

**REQUEST FOR QUOTES (RFQ) FOR
FOR PHASE 1A ARCHAEOLOGICAL SURVEY
FOR THE TOWN OF POUND RIDGE
199 WESTCHESTER AVENUE SITE**

PROPOSAL DUE:

**JUNE 7, 2024
4:00 PM**

SUBMIT PROPOSAL TO:

**OFFICE OF THE TOWN CLERK
TOWN OF POUND RIDGE
179 WESTCHESTER AVENUE
POUND RIDGE, NY 10576**

INSTRUCTIONS & INFORMATION

- The Town of Pound Ridge, Westchester County, New York (“Town”) is issuing a request for quotes (RFQ) from qualified archaeological firms (“Consultants”), licensed in New York State, to provide a Phase 1A Archaeological Survey of three (3) areas for the Town’s site at 199 Westchester Avenue, Town of Pound Ridge, New York (“Project”). Qualified Consultants shall have ample experience and expertise in all aspects of archaeological consulting, cultural resources, and field investigations.
- Copies of the State Historic Preservation Office (SHPO) letter requesting a Phase 1A Archaeological Survey and a sketch plan with the Area of Proposed Effect (APE), are available to interested Consultants for review at the Office of the Town of Pound Ridge Clerk or the Town’s website.
- Sealed proposals must be received at the Office of the Town Clerk, Town of Pound Ridge, 179 Westchester Avenue, Pound Ridge, NY 10576 until 4 pm on June 7, 2024. One additional copy of the sealed proposal should be sent to the Office of the Town Engineer, Pitingaro & Doetsch Consulting Engineers, P.C. (“Town Engineer”), 20 Industrial Drive, Middletown, NY 10941 before 4 pm on June 7, 2024.
- Any and all addenda pertaining to this particular RFQ will be issued via email. It is incumbent upon all potential Contractors to view all released addenda prior to the RFQ close date. If you obtain the RFQ documents and decide you are interested in submitting a response, please email Linda Kump (lkump@panddengineers.com) at Pitingaro & Doetsch Consulting Engineers, P.C. and copy the Town of Pound Ridge Town Clerk (townclerk@townofpoundridge.com), providing the following information:
 1. Consultant Name
 2. Consultant Contact Name
 3. Address
 4. Phone Number
 5. Email Address – **All addenda will be issued via email**
- One (1) copy of the proposal must be received by the Town Clerk in a sealed envelope, designated as **“QUOTE – 199 WESTCHESTER AVENUE PHASE 1A ARCHAEOLOGICAL SURVEY”** with the name and address of the Consultant clearly indicated on the outside of the envelope, on or before 4 pm on June 7, 2024 addressed to the Town Clerk, Town of Pound Ridge, 179 Westchester Avenue, Pound Ridge, NY 10576.
- One (1) copy of the proposal must be received by the Town Engineer in a sealed envelope, designated as **“QUOTE – 199 WESTCHESTER AVENUE PHASE 1A ARCHAEOLOGICAL**

INSTRUCTIONS & INFORMATION

SURVEY” with the name and address of the Consultant clearly indicated on the outside of the envelope, on or before 4 pm on June 7, 2024.

- The Town reserves the right to waive any informalities or reject any and all proposals where such is in the best interest of the Town.
- Consultants are responsible for submitting their proposals to the appropriate locations at or prior to the time and date as stated in the RFQ. No proposals will be accepted after the designated time or date indicated. It is recommended that proposals be submitted in advance to allow for timely receipt. Delay in mail delivery is not an exception to the receipt of a proposal.
- The following are required as part of a proposal submission:
 1. Consultant Statement of Qualifications
 2. Proposal Price Form
 3. Statement of Non-collusion
- Written questions concerning this RFQ shall be submitted to the office of the Town Engineer. Questions shall be submitted to Linda Kump at lkump@panddengineers.com with the Town of Pound Ridge Town Clerk copied (townclerk@townofpoundridge.com) on or before May 31, 2024. The subject line of the email shall include “199 WESTCHESTER AVENUE PHASE 1A ARCHAEOLOGICAL SURVEY).” Only written responses to questions will be considered official. Written responses will be issued via addendum to all Consultants who have provided a valid email address to the Office of the Town Engineer.
- Should a Consultant find any discrepancies or omissions in this RFQ, they shall notify the Town Engineer at once. The Town does not assume responsibility for any oral instructions or interpretations of meaning of the RFQ documents to any Consultant by any person(s).
- The following tentative schedule has been established for the selection and contracting process. It is subject to change by the Town.

