

Request for Qualifications (RFQ) and Proposals (RFP)

Major Event Traffic Plan – July 4 Fireworks and Halloween Parade

Village of Tarrytown, New York

April 15, 2024
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Introduction and Purpose

The Village of Tarrytown is soliciting responses to an RFQ/RFP along with examples of prior work performed to develop a major event traffic plan.

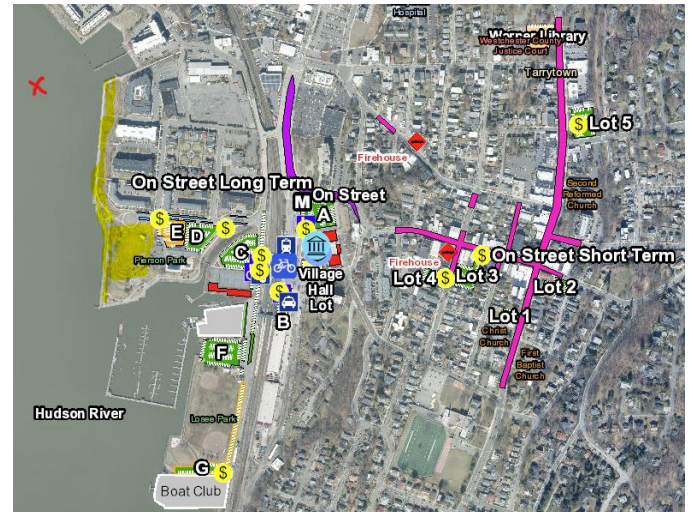
Tarrytown has two major events at this time that have received regional interest and have drawn crowds estimated at between 10,000 and 15,000 people.

First – July 4th Celebration

The annual Independence Day fireworks celebration is shared between Sleepy Hollow and Tarrytown July 4. For last year and this year, fireworks are ignited and “shot” off of a barge on the Hudson River. Last year, in 2023, the Village estimated we had a crowd of up to 10,000 people viewing the fireworks from the Tarrytown Riverwalk, Pierson Park, and private properties with views of the Hudson River near to the waterfront. Pre-fireworks music is annually part of the event, taking place in Pierson Park on the stage. A section of Parking Lot E was reserved for Food Trucks used to provide food for the event attendees. Commuter Parking Lots A, C, D, F and G were all completely full with parked vehicles from event goers. Fireworks usually start at dark, at approximately 9:20 to 9:30 p.m., and last approximately 15 to 20 minutes. Upon completion of the fireworks, it is typical of fireworks shows at any municipality along the Hudson River that everyone wants to leave at once. This results in major traffic jams and delays, particularly on Route 9, Route 119 and Neperan Road, the three major ingress/egress routes from the Village. This also affects and limits the ability of emergency responders to get around the Village and respond to calls. While we set up the Village 14-passenger Senior Shuttle on a loop to get people to

and from the train station in a past year, the shuttle became unworkable because traffic-jammed streets made it unable to move. Total time that it took for people to leave Downtown and waterfront parking can take as long as an hour and a half.

See the map below. The red “X” in the water denotes the approximate location where the fireworks are shot from the barge on the Hudson River. The yellow highlighted area shows the event viewing areas of the Tarrytown Riverwalk and Pierson Park.



Second – Tarrytown Halloween Parade

The annual Tarrytown Halloween Parade takes place each year on the last Saturday in October before Halloween. If Halloween is on a Saturday, the parade would be on the Saturday the week before. Last year, in 2023, the Village estimated we had a crowd of up to 15,000 people viewing the parade starting at Patriot’s Park, and running all the way down Main Street to the event viewing stand.

The parade is located entirely in Tarrytown, starting from Patriot’s Park as the staging area, proceeding down Broadway, turning right on Main Street and concluding on Main Street between Baylis Court

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and Cortlandt Street / Depot Plaza, with marchers and groups directed to continue down Main Street to prevent any backups in the flow of the parade. Broadway is closed for a couple of hours starting at approximately 5 p.m., and it reopens a short time after the last parade participants have turned onto Main Street, and after the parade observers have cleared the sidewalks and streets by moving down onto Main Street for the end of the parade which includes a block party on Main Street that usually ends between approximately 9:30 p.m. and 10 p.m.

For the Halloween Parade, parking takes over the Village, with visitors parking all over the Village on residential streets, on private properties, in church and synagogue lots, and in business parking lots, unless the private properties or houses of worship secure and control their lots. Downtown Lots and Commuter Parking Lots A, C, D, F and G are all completely full with parked vehicles from event goers.

Upon completion of the Downtown Block Party and music, it is typical again that almost everyone wants to leave at once. Last year the traffic was further restricted and blocked by a block party held in the Village of Sleepy Hollow where they blocked off Cortlandt Street and Beekman Avenue in Sleepy Hollow.

The departing traffic has resulted in major traffic jams and delays, particularly on Route 9, Route 119 and Neperan Road, the three major ingress/egress routes from the Village. This also affects and limits the ability of emergency responders to get around the Village and respond to calls. Total time that it took for people to leave the Village, especially if they had parked on the waterfront in the commuter lots, by complaints could take as long as an hour and a half to two hours.

Goal:

The Village seeks a major event traffic plan from a planning and/or traffic engineering firm with experienced and qualified staff who have worked on and developed successful plans and approaches in the past for other communities or venues.

The Village is seeking to develop this plan quickly for the July 4th Fireworks, although the larger and more impactful event is the Halloween Parade.

Intent

The responses to this RFQ/RFP will be reviewed interviews will be scheduled by the Village with firms that have responded, based on experience and qualifications. Depending on the number of respondents, a preliminary interview will take place with staff, and then a second set of interviews will take place with the Mayor and Board of Trustees.

The Village of Tarrytown reserves the right to waive any inconsistencies and take actions that are in the best interests of and optimize the benefits to the Village of Tarrytown.

Due Date

RFQ/RFP submissions shall include a two to five-page maximum cover letter with supporting materials. Submissions will be accepted from the date of publication, ending at 11 a.m. on Monday, April 29, 2024. It is preferred that the cover letter and supporting materials be e-mailed to the Village at Administrator@tarrytownny.gov. If mailing is necessary due to size of the documents, they should be mailed to: Office of the Village Administrator, 1 Depot Plaza, Tarrytown, NY, 10591. Submissions will be kept strictly confidential until after the

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opening deadline, at which time they become public documents.

After a decision will be made within 45 days of the deadline for submissions.

Submission Requirements

A three- to five-page summary cover letter briefly summarizing the following items is required. You may attach additional information as you deem appropriate. Site plans and detailed financial pro formas are not required at this time.

- A. Team description and prior examples and track record of work on similar projects.

- B. Team experience noting:
 - Previous projects:
 - Project locations, photos, year, team member’s role(s).
 - Project references, including governmental bodies involved.
 - Key team member resumes are allowed but not required.

Additional Information

For additional information, please contact the Office of the Village Administrator:

Richard Slingerland, Village Administrator
914-631-1785
E-mail to : rslingerland@tarrytownny.gov

Alissa Fasman, Assistant Village Administrator
914-631-1785
Mail to : Afasman@tarrytownny.gov

Selection Criteria

- A. Qualifications
- B. Relevant experience
- C. Ability to complete the plan within an agreed upon deadline, to be negotiated and agreed upon at time of award.

RFQ Time frame, schedule and supplemental material

A. Due date for the RFQ/RFP

Monday, April 29, 2024 at 11am

- B. Review of Qualifications and Letters of Interest and short list: Est. first 15 days
- B. Schedule and interview: Est. second 15 days