Field Services, Construction Oversight	\$26,700	--	\$26,700
<b>Project Total</b>	<b>\$97,100</b>	<b>\$30,550</b>	<b>\$127,650</b>

If the Village wishes to pursue adding electrical and controls to 2 new PRV vaults in the vicinity of Paulding Ave and Van Wart Ave, an additional \$35,000 would be required for electrical and controls design, radio path study, and integration of the new sites into the Village's SCADA system. This is a planning-level estimate, which will be confirmed once additional design is developed.

## **TERMS AND CONDITIONS**

The Scope of Services will be completed in accordance with the terms and conditions of the most recent Consultant/Professional Services Agreement between Woodard & Curran and the Village of Tarrytown.

## **ASSUMPTIONS AND UNDERSTANDINGS**

The following assumptions and understandings apply to the scope of work, and budget described herein, in addition to those assumptions and understandings described above.

1. The Village will provide all pertinent available project background and mapping information for the project area that is in their records;
2. Woodard & Curran is not required to perform any work related to taking of easements required to complete the proposed improvements.
3. The Village will provide clear and open access to all structures needed for access to complete any work performed by Woodard & Curran and its sub-consultants.





4. The Village will pay all fees from outside agencies, including permit fees and bid advertisement fees, directly.
5. The Contract Documents will include the Village's standard Procurement and Contracting Requirements with minimal editing for project-specific information (project title, scope of work, dates, etc.).
6. The Scope of Services and Budgets included in this proposal may require modification as project details develop. Modifications or adjustments requested will be provided as an amendment to this agreement.
7. Provisions for maintenance and protection of traffic, including flagmen, signage, and police details, are not included in this proposal.

We greatly appreciate this opportunity to offer our professional services to the Village. If you accept this proposal and wish to proceed with the Scope of Services, please sign in the space indicated below and return a copy for our files. Please feel free to call the undersigned at 914-448-2266 you have any questions regarding this proposal or require any further information.

Sincerely,

WOODARD & CURRAN ENGINEERING P.A. P.C.

Anthony C. Catalano, P.E., BCEE  
Principal

Steven C. Robbins, P.E., LEED AP  
Project Manager

ACC/scr

PN: 214237

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized agents as of the date indicated below.

**AUTHORIZATION BY:**

WOODARD & CURRAN ENGINEERING P.A.  
P.C.

VILLAGE OF TARRYTOWN

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

July 2, 2015

Michael J. McGarvey, P.E., Village Engineer  
Village of Tarrytown  
One Depot Plaza  
Tarrytown, NY 10591

**DRAFT**

RE: Proposal for Professional Engineering Services  
Phase VII – Water Main Replacement  
Village of Tarrytown, NY  
PCI No. P-835

Dear Mr. McGarvey:

Professional Consulting, Inc. is pleased to provide this proposal for the professional engineering design and construction administration services required for Phase VII - Water Main Replacement.

As you are aware, our office have successfully designed and completed six (6) water distribution rehabilitation projects for the Village of Tarrytown. In the Village's ongoing effort to improve their Water Distribution System, we have worked with the Water Department and have prepared the scope of design work for the next rehabilitation project. Based on our knowledge of the water distribution system and our review of the system hydraulic model, we were able to identify system deficiencies and develop a preliminary scope of work for the next distribution system improvement phase. The attached Sketch SK-1 depicts the proposed water distribution improvement work for Phase VII.

The proposed Phase VII project will include the installation of approximately 4,800 linear feet of water main with new valves and hydrants. Refer to Table 1 below for a breakdown of the proposed sizes and locations. In addition to the water main replacement, all building service connections including lead service lines in the project area will be replaced with new. The proposed project will help the Village in meeting regulatory and design standards. All 4-inch diameter water mains on Pauling Avenue, Martling Avenue, and Hudson Place will be replaced with larger diameter mains. A new pressure reducing valve (PRV) chamber will be installed on Paulding Avenue to address the excessively high distribution pressures in the western downstream distribution areas. The proposed PRV will regulate pressures to meet compliance with required design standards. Reduction in distribution pressures will also reduce the loss of unaccounted water. A larger diameter water main is proposed on White Plains Road.

