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# City of Glen Cove

## Request for Proposal (RFP) RFP No. 2021-006



### Professional Traffic and Structural Engineering Services for the Downtown Parking Connections Traffic Access Feasibility Study

**Proposals Due: Thursday, April 22, 2021 by 10:00 a.m.**

**PROPOSER'S NAME:** \_\_\_\_\_

**PHYSICAL ADDRESS:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PLEASE MAKE COPY OF DOCUMENTS FOR YOUR RECORDS**

Posted on: <https://www.bidnetdirect.com/new-york/cityofglencove> and  
<https://glencoveny.gov/bid-rfps/>

**CITY OF GLEN COVE  
9 GLEN STREET, GLEN COVE, NY 11542**

**REQUEST FOR PROPOSALS (RFP)  
FOR:**

**Professional Traffic and Structural Engineering Services  
for the  
Downtown Parking Connections Traffic Access Feasibility Study  
RFP#2021-006**

**Proposals Due: Thursday, April 22, 2021 by 10:00 a.m.**

## **SECTION 1. INTRODUCTION**

### **1. Project Location**

The City of Glen Cove (“City”) is situated on the north shore of Long Island in Nassau County, New York. The project location is 1 School Street, 3 School Street, and the Brewster Street Parking Garage in downtown Glen Cove. The Downtown Parking Connections Traffic Access Feasibility Study (“project” / “study”) will include evaluations of three areas, which are shown in Attachment 1 Map of Potential Connection Areas.

### **2. Project Description**

The objective of this RFP is for the City of Glen Cove to procure the services of a Project Engineer (“Engineer”) who possesses structural and traffic engineering qualifications to prepare the Downtown Parking Connections Traffic Access Feasibility Study. The study will evaluate the proposed installation of a new one-way corridor connecting School Street to the Brewster Street Parking Garage. School Street is a major thoroughfare in the City’s Business Improvement District (BID). The Brewster Street Parking Garage is a municipal parking facility that serves businesses, residents, and community organizations in downtown Glen Cove.

The Brewster Street Parking Garage’s connectivity to Glen Cove’s downtown street network needs improvement. Drivers can only access the garage from Brewster Street, an arterial road that bypasses downtown with limited visibility of downtown businesses. The existing pedestrian alleyways between School Street and the Brewster Street Parking Garage fail to create a unique sense of place and lack accessibility.

The study will evaluate and determine the feasibility of alternatives for a new vehicle and pedestrian connection. The study’s recommendations should promote placemaking and incorporate Complete Street design, including Americans with Disabilities Act (ADA) compliance. The study will include assessment of potential structural modifications to the Brewster Street Parking Garage (please see Scope of Services below for additional detail).

Improving connectivity between Brewster Street Parking Garage and School Street would increase patrons' direct access to downtown establishments, better serve downtown businesses, support the success of the recently constructed Village Square and Garvies Point waterfront redevelopment, and advance the revitalization of downtown Glen Cove.

### **3. Project Funding and Administration**

The City has been awarded an Empire State Development (ESD) Strategic Planning and Feasibility Studies grant in the amount of \$30,000 for the Downtown Parking Connections Traffic Access Feasibility Study. The City is committed to providing a \$30,000 local match, for a total project budget of \$60,000. The cost for the engineering consultant—the Engineer that the City intends to procure with this RFP—is approximately \$60,000, based upon the grant award.

The Glen Cove Community Development Agency (CDA) is responsible for grant administration, including vouchering. The CDA is also responsible for project administration, with support from the City's Department of Public Works (DPW) and other City departments. The Engineer shall be responsible for coordinating and complying with the CDA/City on all project funding-related decisions.

### **4. Project Schedule**

The anticipated contract award date for the Project Engineer is late May 2021. It is the City's intent for the study to be completed by May 31, 2022. The Engineer shall develop and adhere to a critical path method (CPM) schedule, including all necessary work within the Scope of Services detailed in this RFP, in order for the City to meet the expected project completion date.

### **5. Subconsultants**

The Engineer will be responsible for:

- coordinating and scheduling work, including work to be performed by any subconsultants; and
- technical compatibility of a subconsultant's work with the Engineer's and other subconsultants' work.

