



# VILLAGE OF TARRYTOWN

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One Depot Plaza, Tarrytown, New York 10591-3605

www.tarrytowngov.com

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Request for Proposals (RFP)  
for a Property Survey and Boundary Map for Lagana Park

Proposal Deadline Friday April 26, 2024, 11 a.m. EST

Submit to [administrator@tarrytownny.gov](mailto:administrator@tarrytownny.gov)

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For additional information:

Richard Slingerland Village Administrator

[administrator@tarrytownny.gov](mailto:administrator@tarrytownny.gov)

Alissa Fasman, Assistant Village Administrator

[afasman@tarrytownny.gov](mailto:afasman@tarrytownny.gov)

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## I. Introduction

The Village of Tarrytown (Village) is issuing this Request For Proposals (RFP) from qualified New York State Licensed Land Surveyors to produce a property survey and boundary map of Lagana Park for filing with the New York State Department of Environmental Conservation as part of a grant funded park rehabilitation program. The survey and boundary map shall adhere to all requirements for boundary maps as defined by the Office of Parks, Recreation and Historic Preservation. See attached OPRHP guidance document. Limits of survey shown on Attachment No.1.

The survey shall include but not be limited to the following:

- Boundary map and survey of parkland clearly identified by metes and bounds, with deed references where appropriate and whenever possible, and extend 20 feet beyond the property limits.
- Scale at 1"=20'0" or as otherwise requested or noted.
- The map shall include all site features including above ground structures, support facilities such as roadways, parking lots, and comfort stations
- Include drainage pipes, drains, invert elevations, manholes
- Pertinent features such as roads, road names/numbers, buildings, structures, etc. must be clearly shown.
- Trees over 6" in caliper (indicated type and caliper).
- Pedestrian/vehicular drop curbs
- Utilities (i.e. gas, water, sewer) including all pipe sizes, material, inverts, rim elevations and valve boxes. Surveyor shall also call Code 753 (1-800-962-7962).
- Wooded areas.
- Include all structures, facilities and encroachments on the property which are used for non-park purposes, such as power lines, easements, school buildings or clubhouses.
- The building in the park currently occupied by the Elizabeth Mascia Childcare Center should be defined as a separate parcel
- All known outstanding rights and interests in the area held by others must be clearly identified.
- Field easements, deed/lease restrictions, reversionary interests, etc. are to be shown, either identified on the map (preferred) or in supplemental material; any terms and/or expiration dates should be indicated.

***Surveyor will be required to submit a draft survey for review and shall be responsible to make any revisions or additions as required.***

Deliverables: **three (3) copies** of a dated and signed project boundary map and survey, and one of same in electronic (pdf format) and ACADD.

## II. General Provisions

The Village of Tarrytown reserves the right, and at its sole discretion exercise, the

following rights and options with respect to this Request for Proposals:

1. to reject any and all proposals;
2. to issue additional solicitations for proposals and/or amendments to this Request for Proposals;
3. to waive any irregularities in proposals received after notification to proposers affected;
4. to select any proposal as the basis for negotiations of a contract, and to negotiate with proposers for amendments or other modifications to their proposals;
5. to conduct investigations with respect to the qualifications of each proposer;
6. to exercise at its discretion and apply its judgment with respect to any aspect of this Request for Proposals , the evaluation of proposals, and the negotiation and award of any contract;
7. to enter into an agreement for only portions, or not to enter into an agreement for any, of the services contemplated by the proposals;
8. to select the proposal that best satisfies the interests of the Village and not necessarily on the basis of price or any other single factor.

If the Village selects a proposal, a formal written contract shall be entered into between the Village and the successful proposer. The proposal or any part thereof, submitted by the successful proposer, may be attached or become part of the contract. The contract shall not become binding until signed by both parties and approved by the Village Attorney.

