

**REQUEST FOR PROPOSAL**  
**SHORELINE STABILIZATION**  
**AND MISCELLANEOUS CONSTRUCTION WORK**  
**CORTLANDT WATERFRONT PARK/MARTIN PROPERTY,**  
**TOWN OF CORTLANDT, WESTCHESTER COUNTY, NEW YORK**



Prepared by:  
Town of Cortlandt  
Department of Technical Services  
Engineering Division  
Town Hall, 1 Heady Street  
Cortlandt Manor, New York, 10567  
July 31, 2013  
Revised: August 2, 2013

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A. OVERVIEW

The Town of Cortlandt is requesting proposals from Contractors to provide, place and spread medium to large rip rap/boulders along sections of the shoreline (Between the boat launch and Veteran's Memorial - for stabilization purposes) at the Waterfront River Park/Martin Property and miscellaneous construction work associated with the project.

The work required under this Proposal consists of furnishing all supervision, labor, personnel, equipment and ancillary support and incidental materials necessary, unless otherwise noted herein to complete the work. The Earth fill and top soil material shall be supplied by the Town of Cortlandt. All other materials and equipment including, **but not limited too, Erosion Control or Maintenance and Protection of Traffic measures shall be supplied by the contractor.** It is not intended that this description be all inclusive of each and every item required, but rather serve as information illustrating the general scope and nature of work for the convenience of the Bidders.

B. GENERAL SCOPE –

The contractor shall examine the site and provide **A TOTAL BID, FOR (ITEMS 1-3), ON THE PROPOSAL UNIT PRICE SCHEDULE SHEET ATTACHED** including all supervision, labor, personnel, material, equipment and ancillary support necessary, unless otherwise noted herein or as discussed at the (non-mandatory) on-site pre-bid meeting to accomplish the work.

1. The contractor shall call in a Code 75 (as necessary) prior to starting any excavations. Ticket number shall be provided to the Town.
2. The contractor is responsible for photo documenting the site prior to any work commencing. A copy of the photos shall be submitted to the Town of Cortlandt prior to final payment.
3. The contractor shall install and maintain erosion control measures below and adjacent to the work area as necessary or as directed by the Town. The erosion control measures shall be removed and disposed of off site in a lawful manner once turf has been established. Silt fence shall be used at a minimum.
4. The contractor shall pick up, handle, deliver, place and/or spread the stone rip rap/boulders along the shoreline at the sections needed for stabilization. Rip Rap/Boulders shall range from 8"-10" and 24" - 36" and larger boulders. The larger material shall be placed at the bottom and the smaller material placed on top. The sections of shoreline requiring stabilization runs from the new boat launch to the existing rip rap/boulders adjacent to the Veteran's Memorial.
5. Existing rip rap/boulders already dumped along the shoreline shall be moved, placed and/or spread in adjacent areas as necessary. **This work shall be included in the lump sum price bid for item 3.**
6. Existing concrete armoring along the shoreline which contain voids underneath shall be broken in place and used as rip rap. **This work shall be included in the lump sum price bid for Item 3.**
7. The Contractor shall pick up, deliver, place, compact and spread the Earth Fill material needed at the washout areas and small areas along the top of the shoreline. **This work shall be included in the lump sum price bid for Item 2.**
8. The contractor shall protect adjacent existing structures and features from damage during the construction process.
9. The contractor shall maintain the site in a safe and orderly manner throughout the project.
10. The contractor shall set up and maintain traffic control. There shall be flaggers as necessary and traffic control measures for MPT at all times during work performed within the R.O.W. Signs and advance warning control measures shall be set up in accordance with the NATIONAL AND NYS Supplement to MUTCD. The contractor shall be fully responsible for a safe, passable and proper work zone at all times. **The road shall not be closed and one lane of traffic must remain open at all times.** All flaggers must be properly trained and shall be properly fitted with appropriate reflective gear, hardhats, flags, radios, sign posts, etc.

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11. All materials with the exception of incidentals and those noted herein shall be provided by the Town. When necessary, the contractor shall be responsible for coordination of delivery, pick up, storage and return of materials to the Town yard(s) or suppliers for this project. Any open canisters for materials used as part of this project will become the property of the Town at the completion of the project. The Town of Cortlandt will load the applicable materials at the Town supply yard on Arlo Lane. Please note: Yard hours of operation are 8:00 am to 3:00 pm.
12. Topsoil, seed and hay the disturbed areas. If the material onsite is not adequate for seeding, topsoil shall be placed. The Town of Cortlandt will provide topsoil for restoration of disturbed areas (as necessary). The contractor shall be responsible for picking up the topsoil, transporting, unloading, spreading, hand raking, seeding and haying of the material at the project site as necessary. The thickness of the topsoil to be placed and spread is approximately 4". **This work shall be paid for at the same rate as the unit price bid for Item 2.**
13. The contractor is advised that establishing turf this time of year may not be practicable. The contractor may need to return to the project site to dress up the landscaped areas, place some topsoil, rake, hay and establish turf.
14. Upon completion of the work and after the site is stabilized the contractor shall remove and dispose of all erosion control measures off site in a lawful manner.
15. Any debris within the work areas shall be removed, stored and delivered to Arlo Lane.
16. The contractor shall clean up the project work area daily, as necessary and throughout the project.