This improvement will provide required redundancies and a valuable connection to transmit adequate supply of distribution water at times when any of the existing NYS Thruway crossings are sacrificed and or closed for repairs.

**Table 1**  
**Proposed Water Main Replacement**

<b>Location</b>	<b>Size of Existing Water Main (inches)</b>	<b>Size of Proposed Water Main (inches)</b>	<b>Approximate Length (feet)</b>
Paulding Avenue and Hudson Place	4-inch	8-inch	1,300
Martling Avenue	4-inch	12-inch	2,500
White Plains Road	6-inch	12-inch	1,000
		<b>Total</b>	<b>4,800</b>

**I. Design Services:**

1. Review available data deemed relevant to this project.
2. Assist the Village in soliciting informal bids for survey and subsurface soil boring and analysis work.
3. Develop hydraulic model and design layout of the new pressure reducing valve (PRV) chamber and proposed improvements and upgrades.
4. Prepare plans and specifications to obtain public bids for all work required for the water main replacement described above.
5. Schedule and attend meeting with the Village to review design and Contract Documents.
6. Prepare probable cost estimate for bidding purposes.
7. Assist the Village during the bidding process, review construction bids, and prepare a Recommendation of Award.
8. Prepare permit application(s) and documents for regulatory compliance.

**Construction Administration Services:**

**II. Office Services:**

1. Prepare Contract Documents for execution by the Contractor (Notice of Award, Contract signing documentation).

2. Review Contractor's insurance for conformance with the specifications and provide it to the Village for review and comment.
3. Prepare and issue Notice to Proceed.
4. Set up and conduct a pre-construction meeting for interpretation of the contract documents and to prepare and distribute minutes of the meeting.
5. Review and process shop drawings (this includes shop drawing log, routing, distribution and filing).
6. Assist in negotiating change orders (this includes costing, negotiations and processing of change orders).
7. Prepare as-built drawings.
8. Assist the Village in preparing required submittals to the involved regulatory agencies.

### **III. Field Services:**

Based on the scope of work and a project duration of 365 calendar days, we anticipate 180 calendar days will be spent for active construction. Based on our experience with similar projects, we believe that a minimum of 24 hours per week of engineering supervision will be required. As such we have prepared the following scope of field services:

1. Assist the Village by providing backup support for the construction supervision work.
2. Attend weekly project meetings to discuss construction issues, work progress and as-built work.
3. Provide onsite support for various specialties (i.e. Geotechnical, Environmental, Structural, Regulatory Compliance, etc.).
4. Verify the construction work being done by the Contractor in accordance with approved shop drawings and the Contract Documents.
5. Verify field measurements for additional items (ie: fittings, rock excavation, contingencies, etc.).
6. Provide field verification support to the Village for processing any RFIs and change orders.
7. Prepare construction as-built and drawing verifications based on the information obtained during the inspection work conducted by PCI and the information

provided by the Village during the time when construction progress observation is done by the Village Water Department.

8. Upgrade the hydraulic model and the Water Distribution System Plan based on the completed work and provide an updated copy to the Village.
9. Supervise the disinfection, bacteriological testing, and pressure testing and assist the Village in submitting construction compliance certificates to the Health Department to secure interim approvals.
10. Assist the Village in final inspection and prepare a punchlist noting incomplete or defective work.

#### **IV. Responsibilities of the Owner:**

1. Provide all available information related to this project, including but not limited to valve cards, field record sketches, identification of service connections, and system upgrades and repair information. The cost of geotechnical testing and surveys shall be paid directly by the Village.
2. Assist in collecting samples and water testing during construction.
3. Provide a knowledgeable member of the Village Water Department to accompany PCI personnel during site inspections and when required by the engineer during the design and construction phase.
4. Mark all identifiable features of the water mains for field verifications.
5. Assist PCI personnel in identifying all service connections, verify the type, age and sizes of mains, identify known ACP and lead connections, and all pertinent information.

#### **V. Fees:**

Our fee for providing the Design Services presented in tasks I-1 through I-8 shall be a lump sum of \$59,500. Our fee for providing the Office Services presented in tasks II-1 through II-8 shall be a lump sum of \$39,500. We recommend that the Village keep a budget of \$58,500 for providing the Field Services presented in III-1 through III-10.