## **SECTION 2. SCOPE OF SERVICES**

In responding to this RFP, the selected Engineer will assist the City in fulfilling the following scope of work and meeting the obligations outlined in its agreement with ESD, which are detailed in this RFP. ESD, via the Long Island Regional office, must review and approve the stakeholder outreach plan and other deliverables—in addition to review and approval by the City/CDA.

The Engineer shall not commence work on a phase of the project without the written approval of the City.

Specific tasks for the Project Engineer will include:

- 1) *Kickoff Meeting*: Participate in a project kickoff meeting with City and CDA staff. The kickoff meeting may potentially be held virtually (depending upon precautions necessary during the COVID-19 pandemic).
- 2) *Preliminary Report*: Conduct a field survey and identify/assess three alternatives. Attachment 1 Map of Potential Connection Areas shows the three areas to be evaluated as part of the study. Prepare a Preliminary Feasibility Study Report (“Preliminary Report”) that includes the following items: schematic layouts / conceptual designs, preliminary cost estimates, and a right-of-way (ROW) review. A schematic layout / conceptual design, preliminary cost estimate, and ROW review should be provided for each of the three Potential Connection Areas shown on Attachment 1. The City will supply the Engineer with the adjacent property information, to the extent available. Structural evaluations for required modifications to the garage at each of the three alternative locations must be included.
- 3) *Stakeholder Engagement*: Conduct stakeholder engagement with the Glen Cove Downtown BID Board, Glen Cove Chamber of Commerce, Glen Cove’s ADA Compliance/Complete Streets/Age-Friendly Communities Transportation Committee, downtown establishments/property owners, and adjacent site owners. A conference call or virtual meeting will be held between the Engineer and City/CDA to determine the method of stakeholder engagement deemed most effective to garner input. The City/CDA will then draft a stakeholder outreach plan (which the Engineer will have the opportunity to review and comment upon), to be implemented by the Engineer with support from the City/CDA. Stakeholder engagement may potentially occur virtually (depending upon precautions necessary during the COVID-19 pandemic). The City/CDA will invite/contact prospective attendees and arrange any advertisements/notices necessary prior to stakeholder engagement. The Engineer will be responsible for outreach materials such as poster boards, PowerPoint slides, and/or survey questions, subject to review by the City/CDA. The City/CDA will prepare a written summary of the stakeholder engagement process and the Engineer will prepare a written summary of the outcomes.
- 4) *Final Report*: Select one alternative and develop the Final Feasibility Study Report (“Final Report”). For the selected alternative, produce final plans, specifications, and estimates (PS&E) for incorporation into the City’s bidding document template. As noted previously, the proposed connection shall be designed as a Complete Street, including ADA compliance.

If the alternative selected based upon findings of the Preliminary Report and Stakeholder Engagement includes both a vehicular and pedestrian connection, the Engineer’s scope of services shall include PS&E for a new one-way Complete Street connecting School Street and the garage. If structural alterations to the Brewster Street Parking Garage would be required, this will likely necessitate detailed designs for parking garage structural modifications, as well as designs to alter the traffic flow and parking layout within the

garage. To the extent that substantial structural modifications to the Brewster Street Parking Garage are necessary to enable construction of a new garage entrance, the City and Engineer would discuss at this future juncture whether an amendment to the Engineer's scope of services and fee proposal are required.

If the alternative selected based upon findings of the Preliminary Report and Stakeholder Engagement only includes a non-motorized/pedestrian connection (due to structural constraints, ROW issues or otherwise), the Engineer will instead be tasked with developing PS&E for non-motorized/pedestrian improvements within the study area to support connectivity, accessibility, and placemaking between the parking garage and School Street. In this case, the Engineer's design will wholly focus on enhancement of non-motorized/pedestrian/placemaking infrastructure.

Note: Although the construction phase is not included as part of this project, the Engineer should note that ESD, which is providing grant funding for the study, places emphasis on implementation—thus it will be important for the City to be able to achieve near-term implementation of the study. To achieve the above goal, plans should be developed in such a way as to afford opportunities for a phased approach to improvements (such as pedestrian enhancements in the near term, etc.). Once the study is concluded, the goal will be for the City to be well-positioned to carry out bidding to procure a contractor to construct the selected alternative (with the understanding that additional work may be needed if detailed designs for parking garage structural modifications are determined to be necessary).