**PLEASE NOTE...**

- A. **NO EQUIPMENT SHALL ENTER THE WATER. ALL WORK SHALL BE DONE FROM THE SHORELINE ON LAND.**
- B. **THE IMPORTED TONS OF ROCK (ITEM 1) AND CUBIC YARDS OF FILL (ITEM 2) FOR THIS PROJECT SHALL BE PAID FOR AS "IN PLACE MATERIAL" ON THE BASIS OF DELIVERY TICKETS. HOWEVER, THE ENGINEER SHALL MAKE DIMENSIONAL CHECKS AND RELATE THESE CHECKS TO TONNAGE OR CUBIC YARDS.**
- C. **UNLESS OTHERWISE SPECIFIED, PAYMENT FOR MISCELLANEOUS WORK DESCRIBED IN ITEMS 1-15 ABOVE IS DEEMED INCLUDED IN THE LUMP SUM AND UNIT PRICES BID FOR THIS PROJECT.**

**ESTIMATED QTY'S...**

- A. **Rock: 300 Tons**
- B. **Soil: 140 Cubic Yards**

C. EXTRA WORK

Extra work shall be for any unforeseen conditions that arise during the course of the project **as determined by the Town**. The payment for any such extra work shall be paid for as determined by the Town and the Contractor as a lump sum price, or on the basis of the actual cost of labor (prevailing wage rates), materials and equipment furnished by the Contractor plus fifteen (15) percent for overhead and profit.

Bear in mind that NYS Prevailing Wage Rates apply and a copy of rates can be obtained in the Office of the Director of Technical Services. **Certified Payrolls shall be required with each pay requisition. Only PW-12 or approved NYSDOL certified payroll forms will be accepted. All pay requisitions shall be submitted to the Town a minimum of 7 business days prior to the 15<sup>th</sup> or 30<sup>th</sup> of the month (or last business day of the month).**

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**Proposal Unit Price Schedule**

Bidder to complete below:

\_\_\_\_\_  
Bidder's name

<b><u>Item No.</u></b>	<b><u>Description</u></b>	<b><u>Unit</u></b>	<b><u>Est. Quan.</u></b>	<b><u>Unit Price</u></b>	<b><u>Extended Price</u></b>
1	Imported Rip Rap Stone/ Boulders (8"-10" & 24" – 36")	TON	300	\$ _____	\$ _____
2	Imported Earth Fill – Town provided (Labor and Equipment)	CY	140	\$ _____	\$ _____
3	Existing on site Rip Rap Stone/Boulders (Labor & Equipment)	LS	LS	\$ _____	\$ _____
<b>TOTAL BID (Items 1 thru 3)</b>				<b>\$ _____</b>	

\*\*\* This sheet shall be filled out by the contractor and submitted his/her proposal.

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**Included in the costs above the contractor shall also provide the following:**

**PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE**

The Contractor shall take out and maintain during the life of the Contract, Public Liability and Property Damage Insurance to protect him and/or any Subcontractor performing work covered by this Contract from claims for personal injury, including accidental death, as well as from claims for property damages which may arise from operations under this contract whether such operations be by himself or by a Subcontractor or by anyone directly or indirectly employed by either of them.

Such insurance shall be in an amount not less than three million dollars (\$3,000,000) for injuries, including accidental death to any one person, for each occurrence.

*The Town of Cortlandt and Property Owner shall be named as an **Additional Insured and indemnified**. The Contractor shall provide evidence that the insurance policy has been endorsed accordingly - in a form acceptable to and approved by the Town Attorney. Please see **Hold Harmless Statement attached to RFP**. This hold harmless statement shall be completed and signed by the bidder awarded the project.*

**CONTRACTOR'S AUTO LIABILITY AND PROPERTY DAMAGE INSURANCE**

The Contractor's General Liability and Auto Liability insurance coverage for Bodily Injury and Property Damage to be in effect during the life of this Contract shall be not less than three million dollars (\$3,000,000) for each occurrence. The Contractor shall furnish a current Certificate of Insurance to the Town prior to commencement of any work on the project premises.