Attendance at public hearings or meetings and any additional regulatory compliance and services not specifically identified in the Scope of Work will be billed based on our standard schedule of rates (copy attached) and our General Services Agreement.



Based on the scope of work, we recommend that the Village keep a budget of approximately \$30,000 for the topographic survey and the subsurface soil boring and analysis work.

The probable construction cost for this work is in the range of \$2.25 to \$2.50 million.

The attached General Conditions shall be considered as part of this proposal.

We look forward to the opportunity of working with the Village on this project in its continuing efforts to improve the Tarrytown Water Distribution System. Should you have any questions, please do not hesitate to contact us.

Your authorized signature below will constitute satisfactory agreement between us for performance of our services.

Very truly yours,  
PROFESSIONAL CONSULTING, LLC.

Arshad Jalil, P.E., BCEE  
Principal

Enclosure

ACCEPTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

C: Howard D. Wessells Jr., Superintendent of Public Works, Village of Tarrytown

## Kathy Deufemia

---

**From:** Mike Blau  
**Sent:** Tuesday, September 01, 2015 4:06 PM  
**To:** Kathy Deufemia  
**Subject:** FW: Handicapped Park Space #35 Central Avenue  
**Attachments:** #35 Central Avenue.pdf

Next Work Session

---

**From:** Scott Brown  
**Sent:** Tuesday, September 01, 2015 1:55 PM  
**To:** Mike Blau  
**Cc:** Carol Booth  
**Subject:** Handicapped Park Space #35 Central Avenue

I am in receipt of the attached request from an elderly, handicapped resident requesting a handicapped parking space in front of her residence at #35 Central Avenue. The department has inspected the location and has no objection. Should the Board of Trustees concur attached is the necessary legislation.

SWB

TARRYTOWN POLICE DEPARTMENT  
OFFICE MEMORANDUM

DATE: August 31, 2015

TO: Chief Brown

FROM: William G. Herguth, Lt. *WH*

SUBJECT: Handicapped parking space-i/f/o of 35 Central Avenue

Per your request the following wording may be used for legislation to amend the Village Code to allow for the creation of a parking space reserved for handicapped persons on Central Avenue in front of of #35.

All new material is set forth in capital letters.

Section 291-92. Schedule XXVII: Handicapped Parking Spaces.

In accordance with the provisions of 291-62, the following described streets, driveways, parking lots and auto parks or parts of streets, driveways, parking lots and auto parks are hereby designated as handicapped parking spaces and are designated for use by persons with handicapped parking permits:

Name of Street, etc.	Side	Location
CENTRAL AVENUE	NORTH	FROM A POINT 90 FEET EAST OF SOUTH WASHINGTON STREET FOR A DISTANCE OF 18 FEET IN AN EASTERLY DIRECTION

August 27, 2015

Police Chief Scott Brown  
Village of Tarrytown  
One Depot Plaza  
Tarrytown, NY 10591

Dear Chief Brown:

I would like to request a handicap parking space in front of my house at 35 Central Avenue.  
(Corner of Central Avenue and Dixon Lane). I have a doctor's note and a handicap permit due to my  
serious health conditions.

Thank you very much,

A handwritten signature in cursive script that reads "Angela Perez". The signature is written in dark ink and is positioned to the right of the typed name.

Angela Perez  
914-631-6141  
Cell: 914-433-4637

TARRYTOWN POLICE DEPARTMENT  
OFFICE MEMORANDUM

DATE: September 4, 2015

TO: Chief Brown

FROM: William G. Herguth, Lt.

SUBJECT: Moving of Handicapped parking space-So. Broadway

Per your request the following wording may be used for legislation to amend the Village Code to allow for moving the parking space reserved for handicapped persons on So. Broadway between Main St. and Elizabeth St.

Material to be deleted is set forth in parentheses ( ).

Material to be added is in capital letters.

Section 291-92. Schedule XXVII: Handicapped Parking Spaces.