Event	Date
Release of Request for Quotes (RFQ)	May 17, 2024
Deadline for Questions	May 31, 2024
Quote Due Date	June 7, 2024
Consultant Selection	June 11, 2024 (anticipated)

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- Consultant shall maintain in full force and effect during the term of the Project and at the Consultant's expense the minimum insurance coverages listed below. Upon Project award, insurance certificates in connection with the Project shall be furnished and shall contain the name of insured (Consultant), address of insured (Consultant), issue date of certificate, name of insurance company, policy number, inception and expiration dates, limits of liability for all policies, type(s) of coverage(s) in effect and location and description of work. The Town of Pound Ridge and Pitingaro & Doetsch Consulting Engineers, P.C. shall be listed as additional insured. The Consultant agrees to indemnify the Town of Pound Ridge and Pitingaro & Doetsch Consulting Engineers, P.C. for any applicable deductibles and self-insured retentions.
 1. Comprehensive General Liability, including operations-premises liability, contractor's protective liability, contractual liability and products/completed operations
 - Bodily Injury Liability: \$1,000,000 each occurrence; \$2,000,000 aggregate
 - Property Damage Liability: \$1,000,000 each occurrence; \$2,000,000 aggregate
 2. Automobile Liability, including owned, hired and non-owned
 - Bodily Injury Liability: \$1,000,000 each person; \$1,000,000 each accident
 - Property Damage Liability: \$1,000,000 each accident
 3. Worker's Compensation & Disability Insurance
 - Limit \$500,000 or State-mandated statutory limit, as applicable
 4. Umbrella Insurance
 - Limit \$1,000,000
- Contractual Liability: The Consultant shall at all times indemnify and save harmless the Town of Pound Ridge and Town Engineer and their respective officers, agents and employees on account of any and all claims, damages losses, litigation, expenses, counsel fees and compensation arising out of injuries (including death) sustained by or alleged to have been sustained by the officers, agents and employees of said Town or Town Engineer, or the Consultant or their subcontractors, and from injury including and from injuries (including death) sustained by or alleged to have been sustained by the public, any or all persons on or near the work, or by any other person or property, real or personal (including property of said Town or Town Engineer) caused in whole or in part by the acts, omissions or neglect of the Consultant including but not limited to any neglect in safeguarding the

INSTRUCTIONS & INFORMATION

work or through the use of unacceptable materials in constructing the work of the Consultant, any subcontractor, materialmen or anyone directly or indirectly employed by them or any of them while engaged in the performance of the Project, including the entire elapsed time from the date ordered to start work or the actual start whichever occurs first until completion of the guarantee period, as certified by the Town or the Town Engineer.

- **Laws and Regulations:** The Consultant's attention is directed to the fact that all applicable Federal, State and Local laws, and the rules and regulations of all authorities having jurisdiction over execution and performance of the proposal and contract, shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though herein written out in full.
- **Applicable New York State Labor Laws:** The Consultant and each and every subcontractor performing work at the site of the project to which this Contract relates shall comply with the applicable provisions of the Labor Laws of the State of New York and particularly Article 8 thereof. The Consultant and each and every subcontractor performing work at the site of the project to which this Contract relates shall comply with the applicable provisions of Part 53 Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York (12NYCRR53) Industrial Code Rule 53 and any amendments thereto.
- In the hiring of employees for the performance of work under this Contract or subcontract, neither the Consultant, nor any subcontractor, shall by reason of race, age, gender, religion, nationality, sexual orientation or color discriminate against any citizen of the State of New York who is qualified and available to perform the work to which the employment relates, nor shall the Consultant, any subcontractor, or any person acting on behalf of the Consultant or subcontractor discriminate in any manner against or intimidate any employee hired for the performance of work under this Contract on account of age, race, creed, color, sexual orientation, national origin or gender, in accordance with Executive Law 296, Sections 20 through 23.