The Contractor shall require all subcontractors to provide this same insurance coverage.

**WORKER'S COMPENSATION INSURANCE/DISABILITY BENEFITS**

The Contractor shall take out and maintain during the life of this Contract, Worker's Compensation Insurance for all of his employees at the site of the project; and, in case any work is sublet, to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in hazardous work under this Contract at the site of the project is not protected under the Worker's Compensation statute, the Contractor shall provide, and shall cause each subcontractor to provide employer's liability insurance for the protection of his employees not otherwise protected. The Contractor must submit one of the following to comply with the provisions of the Worker's Compensation Law: WC/DB-100, C-105.2, U-26.3, SI-12 or GSI-105.2. The Contractor must submit one of the following to comply with the Disability Benefits Law: WC/DB-100, DB-120.1 or DB-155.

**The Contractor shall acknowledge acceptance of these terms as part of the Proposal submitted.**

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D. SUBMISSION REQUIREMENTS

1. The Request for Proposal must contain the following information:
  - a. Name of firm submitting proposal; main office address; telephone number; principal contact person.
  - b. Define your Scope of Services that are offered and outline of proposed time line for completion of the project.
  - c. Address specifically the items as outlined above under "Scope(s)."
  - d. Statement that Prevailing Wage Rates Apply.
2. Cost Proposal
  - a. Submit cost proposals for work as outlined above in Scope(s). Bear in mind that **NYS Prevailing Wage Rates** apply and a copy can be obtained in the Office of the Director of Technical Services.
  - b. Provide travel and per diem or subsistence costs, if any, supported by breakdown including destination, duration, and purpose.
  - c. Provide breakdown of other expenses such as "out-of-pocket" expenses, clerical supports, direct/indirect material cost and other overhead costs, supplies, etc. that may be charged as additional expenses to the proposal.

E. TOWN'S RESPONSIBILITIES

The Town will constantly monitor progress and expenditures to assure timely delivery and maintain cost control.

F. AWARD OF CONTRACT

1. The Director of Technical Services will review and evaluate all proposals submitted in response to this request. The Director of Technical Services will conduct a preliminary evaluation of all proposals on the basis of the information provided with the proposal, the ability of the Contractor to perform, past performance, recommendations, ability to meet time requirements and understanding of the work to be performed.
2. After thorough evaluation, the Director of Technical Services will recommend to the Town of Cortlandt Town Board the proposal that is in the best interest of the Town of Cortlandt.

G. RECEIPT OF PROPOSALS

1. ***Two (2) copies of the proposal must be received no later than Friday August 9, 2013 at 10:00 am. PROPOSALS MAY BE EMAILED. Please email to Artied@townofcortlandt.com.***
2. Proposal shall be sent or delivered to:

Edward Vergano, PE, Director of Technical Services, Engineering Division  
Town Hall  
1 Heady Street  
Cortlandt Manor, New York 10567
3. The Proposals must be concise and clear.
4. The Town of Cortlandt reserves the right to reject any or all proposals in whole or in part.

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H. VALIDATION PERIOD

Proposals will remain valid for a period of forty-five (45) days after date specified for receipt of proposals.

I. CONTACT PERSON

The person to contact regarding matters pertaining to the Request for Proposal is:

Edward Vergano, PE, Director of Technical Services, Engineering Division  
Town Hall, 1 Heady Street, Cortlandt Manor, New York 10567, (914) 734-1060

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**Hold Harmless Statement**

The Contractor shall, during the performance of this work, take all necessary precautions and place proper safeguards for the prevention of accident, and shall indemnify and save harmless, the Town of Cortlandt, the Director of Technical Services, the Director of Environmental Services or any of their employees, officers, agents and the property owner(s) from all claims, suits and actions and all damages and costs to which they may put by reason of death or injury to all persons or property of another resulting from unskillfulness, willfulness, negligence or carelessness in the performance of the work, or in guarding and protecting the same, or from any improper methods, materials, implements or appliances used in its performance or construction, or by or on account of any direct or indirect act of omission of the Contractor or his employees or agents, and whether or not any active or passive or concurrent negligent act or omission by the Town of Cortlandt, the Director of Technical Services, the Director of Environmental Services or any of their employees, officers, agents or property owner(s) may have directly or indirectly caused or contributed thereto.

\_\_\_\_\_  
Bidder

\_\_\_\_\_  
\_\_\_\_\_

/s/ \_\_\_\_\_  
Signature, Title, and date

Subscribed and sworn to  
before me this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Notary Public