In accordance with the provisions of 291-62, the following described streets, driveways, parking lots and auto parks or parts of streets, driveways, parking lots and auto parks are hereby designated as handicapped parking spaces and are designated for use by persons with handicapped parking permits:

Name of Street, etc.	Side	Location
(Broadway, South)	(West)	(1; the 3 <sup>rd</sup> metered parking space
([Added 12-3-2001])		north of West Elizabeth Street
		[maximum time limit 2 hours])

Name of Street,etc.	Side	Location
BROADWAY,SOUTH	WEST	1; THE 8 <sup>TH</sup> METERED PARKING SPACE NORTH OF WEST ELIZABETH; MAXIMUM TIME LIMIT 2 HOURS

**RESOLUTION AFFIRMING THAT THE TOWN BOARD OF THE TOWN OF GREENBURGH SHALL ENTER INTO AN AGREEMENT TO PARTICIPATE IN A COMMUNITY CHOICE AGGREGATION (“CCA”) PROGRAM THROUGH SUSTAINABLE WESTCHESTER, INC.**

**WHEREAS**, Sustainable Westchester, Inc., a not-for-profit organization now comprised of over forty municipalities in Westchester County, sought approval of a demonstration community choice aggregation (“CCA”) program in Westchester County in 2014, which would allow local governments to participate in a Sustainable Westchester program to procure energy supply from energy service companies (“ESCOs”) for the residents of the municipalities, and

**WHEREAS**, on February 26, 2015, the Public Service Commission of the State of New York approved implementation of the first community choice aggregation (“CCA”) pilot program in New York State, which allows Sustainable Westchester to put out for bid the total amount of natural gas or electricity being purchased by local residents or small businesses, and

**WHEREAS**, the program is intended to provide consumers with the ability to lower their overall energy costs, and

**WHEREAS**, the potential benefits of CCA programs include price stability for a fixed contract term, lower prices, more favorable contract terms, and the ability to design a program that reflects local preferences and needs, including a preference for cleaner power sources, and

**WHEREAS**, the Westchester pilot program is intended to include residential and small non-residential customers, and to permit the aggregation of both electric and natural gas purchases, and

**WHEREAS**, Sustainable Westchester, Inc. will issue a request for proposals to suppliers to provide energy to participants, and will then award a contract, and

**WHEREAS**, Sustainable Westchester, Inc. or the Town will request individual customer data from the utility, and the selected supplier will then notify the bundled customers of the contract terms and the customer’s opportunity to opt-out of the program within twenty (20) days;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Greenburgh shall enter into an agreement to participate in a Sustainable Westchester program for its residents and business consumers who are not currently purchasing electricity from an energy service company (ESCO), only if: 1) the default price is guaranteed to be consistently less than the utility price for the same period; or 2) the default price is fixed at a level that is less than the average utility price for the same commodity, for the same customer class, over the preceding twelve month period; or 3) the default price is at first set at a level that is less than the average utility price for electricity, for the same customer class, over the preceding twelve month period, and only floats upward by less than twenty-five percent (25%) of the price increases implemented by the utilities, and

**BE IT FURTHER RESOLVED** that the Town agrees to notify residents and business owners eligible for inclusion in a manner that the Town deems effective and efficient about the program in advance of the program’s implementation, and

**BE IT FURTHER RESOLVED** that based upon the text and prior interpretations of the General Municipal Law (“GML”), a municipality may participate in a Community Choice Aggregation (“CCA”) program without undertaking the referendum requirement of GML § 360, which applies only to the

construction, leasing, purchasing, acquisition, use or ownership of a “public utility service” as defined in the GML.

**BE IT FURTHER RESOLVED**, that the Town Supervisor of the Town of Greenburgh is hereby authorized to execute any and all documents to give effect to this resolution.

Revised: 5/21/2015



# **REQUEST FOR PROPOSALS**

## **REPLANTING DESIGN, BIDDING AND OVERSIGHT SCENIC HUDSON RIVERWALK PARK VILLAGE OF TARRYTOWN, NEW YORK**

### **INTRODUCTION.**

RiverWalk Park is a linear park adjacent to Andre Brook and the Hudson River. The park begins at the south in the West Main Street commuter parking lot and extends along the perimeter of Pierson Park to the end of West Main Street and then between the Hudson Harbor residential complex to Division Street. The park was constructed in 2010-2011 with paved areas, planting beds and lawn areas. The planting areas were designed to provide for a natural habitat meadow; however, the planting areas have become overgrown with weeds, especially invasive species such as mugwort and/or the meadow plantings have not grown to the extent anticipated when the park was designed.