- 5) *Review and Approvals:* For the selected alternative, prepare documentation required under the New York State Environmental Quality Review Act (SEQRA) (6 NYCRR Part 617). It is anticipated that an Environmental Assessment Form (EAF) will be required. Use the online Cultural Resources Information System (CRIS) to submit the selected alternative for review by the State Historic Preservation Office (SHPO), to achieve compliance with the New York State Historic Preservation Act of 1980 (Section 14.09 of the New York Parks, Recreation and Historic Preservation Law). Provide the City/CDA with information as necessary for the City/CDA to prepare a Smart Growth Impact Statement for the selected alternative, as per the State Smart Growth Public Infrastructure Policy Act of 2010. Determine if there will be any additional permit and approval needs for a new connection between School Street and the Brewster Street Parking Garage.

### **SECTION 3. PROPOSAL REQUIREMENTS**

- The Proposer (Engineer) shall demonstrate that it has relevant prime experience in performing projects of comparable value and scope to the type described in this RFP. Each proposal shall be prepared concisely, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate, and reliable presentation.
- As part of responding to this RFP, the Proposer should demonstrate familiarity with the study area.
- Proposals shall be signed by an authorized representative of the firm.

- Proposals shall be single-spaced, with font size not less than 12 point, and be limited to ten (10) double-sided typed pages on 8 ½" x 11" sized paper. The 10-page limit does not apply to the cover letter, resumes, location and contact information, schedule, fee proposal, financial statements, Statement of Vendor Qualifications statement, and certificates of insurance statement. If subconsultants are part of the project team, the 10-page limit also does not apply to materials related to subconsultants (although it is emphasized that proposals shall be prepared concisely).
- Incomplete proposals that do not include all the requested components will not be accepted for review and consideration.

Proposals shall be submitted with a completed Proposal Cover Sheet (see first page of this RFP) as the cover page / first page. The proposal shall be presented in separate tabs as noted:

1) *Project Team*: Identify all significant project team members who will be assigned to the project, their titles, applicable licenses and certifications, and resumes, including subconsultants (if any). Include an organization chart showing how the project team will operate internally and how it will liaise with the City. The project will require oversight of a Professional Engineer licensed in the State of New York. The Engineer must provide qualified structural, civil, and transportation personnel to perform the requirements of this project adequately and completely.

2) *Project Approach and Understanding*: Provide a project approach and understanding describing how the project team will meet the overall objectives of the City, ensure a quality project, stay within budget, and assure timely completion of tasks.

3) *Scope of Services*: Provide the work program proposed to provide the services requested in this RFP. Describe how each of the tasks in the Scope of Services section above will be addressed. For each task, provide a description of the deliverables that will be produced. If any deviations from the Scope of Services provided herein are proposed, please note the reason.

4) *Overall Qualifications and Expertise*: Describe the overall qualifications and experience of the firm (and subconsultants, if any) relative to the Scope of Services contained in this RFP. Provide information regarding the availability of key personnel.

5) *Project Experience and References*: Provide summaries and references for similar types of work as requested in this RFP—either currently being performed by the firm or performed in the past—including project descriptions, costs, and a contact name and phone number for each project. Permission to contact references is assumed. A minimum of three (3) traffic engineering projects in progress or completed in the past ten (10) years is required. A minimum of three (3) structural engineering projects in progress or completed in the past ten (10) years is also required. References must include a minimum of three (3) projects as the prime consultant.

6) *Location and Contact Information*: Provide the geographic location and contact information for the firm. The street address of the office proposed to handle the work shall be provided. A working email address for a representative of the responding firm shall also be provided.

7) *Schedule*: Provide a project schedule identifying when each task in the Scope of Services is anticipated to be completed.

8) *Fee Proposal*: Provide a detailed fee proposal including the Engineer and any subconsultants. This fee proposal shall include manpower estimates (number of hours for each staff member) for each phase of work per the Scope of Services and an hourly rate schedule. Estimated costs for travel, printed material, postage, and other relevant items should be provided and broken down by task per the work program.<sup>1</sup>

9) *Financial Statements*: Include your firm's last audited financial statements.

10) *Statement of Vendor Qualifications*: The City of Glen Cove's Statement of Vendor Qualifications form is provided as an attachment to this RFP. See Attachment 4 City of Glen Cove Statement of Vendor Qualifications form. Include a statement verifying that if selected, the Engineer will provide a completed Statement of Vendor Qualifications form.

11) *Certificates of Insurance*: Include a statement verifying that if selected, the Engineer and any subconsultants will meet the insurance requirements listed in this RFP.

