



CITY OF PEEKSKILL  
CITY HALL

840 MAIN STREET  
PEEKSKILL, NEW YORK 10566

(914) 737-3400  
FAX NO. (914) 737-2688

## **REQUEST FOR PROPOSALS CITY OF PEEKSKILL, NEW YORK**

### **PROFESSIONAL ENGINEERING SERVICES FOR THE DEPARTMENT OF PLANNING**

**RFP Issue Date: November 26, 2019**  
**Proposal Due Date: December 16, 2019**

The Department of Planning of the City of Peekskill, New York invites the submission of proposals for professional services from qualified Engineers or Engineering Firms with experience in providing professional engineering services to municipalities for planning-related work.

#### **SCOPE OF SERVICES:**

1. Professional engineering services in connection with applications for land use, site plan approval, subdivisions, and related applications and matters brought before the Peekskill Planning Commission.
2. Engineering services for municipal work assigned by the Director of Planning.
3. Written reports, technical reviews, comments and recommendations with respect to such matters.
4. Site inspections as necessary and as requested by the Director of Planning.
5. Collaborative working relationships with the Department of Planning and with all involved departments and agencies of the City of Peekskill.
6. Additional services as requested by the Director of Planning.

#### **REQUIRED CONTENT OF PROPOSALS:**

1. Description of the firm, and description of assignments of a similar type and scope.

2. Resume of the engineer who will be assigned to this scope of work, as well as any assisting junior engineers, if applicable.
3. The assigned and junior engineers' experiences with similar scopes of work.
4. Three client references for the firm and three for the engineer to be assigned to Peekskill.
5. A one-page narrative explaining the firm's interest in this scope of work, particular abilities, and qualifications related to this assignment.
6. Evidence of the following:
  - a. Workers' Compensation Insurance for statutory obligations imposed by Workers' Compensation/Occupational Disease laws, including Employers' Liability Insurance with a minimum of \$1,000,000.00.
  - b. Commercial General Liability Insurance, including Contractual Liability coverage covering all operations and, where applicable, coverage for damage caused by any explosion or collapse with minimum limits of \$ 1,000,000.00 per occurrence for bodily injury or property liability damage and \$6,000,000.00 aggregate or umbrella policy for Commercial General Liability.
7. Engineer's and Junior Engineer's hourly rates for engineering evaluations, preparation of reports, and site inspections for the calendar years 2020 and 2021. Provide separate fee schedules to undertake municipal work and private applicant work.

Please note that all reimbursable expenses (travel, phone, copies, etc.) must be included in the hourly rates.

### **SUBMISSION REQUIREMENTS:**

Provide four (4) hardcopies and one USB drive of your proposal no later than 11:00 a.m. on Monday, December 16, 2019 to:

Office of the City Clerk  
City of Peekskill  
City Hall, 840 Main Street  
Peekskill, New York 10566

Proposals should be marked: **Engineering Consultant Services**

Facsimile or electronic mail submittals will not be accepted.

Information in each submittal shall be considered public information by the City of Peekskill. Any information considered to be trade secrets, privileged or confidential should not be revealed

in the proposals. Contents of the proposals could be made public after the contract has been awarded and executed.

The City of Peekskill retains the right to reject any and all submittals with or without cause. The City also reserves the right to consider and rely upon factors other than pricing in its selection process.

Any cost incurred by the respondents in preparing or submitting a proposal or interviewing for this project shall be the respondents' sole responsibility.

The City requires affirmative action, and, therefore, the individual or firm will not discriminate under the agreement against any person in accordance with federal, state and local laws and regulations.

Please direct all questions regarding this request for proposal to Jean Friedman, Director of Planning at 914.734.4218 or [jfriedman@cityofpeekskill.com](mailto:jfriedman@cityofpeekskill.com).