The Village of Tarrytown intends to select a landscape architect or a landscaping firm to provide design services to the Village for the redesign of the planting areas throughout the park. The goal for the Village is to have a project design that is visually attractive in a public park, which provides habitat enhancement while minimizing the maintenance for the staff responsible for the upkeep of the park. It is anticipated that the design work will occur during the winter and spring with replanting work to occur based upon the recommendation of the selected consultant and completion of the bidding process based upon that recommendation.

The meadow concept should be simple and one possible consideration in design would provide for “masses” of clearly identifiable plantings, perhaps with (5) species in large masses and this concept will be extended into parkland developed adjacent to parking lots and along the restored Andre Brook. The Village will be considering extending the work proposed in this RFP to the additional areas in the vicinity of the RiverWalk Park.

### **PROJECT TASKS.**

The landscape architect or landscaping firm hired shall perform the following tasks:

- Site Analysis – The selected consultant shall review and evaluate the existing conditions of the plantings and soil conditions to determine viability for reuse and/or assessment for removal and provide a brief conditions report.  
The selected consultant shall walk through of park with members of the Board of Trustees, Village staff, members of the Friends of RiverWalk Park, and other interested parties to obtain input from those present regarding the concerns and goals of the Village with regard to the existing plantings in the park and plans for improvement to the planting areas.
  - The consultant shall meet with a replanting committee created by the Board of

Trustees to first discuss planting options for the park and then to work with the design consultant on the development of replanting plans for the park. It is anticipated that there will be a minimum of five (5) meetings with the committee.

- Preliminary Plans – The consultant shall develop preliminary plans that meet the objectives of the Village i.e. aesthetically appealing and habitat enhancement with a clear focus of low maintenance.
  - The Consultant shall attend public information meetings with the Board of Trustees and the public to present a preliminary replanting plan and final replanting plan for the park. It is anticipated that there will be a minimum of two (2) public information meetings.
- Construction Documents - Based upon the approved preliminary plans the consultant for the project shall develop a final replanting plan for the park, including specifications and bid documents for the approved replanting plan, cost estimates, a phasing plan if required and provide an on-going maintenance plan for overseeding, weed control, and mowing that will comply with migratory bird recommendations for mowing etc...established by the Audubon Society.
- Bid Review – The consultant shall review the bids submitted and issue a recommendation to the Board of Trustees associated with the award of the bid.
- Construction Administration – The consultant shall provide oversight of the project during the replanting process.

Proponents are expected to walk through the park which is the subject of this RFP in order to visually inspect the extent of the work to be performed pursuant to this RFP.

Portions of a presentation by the landscape consultant that designed the RiverWalk Park denoting the park limits are included to assist proponents in the development of a response to this RFP (attached sheets 1 and 2). A second area along Andre Brook is included on a Google Map (attached sheet 3) and the areas that are the subject of this RFP are highlighted in blue (attached sheet 4).

### **INFORMATION TO BE INCLUDED IN RESPONSE.**

To be considered, proponents must submit a complete response to this request for proposal.

1. Firm brochure and/or description of firm.
2. Description of prior experience in similar types of projects, especially municipal projects.
3. Listing of at least three (3) work projects of a similar size and magnitude to the work described herein.
4. Staff to be assigned to this work project and experience of those staff members.
5. Cost to perform the work included in this RFP for the RiverWalk Park.

6. Cost to perform the work included in this RFP for the areas outside of the RiverWalk Park.

### **THE PROCESS.**

The selection process will include an evaluation of each proposal and possible individual interviews, which will lead to the selection of an individual or firm to perform the work described herein. The Village reserves the absolute right to base its selection on any criteria it deems appropriate for the selection process or to reject all responses to the Request for Proposals. The Village intends to make a decision on the selection by mid-September, 2015.