### **III. Questions**

Any questions concerning the scope of this project or request for additional information should be directed to Richard Slingerland, Village Administrator at [administrator@tarrytownny.gov](mailto:administrator@tarrytownny.gov), or Alissa Fasman, Assistant Village Administrator at [afasman@tarrytownny.gov](mailto:afasman@tarrytownny.gov). All questions must be submitted via email no later than April 24, 2024, at 4pm. No interpretation shall be binding unless received in writing from the Village of Tarrytown.

### **IV. Proposal Requirements**

This request for proposals is intended to provide interested licensed land surveyors with an opportunity to demonstrate their ability to perform the required tasks. The content of the proposal should respond to information presented in this Request for Proposals. The proposal should contain the following information, and adhere to the following format:

- A brief understanding of project objectives and the scope of work;
- Anticipated project schedule;
- A list of recent and relevant experience in similar-type projects. Please include information such as project cost, size, etc. Also provide reference information including a project contact name, telephone number and address;
- The proposal should include the cost to supply all manpower, equipment and

- materials and incidentals to complete this project;
- The proposal should be specific as to manpower required, equipment required and amount of materials required to complete this project.
- The proposal requires that New York State Labor Rates be implemented for workforce.

The respondent shall provide the following information for the identified contact person:

Name; \_\_\_\_\_

Title; \_\_\_\_\_

Company/Firm; \_\_\_\_\_

Mailing address; \_\_\_\_\_

Phone; \_\_\_\_\_

Fax; \_\_\_\_\_

Email. \_\_\_\_\_

All proposals should include a statement by the proposer concerning insurance coverage that would protect the Village from loss or harm should the proposal be accepted. A duly authorized official of the company should sign each proposal. The proposal should also state that it is valid for at least 360 calendar days from the date of submission. Proposals and attachments must be received no later than 11:00am. on Friday, April 26, 2024, and should be sent by email to [administrator@tarrytownny.gov](mailto:administrator@tarrytownny.gov)

## **BOUNDARY MAP REQUIREMENTS**

Any recipient of State or Federal Aid for an acquisition, development, renovation or restoration project under the Clean Water/Clean Air Bond Act, the Environmental Protection Fund (EPF), or the Land and Water Conservation Fund (LWCF) grant programs, must provide the New York State Office of Parks, Recreation and Historic Preservation (OPRHP) with **two (2) copies** of a dated and signed project boundary map of the parks, recreation or historic preservation area affected by the funding.

The boundary map outlines that viable public recreation/preservation area which is capable of being self-sustaining without reliance upon adjoining or additional areas and which is to remain and be maintained as a public recreation/preservation area in perpetuity or for a term determined by OPRHP.

All parcels included in the area outlined must be within the control and tenure of the project sponsor.

The map must contain the following information in order to meet acceptable standards of property identification:

- title and number of funded project;
- signature of municipal official or chief executive officer with date of signing on front of map;
- date of map preparation;
- the area outlined must be highlighted in yellow and be clearly identified by metes and bounds, with deed references where appropriate and whenever possible (methods preferred). Other acceptable methods of identification are: (1) adjoining water bodies or other natural landmarks, (2) government survey, (3) adjoining ownerships and (4) adjoining easements of record. Where one or more of these methods is not suitable for identification, measurements from permanent locators may be used.;
- pertinent features such as roads, road names/numbers, bodies of water, buildings, structures, etc. must be clearly shown.
- all known outstanding rights and interests in the area held by others must be clearly identified.
- Known easements, deed/lease restrictions, reversionary interests, etc. are to be included, either identified on the map (preferred) or in supplemental material; any terms and/or expiration dates should be indicated.

**For development projects, the map must be submitted prior to contract preparation.**

**If the grant funded project involves acquisitions of real property, the boundary map must be submitted prior to payment and identify the actual boundaries of each parcel being purchased or donated within the yellow outline, color-coded and keyed to the “Schedule 1 — Summary Sheet Per Parcel” form.**