Upon notice of the City's intent to award, the Proposer must furnish the insurance certificates as described below within 5 business days. The Engineer shall provide proof of insurance to the City upon demand in the form of a certificate of insurance and copies of policies, if so requested.

The Engineer and its subconsultants shall meet the following insurance requirements:

- Workers' Compensation- to limits required by New York State law
- Disability Benefits- coverage as required by New York State Disability Law
- Commercial General Liability Insurance- both bodily injury (including death) and property damage insurance in a limit of not less than \$2,000,000 per occurrence, \$3,000,000 aggregate, and \$5,000,000 umbrella
- Business Automobile Liability- \$1,000,000
- Professional Liability Insurance- \$1,000,000 maintained during and for a period of three (3) years after completion of the City's contract for the subject project with ESD
- Property Damage Insurance- \$100,000 for damages on account of any one accident and \$200,000 dollars aggregate during the policy period

The City of Glen Cove shall be listed as Certificate Holder on all insurance certificates. All insurance policies shall name the Glen Cove Community

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<sup>1</sup> The multipliers for overhead costs and fee used by proposers to calculate hourly billing rates presented in the fee proposal shall not exceed 2.8%. The hourly billing rates of the Engineer's principals assigned to the project, inclusive of the stated multiplier, shall not exceed \$185.00.

Development Agency (CDA) and Empire State Development (ESD) as additional insureds.

All policies shall be written by a carrier admitted to do business in the State of New York and with an AM Best Rating of A-VII or better.

If the Engineer retains or hires any subcontractors in the course of its performance under the contract, the requirements of this section shall be binding and transferrable to each subcontractor so retained or hired, unless the City authorizes an exception prior to said subcontractor performing work for the City, or unless the subcontractors are covered by the protection afforded by the Engineer. Minor subconsultants or service providers may petition for reduced insurance amounts through the Engineer, but such limits will be established based on perceived liability by the City, value of such minor services, and at the sole discretion of the City of Glen Cove's Director of Public Works and City Attorney.

The City shall be entitled to 30 days written notice of cancellation or renewal of any policy. If the evidenced insurance expires prior to completion of work, a renewal certificate shall be furnished at least ten (10) days before the date of expiration.

The City of Glen Cove reserves the right to amend the insurance requirements, as it deems necessary depending on the scope of work being provided.

## **SECTION 4. PROPOSAL CONDITIONS**

### **1. Conditions Governing Proposals**

Only those proposals that contain complete information and are responsive to the RFP will be considered. Proprietary or patented information, which may be included in the proposal, must be clearly identified and brought to the City's attention.

The City reserves the following rights:

- To accept or reject any of all proposals;
- To waive or modify minor irregularities in proposals received;
- To amend specifications after their release, with due notice given to all proposers to modify their proposals to reflect changed specifications;
- To award a contract for any or all parts of a proposal and negotiate with the successful proposer, within the proposal requirements, to best serve the interests of the City.

By submitting a proposal, the proposer agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP.



The City will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

## **2. Freedom of Information Law**

All RFP submission materials become the property of the City of Glen Cove. The City is subject to the Freedom of Information Law, which, under the Public Officer's Law Sections 87 and 89, allows for a process for public disclosure of certain records in possession of the City. Portions of the proposals which contain proprietary information, trade secrets, or information which could cause substantial injury to the competitive position of the proposer can be excluded from public access. If there is such information included, and the proposer wishes it to be excluded from access, the proposer must notify the City in writing along with the specific reasons for the exception.

## **3. Notification of Award**

Award of contract occurs when a formal contract has been approved by the Glen Cove City Council and executed by the City. A Recommendation of Intent to Award does not constitute award of contract. If a contract is awarded, it shall be awarded to the responsive and responsible proposer whose offer conforming to the RFP will be most advantageous to the City as set forth in the Evaluation Criteria. The City will notify the successful proposer by phone, followed by written confirmation. The City will notify each proposer whose proposal is rejected in writing. A contract defining terms and conditions of the parties will be drafted by the City. See Attachment 2 Sample City of Glen Cove Contract. The contract may incorporate any or all the RFP and as much of the successful proposer's final proposal as may be appropriate. The successful proposer must show evidence of required insurance coverage per this RFP. The City of Glen Cove reserves the right to postpone, cancel, or reject all proposals, if in its judgment it deems it to be in the best interest of the City to do so. Proposers are advised that the City of Glen Cove has the option of selecting the Proposer without conducting interviews, discussions, or negotiations. Therefore, proposers should submit their best proposals initially, since discussions or negotiations may not take place.