Note: Where any form of the pronoun "they" (e.g. "their," "theirs," "them," etc.) is used to reference Consultant, that pronoun shall be understood to be singular and gender-neutral.

SCOPE OF WORK

INTRODUCTION

The Town of Pound Ridge (“Town”) is soliciting proposals from qualified professional archaeological consulting firms (“Consultants”) for a Phase 1A Archaeological Survey of three (3) areas for the Town’s site at 199 Westchester Avenue, Town of Pound Ridge, New York (“Project”).

The project consists of construction of three (3) areas of a multi-use path to allow access to property recently obtained by the Town. The path will serve to provide better access to the Town Park and Halle Ravine for local residents and additional opportunities for outdoor recreation. A portion of the path is critical to the overall future path purpose which is to connect the newly acquired parcel to the Town Park and the existing path that extends into Scotts Corners, a Hamlet in the Town of Pound Ridge. The project is broken up into three (3) different areas where the trails will be constructed.

The first path area consists of a 26.63+/- acre site consisting of two parcels located just north of the Pound Ridge Town Park, and it consists of mainly forest. The other two proposed areas connect to existing paths. The site is located in the Residential (R-2A) Zoning District.

An original SHPO submission was accepted, and a Phase 1A Archaeological Survey is recommended due to the site being in an archaeologically sensitive area.

To begin development of the trails, the existing site will be cleared where the path is proposed. For Area 1, a 400’-long proposed paved trail will connect to the existing multi-use path. From there, an unpaved trail is proposed to continue north from the proposed paved trail until Old Pound Road. There will be four crushed stone rest areas at different locations within the trail. Area 2 will continue from the existing Town Park path, and Area 3 will connect to the path in Halle Ravine. Area 2 and Area 3 will be unpaved. The final design may be modified from that which is described herein based on the findings of the archaeological survey as well as further site investigations and other considerations during the design development phases.

The following is a summary description of the anticipated Project tasks. This information is provided as a framework for Consultant Statements of Qualifications (SOQs) and Price Proposals.

SCOPE OF WORK

1. Phase 1A Survey: Literature Search and Sensitivity Study

SCOPE OF WORK

The Consultant shall provide technical and archaeological oversight during the Literature Search and Sensitivity Study. Work shall include completing any agency-required paperwork and field inspections for a Phase 1A Survey.

- It shall be the responsibility of the Consultant to ensure all SHPO protocols are followed. All work shall be documented by the Consultant.
- The Consultant shall prepare a Phase 1A Archaeological Survey fully responsive to the below directive:

“This is the initial level of survey and is carried out to evaluate the overall sensitivity of the project area for the presence of cultural resources, as well as to guide the field investigation that follows. The Phase IA work must be conducted early in the planning activities for each project. This allows the information derived from this work to be used in developing and screening alternatives. In carrying out a literature search, sources at the State Historic Preservation Office (SHPO), universities, local libraries and informants, museums, historical societies, etc., are consulted. An initial field inspection of the project area is conducted to assess previous disturbance and the level of testing which may be necessary. The resulting document contains a cultural history of the project area, and an evaluation of the area's known and potential sensitivity for cultural resources which might be affected by possible construction impacts. Further, the Phase 1A report will contain recommendations for the subsequent Phase IB survey process” (NYSHPO).

PROJECT SCHEDULE

Time is of the essence in completing this project. It is the Town’s intention to provide a Notice to Proceed by June 17, 2024, with work commencing by June 24, 2024 and being substantially completed by September 31, 2024.