### **SUBMISSIONS.**

Three (3) copies of each proposal must be transmitted to:

Village Administrator  
Village of Tarrytown  
One Depot Plaza  
Tarrytown, New York 10591

The proposal should include all items listed in "Information to be Included in Response" noted hereinabove. Failure to include each and every item required may result in the rejection of your proposal. Should you want to schedule an appointment to walk the site with the Village Administrator, please email the Administrator's Administrative Assistant at [kdeufemia@tarrytowngov.com](mailto:kdeufemia@tarrytowngov.com) or call at 914-631-1785.

Questions regarding this RFP should be directed to Michael Blau, Village Administrator by phone at 914-631-1785 or by email at [mblau@tarrytowngov.com](mailto:mblau@tarrytowngov.com).

### **PROPOSAL DEADLINE.**

The Village Administrator must receive responses to this Request for Proposals no later than 3:00 p.m., September 2, 2015. The proposals will not be opened publicly. Any proposal received after the time stipulated will not be considered and will be rejected.



September 1, 2015

Michael Blau  
Village Administrator  
Village of Tarrytown  
One Depot Plaza  
Tarrytown, New York 10591

Re: RFP - Scenic Hudson Riverwalk Park Replanting Design

IQ Landscape Architects, P.C. (IQ), in association with Larry Weaner Landscape Associates (LWLA), is pleased with the opportunity to submit our proposal to provide landscape architecture and design services for the replanting design, bidding, and oversight for Scenic Hudson Riverwalk Park in Tarrytown.

As recognized leaders in park and recreational planning and native landscape design, IQ and LWLA have provided design, planning, construction, and management services for many of these types of projects throughout the greater New York region and beyond. Currently our offices are collaborating together on a substantial meadow restoration project located in Rhinebeck, New York.


Based on our unique experience and qualifications, we strongly believe that we are ideally suited for this project. Much of our collective work has centered on municipal parks and the restoration of sites patterned after naturally occurring plant communities.

Our expertise, together with our commitment to excellence, will assuredly provide the Village of Tarrytown with a comprehensive breadth of experience and capabilities no other team can match. We would welcome the opportunity to provide you with the requisite services relative to the project.

Upon your receipt and review of the information presented herein, if you should have any questions or require additional information from us at this time, please do not hesitate to contact me at (914) 232-0200.

Thank you for your time and consideration.

Very truly yours,  
The office of  
IQ Landscape Architects, P.C.



John A. Imbiano, ASLA  
Principal and Managing Partner

*Imbiano • Quigley  
Landscape Architects, P.C.*

31 Mamaroneck Avenue  
White Plains, New York 10601  
p: 914-232-0200  
f: 914-232-0232

[www.iqlandarch.com](http://www.iqlandarch.com)



## ***IQ Project Organization***

**IQ LANDSCAPE ARCHITECTS, P.C. (IQ)** distinguishes itself as one of the area's leading experts in the planning and design of municipal parks. The firm has over 28 years of landscape architecture, urban design, and environmental planning experience. Our qualified professionals have considerable expertise in the areas of municipal park design, planning, and project management. Our teams's ability to provide the highest level of service is exemplified by our history of successfully executing projects of similar scope, as noted in the Scenic Hudson Riverwalk Park RFP. Our understanding of the materials and techniques used in municipal park construction augments this expertise.

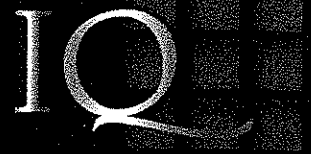
### **KEY PERSONNEL**

**John A. Imbiano, ASLA** will serve as Partner-in-Charge for this project. Mr. Imbiano is a registered landscape architect with over thirty five years of experience. Mr. Imbiano has an extensive background in municipal park design and planning including such projects as: Hoboken Cove, Hoboken, NJ; Quiet Cove, Poughkeepsie, NY; Harbor Island Park, Mamaroneck, NY; Cortlandt Waterfront Park, Cortlandt, NY; Dockside Park, Cold Spring, NY; Haverstraw Harbors Esplanade, Haverstraw, NY and Yorktown Railroad Park, Yorktown, NY. He has also participated in several public design charrettes. As Principal Landscape Architect, Mr. Imbiano will provide conceptual design and management review, ensure that the appropriate resources of the team are available to conduct the work, and will provide senior-level input to all design and technical aspects of the project.