## **4. Liability**

The proposers must make their proposal with no expectation of reimbursement or compensation for time or material costs incurred in preparation of their proposal. The City is not liable for any costs incurred by any individual or firm for work performed to prepare its proposal or for any travel and/or other expenses incurred in the preparation and/or submission of its proposal. Further, the City is not liable for any costs incurred prior to approval of the contract.

## **5. Familiarization Costs**

It is the sole responsibility of the prospective firms to familiarize themselves with the City's current programs, facilities, documents, and any other information which is necessary and relevant to the Scope of Services detailed in this RFP. The City will not allow any claims for payment which include billable time for familiarization costs borne by the proposer in familiarizing themselves with the above, regardless of whether the costs were incurred prior to or following the submission of the proposer's proposal or prior to or after receiving an award.

## SECTION 5. M/WBE and Title VI Policies

### 1. M/WBE Policy

NYS-certified Minority and Women Owned Business Enterprises (M/WBEs) are encouraged to participate in this procurement. For this grant-funded project Empire State Development (ESD) has established MWBE participation goals consistent with New York State requirements.

The selected Engineer may be required to provide documentation related to the grant, including but not limited to documentation related to M/WBE participation, as necessary.

### 2. Title VI Policy

The City of Glen Cove, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§2000d to 2000d-4) and the Regulations, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, Minority and Women-Owned Business Enterprises (M/WBEs) will be afforded full and fair opportunity to submit proposals in response to this RFP and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. See Attachment 3 City of Glen Cove Title VI/Nondiscrimination Assurances.

## SECTION 6. SUBMISSION REQUIREMENTS

The proposer shall submit this proposal electronically **via BidNet by the date and time stated in this solicitation.**

The RFP number for this solicitation is **RFP #2021-006**.

Emails with questions regarding submission requirements can be sent to Yelena Quiles, City of Glen Cove Purchasing Agent, at [purchasing@glencoveny.gov](mailto:purchasing@glencoveny.gov).

## SECTION 7. SUBMISSION DEADLINE

Respondents must submit their proposals, electronically, on or before **10:00 a.m. EST on April 22, 2021**. All proposals must be received before the end of the submission period. A proposal may be withdrawn only by written request at any time prior to the date specified as the submission deadline. The successful candidate shall *not* modify the proposal after having been notified that the proposal has been accepted by the City, except at the written request of the City.

Submission shall attest to the proposer's ability to perform *all* tasks required under this RFP. The City reserves the right to reject any and all proposals received and to waive any informality in the procurement process, and to accept the proposal which in its judgment best serves the interest of the City.

The City is under no obligation to return proposals to proposers.

Proposals received after the scheduled time and date will not be accepted. Facsimile proposals will not be accepted. Each proposer must submit a complete proposal, which addresses each component of the RFP.

## SECTION 8. REQUESTS FOR INFORMATION

All Requests for Information (RFI) will be received on BidNet. All requests for information should be submitted by **Tuesday, April 6, 2021**.

The authorized contact person for this procurement is Yelena Quiles, Purchasing Agent. **All questions are to be posted on the BidNet platform; please do not email questions. If proposers email questions, they will not be answered.** If proposers require other information, please email [purchasing@glencoveny.gov](mailto:purchasing@glencoveny.gov) for further clarification.

Ms. Quiles will compile all responses which pertain specifically to this project and will distribute them to the BidNet list of registered proposers on or by **Tuesday, April 13, 2021**. The answers will only be posted on the BidNet website (<https://www.bidnetdirect.com/new-york/cityofglencove>) as an addendum to the RFP. The proposer shall be responsible to check the City of Glen Cove's BidNet site to check for any addendums issued for this RFP.

No contact with any City personnel regarding this project is allowed until such time as an award has been made. Contact with personnel other than Ms. Quiles is grounds for elimination from the procurement process.