REQUIRED QUALIFICATIONS

1. General:

- a. The Consultant's primary business, or the primary business of a department within the Consultant's firm, shall be archaeological consulting or related professional archaeological consulting services for public and municipal entities.
- b. The Consultant (as a firm) shall have been in the business of archaeological consulting or related services for at least five (5) years.
- c. Consultant's licensed archaeologist shall have at least ten (10) years of experience in archaeological consulting, field investigations, cultural resources, or related professional services.
- d. Consultant shall provide a single Project Manager as the primary point of contact for all work assigned by the Town. This Project Manager must be a licensed professional with at least ten (10) years of experience in archaeological consulting, field investigations, cultural resources, or related professional services.

2. Certifications & Insurance (Required):

- a. Consultant shall be licensed to do business in the State of New York.
- b. Consultant shall possess a valid Certificate of Authorization for providing the requested services in the State of New York.
- c. Consultant shall maintain in full force and effect during the term of the Project and at the Consultant's expense the minimum insurance coverages described in the Instructions & Information section herein.

PROPOSAL CONTENTS

STATEMENT OF QUALIFICATIONS

Statements of Qualifications (SOQs) shall be concise and well organized and shall demonstrate the Consultant's experience applicable to the requirements of this RFQ. SOQs submitted in response to this RFQ shall be in the following order and shall include the following:

1. Brief Cover Letter

The cover letter shall describe the Consultant's understanding of the services identified. This letter shall contain an expression of the Consultant's interest in the work, a statement regarding the qualifications of the Consultant to do the work and any other information that may be useful to the Town. Cover letters shall be signed by an individual authorized to bind the Consultant and shall contain a statement to the effect that the submittal is in effect for ninety (90) days. The letter shall also acknowledge the receipt of any addenda to the RFQ.

2. Consultant Information:

- a. Legal name and address of company
- b. Address of office providing services and number of employees
- c. Legal form of company (e.g. partnership, corporation, etc.)
- d. Name, title, address, telephone number and email of person to contact regarding this Statement of Qualifications
- e. Description of Project Manager qualifications and experience
- f. Description of services provided
- g. Description of similar projects within the last five (5) years
- h. Copy of Certificate of Authorization

PRICE PROPOSAL

The Price Proposal Form included in this RFQ shall be completed and submitted with the Consultant's response. A lump-sum fee shall be provided, inclusive of all time, materials and expenses, including testing fees, laboratory fees, subcontractor fees, etc. The Consultant shall provide an hourly rate sheet for the completion of any additional work outside of the scope described herein.

FORMS

The following form shall be submitted with the Consultant's response:

1. Statement of Non-collusion

PROPOSAL PRICE FORM

The undersigned, having carefully examined the appropriate RFQ documents, does hereby agree to furnish and deliver to the Town of Pound Ridge, Westchester County, New York, the following item(s) at the price(s) indicated:

ITEM #	DESCRIPTION	ITEM PRICE (\$)
1	Phase 1A Archaeological Survey - Area 1 (Points A - K)	
2	Phase 1A Archaeological Survey - Area 2 (Points L – V)	
3	Phase 1A Archaeological Survey - Area 3 (Points W – Z2)	

DESCRIPTION	TOTAL NOT-TO-EXCEED PRICE (\$)
Not-to-Exceed Price to Perform the Work for Items 1-3 as specified herein	

CONSULTANT

NAME OF AUTHORIZED OFFICIAL (PLEASE PRINT OR TYPE)

SIGNATURE OF AUTHORIZED OFFICIAL

DATE

STATEMENT OF NON-COLLUSION

The following Non-Collusive Bidding Certification as required by General Municipal Law Section 103-d must be signed and submitted with this bid.

By submission of this Bid, each Consultant and each person signing on behalf of any Consultant certifies, and in the case of a joint Bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of Consultant's knowledge and belief:

1. The prices in this Bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any Consultant or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the Consultant and will not knowingly be disclosed by the Consultant prior to opening, directly or indirectly, to any other Consultant or to any competitor; and

3. No attempt has been made or will be made by the Consultant to induce any other person, partnership, or corporation to submit or not to submit a Bid for the purpose of restricting competition.

Wherefore, this statement has been subscribed by the Consultant and affirmed by the Consultant as true under penalties of perjury.

Dated: _____ 20____

Signature: _____

Printed Name & Title: _____

Company: _____