**Richard P. Quigley, ASLA** will serve as Project Designer for this project. Mr. Quigley is a cofounder of IQ Landscape Architects and is a registered landscape architect with over thirty five years of experience. He has worked at IQ for twenty eight years. Mr. Quigley has an extensive background in park design, and historical landscape projects, including the following: Croton Point Park, Croton, NY; Renaissance Square Park, White Plains, NY; Jackson Square Park, New York City; Fordham University, Bronx, NY; Rockwood Hall, Mt. Pleasant, NY; Yonkers Waterfront and Yonkers Downtown Development Improvements.

**Oscar Villavicencio, RLA** will serve as Project Manager/ Quality Control Manager for this project. Mr. Villavicencio is a registered landscape architect with over 15 years of experience as a landscape architect. As project manager, Mr. Villavicencio will work with the Project Team to make certain that all of the needs and requirements of the village of Tarrytown are satisfied. He will report on all project-related issues and will ensure that all tasks associated with this project are managed effectively from start to finish. Mr. Villavicencio's role as Project Manager will entail, but not be limited to the following:

- Providing direct oversight with regard to project execution and coordination with all members of the Project Team.
- Managing project schedule and budgets.
- Providing all staff resources necessary for successful project implementation and completion.
- Providing review and approval of project performance and deliverables.



## *waterfront*

### *Experience*

#### **North Yonkers Hudson River Waterfront**

Master Plan  
City of Yonkers  
Yonkers, New York

#### **Croton Waterfront Feasibility Study**

Village of Croton-on-Hudson  
Croton-on-Hudson, New York

#### **Haverstraw Harbors Esplanade**

Ginsburg Development Corp.  
Haverstraw, New York

#### **Croton Point Historic Park Master Plan**

Westchester County Department of Public Works  
Croton-on-Hudson, New York

#### **Harbor Island Park Master Plan**

Village of Mamaroneck  
Mamaroneck, New York

#### **Liberty Waterfront Park**

City of White Plains  
White Plains, New York

#### **Dockside Waterfront Plan**

Horne Rose, LLC/ Open Space Institute, Inc.  
Cold Spring, New York

#### **Flint Park Waterfront Restoration Plan**

Village of Larchmont  
Larchmont, New York

#### **Hoboken Waterfront Park**

Maxwell House Site  
Fund For a Better Waterfront  
Hoboken, New Jersey

#### **New Netherland Museum**

Village of Croton-on-Hudson  
Waterfront Master Plan  
Croton-on-Hudson, New York

#### **Kinnally Cove**

Village of Hastings-On-Hudson  
Boat Launch/Tidal Marsh Restoration  
Hastings-on-Hudson, New York

#### **Croton Waterfront Vision Plan**

N.Y.S.D.O.S. / Village of Croton-on-Hudson  
Croton-on-Hudson, New York

#### **Rye Town Pier**

Town of Rye  
Rye, New York

#### **Irvington Waterfront and Promenade**

Bridge Street Properties  
Irvington, New York

#### **Hudson River Greenway Trail**

Village of Croton-on-Hudson  
Croton-on-Hudson, New York

#### **Verplanck Pedestrian Trail and Overlook**

Town of Cortlandt  
Verplanck, New York

#### **Flint Park Nature Preserve**

Village of Larchmont  
Larchmont, New York

#### **Hoboken Cove Park**

City of Hoboken  
Hoboken, New Jersey

#### **Quiet Cove Park**

Dutchess County  
Poughkeepsie, New York

## *Parks & Recreation*

### *Experience*

#### **Historic Reconstruction of Jackson Square Park**

New York City Department of  
Parks and Recreation  
Greenwich Village, New York

#### **Railroad Park and Bikeway Master Plan**

Town of Yorktown  
Yorktown, New York

#### **Lasdon Park and Arboretum**

Westchester County Department of Public Works  
Somers, New York

#### **Reconstruction of Dreier-Offerman Park**

New York City Department of Parks  
and Recreation  
Landfill Site  
Brooklyn, New York