## SECTION 9. PROPOSAL EVALUATION

Proposals will be evaluated and ranked by the City, using the following criteria with the assigned weighted percentages. Proposals will be reviewed on quality, expertise, and completeness; potential for completing the work as specified in the RFP; experience with projects similar in nature/funding and previous experience with municipal clients; understanding of and approach to the project in conjunction with the proposed schedule; organization, availability, and qualifications of key personnel; cost reasonableness; familiarity with State and local requirements; logistics and familiarity with the project area; and ranking relative to competing proposers.

<b>CRITERIA</b>	<b>POINTS</b>
Experience with projects similar in nature and funding / traffic engineering and structural engineering experience	45 points
Project approach / understanding / schedule	20 points
Organization chart / availability / qualifications of key personnel	10 points
Cost reasonableness	10 points
Logistics and familiarity with the City of Glen Cove; previous experience with municipal clients	10 points
Familiarity with State and local requirements	5 points

<b>TOTAL:</b>	<b>100 points</b>
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The City may determine a short list of up to three (3) qualified proposers which may be asked to appear for a personal interview at the offices of the City and make a presentation as part of the interview. Due to the COVID-19 pandemic, interviews may be conducted via video call, rather than in-person. Non-attendance will be grounds for disqualification. The City may also choose to not conduct interviews.

The Review Committee for this RFP shall include, but is not limited to, staff from the Glen Cove Community Development Agency (CDA), Department of Public Works (DPW), and other City departments. The Committee is responsible for evaluating proposals and conducting interviews (as deemed necessary).

Proposers may be subjected to additional questions by the City. Non-response will be grounds for disqualification. Additional technical and/or cost information may be requested for clarification purposes, but in no way may proposers change the original submitted proposal.

## **SECTION 10. CONDITIONS OF CONTRACT**

### **1. Subcontracting**

The Engineer may propose subcontracting portions of the responsibilities addressed in its proposal. The proposal must identify any such subcontract(s) and the relevant work they will perform. The City reserves the right to review and approve all subcontractors. The Engineer is responsible for oversight and management of all subcontractors, including supporting documentation for payment.

### **2. Payment Process and Claim Requirements**

Payments to the Engineer will be made in accordance with the terms of City and grant requirements. All invoices must be accompanied by signed timesheets (hourly backup), City claim vouchers, and other appropriate supporting documentation as requested by the City and/or CDA.

The City's standard payment term is thirty (30) to sixty (60) days upon receipt of invoice and originally signed voucher after services are performed or goods delivered. Payment for services performed to the satisfaction of the City shall be made on a monthly basis in the ordinary course of business upon receipt of duly authenticated invoices and vouchers. Receipts for all non-personal expenses must be attached for such expenses to be eligible for reimbursement. Ten (10) percent of the contract amount will be retained for up to sixty (60) days after the final product has been delivered in order to ensure full compliance with contract guidelines.

### **3. Vendor and W-9 Forms**

The selected/winning proposer will be required to submit a City of Glen Cove Vendor Form (see Attachment 5 City of Glen Cove Vendor Form) and W-9 form for their firm at the determination of the Purchasing Officer but no later than at the time of the execution of a contract with the City of Glen Cove.

#### **4. Sexual Harassment**

The selected/winning proposer will be required to submit the following statement on the firm's letterhead, "The proposer certifies that he has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all his employees." The letter will need to be signed, dated, and addressed to: Purchasing Agent, City of Glen Cove, 9 Glen Street, Glen Cove, NY 11542.

### **SECTION 11. TIMELINE FOR PROCUREMENT**

**Release of RFP: Tuesday, March 23, 2021**

**Deadline for RFIs: Tuesday, April 6, 2021** via the BidNet platform by 4:00 p.m. EST. Questions can only be asked directly on the BidNet platform.

**City Response to RFIs: By or before Tuesday, April 13, 2021** and posted to <https://www.bidnetdirect.com/new-york/cityofglencove> as an addendum.

**Deadline for submission of proposals: Thursday, April 22, 2021** no later than 10:00 a.m. EST. Please submit your proposals electronically via the BidNet platform.

**Anticipated Review Period: Late April to early May 2021**

**Anticipated Award of Contract: Late May 2021**

### **SECTION 12. ATTACHMENTS**

**Attachment 1:** Map of Potential Connection Areas

**Attachment 2:** Sample City of Glen Cove Contract

**Attachment 3:** City of Glen Cove Title VI/Nondiscrimination Assurances

**Attachment 4:** City of Glen Cove Statement of Vendor Qualifications Form

**Attachment 5:** City of Glen Cove Vendor Form