#### **East Hartsdale Avenue Senior Citizen Park**

Town of Greenburgh  
Hartsdale, New York

#### **Taxter Road Nature Preserve and Interpretive Center**

Town of Greenburgh  
Department of Parks and Recreation  
Greenburgh, New York

#### **Croton River Gorge Nature Trail**

Village of Croton-on-Hudson  
Croton-on-Hudson, New York

#### **Harts Brook Nature Preserve and Arboretum**

Town of Greenburgh  
Department of Parks and Recreation  
Greenburgh, New York

#### **Bedford Canine Park**

Bedford Dog Owners Group  
Bedford, New York

#### **Anthony Veteran Park Master Plan and Secor Woods Picnic Pavilion**

Town of Greenburgh  
Ardsley, New York

#### **The Golf Club of Purchase**

The Golf Club of Purchase  
Purchase, New York

#### **Croton School District/Village**

#### **Croton-on-Hudson School District**

Village of Croton-on-Hudson  
Athletic Fields and Site Master Plan  
Croton-on-Hudson, New York

#### **Ridgeway School International Playground**

City of White Plains Board of Education  
Playground & Schoolyard Ecosystem  
White Plains, New York

#### **Mohansic Golf Course Expansion**

Westchester County Department of Public Works  
Yorktown, New York

#### **Catskill Scenic Trail and Delaware & Ulster Rail Ride**

Catskill Rail Association  
Arkville, New York

#### **Bayview Town Park**

Town of Brookhaven  
Brookhaven, New York

#### **Rockwood Hall**

Rockefeller State Park Preserve  
Sleepy Hollow, New York

#### **Mandara Spa**

Kenneth Park Architects  
Cap Cana, Dominican Republic

#### **St. Andrews Golf Club**

Hastings-on-Hudson, New York

## **Project Tasks**

### **1. Inventory and Analysis**

- Review and evaluate existing planting and soil conditions to assess whether certain species should be removed, remain or be reused elsewhere within the project area.
- Collect existing data and surveys to create a base plan.\*

### **2. Meetings**

- Attend a site walk through of the park with members of the Board of Trustees, Village staff, and members of the Friends of Riverwalk Park to obtain stakeholder input and to develop goals and objectives for the project.
- Meet with Replanting Committee to discuss restoration planting options. For purposes of this proposal, it is anticipated there will be approximately five (5) such meetings.

### **3. Preliminary Plans**

- Prepare preliminary planting plans which address maintenance, aesthetic and habitat issues noted by the Village. Minor regrading may be proposed which complements the new planting schemes.
- Provide precedent images of proposed plant materials.
- Attend approximately two (2) public informational meetings.

### **4. Construction Documents**

- Based on the approved preliminary plans, a final planting plan and specifications will be prepared suitable for public bidding. Village of Tarrytown to provide upfront general conditions to be included as part of the project manual.
- Provide an estimate of probable construction cost for purposes of bid leveling.
- Provide an on-going maintenance plan and guidelines for over seeding, weed control, and mowing that will comply with migratory bird habitat enhancement established by the Audubon Society.

### **5. Bid Review**

- Review bids and provide a recommendation of award to the Board of Trustees.

### **6. Construction Administration**

- Provide periodic site observation visits during the replanting process. For purposes of this proposal it is assumed up to six (6) site visits are included during construction.
- Coordinate with Village and selected contractor during the construction phase.
- Provide one (1) punch list site visit and one (1) follow-up site visit for purposes of closing out the project.
- Provide two (2) site visits the following season.

\*NOTE: Village of Tarrytown to provide IQ an as-built survey and park construction documents for Scenic Hudson Park.



## Project Costs

1. Fees for Task 1 through 6 shall be a lump sum of \$62,500.00

2. Fee breakdown by task is as follows:

Inventory and Analysis .....	\$3,500.00
Meetings .....	\$9,750.00
Preliminary Plans .....	\$11,750.00
Construction Documents .....	\$18,500.00
Bid Review .....	\$1,500.00
Construction Administration .....	\$17,500.00

3. Reimbursable Expenses:

Reimbursable expenses shall include actual expenditures made by IQ in the interest of the Project and will be billed at the actual cost to IQ. Reimbursable expenses shall include costs of items such as: copying of drawings, photographic costs, and mileage at 0.55/mile.