



City of Newburgh  
**INDUSTRIAL DEVELOPMENT AGENCY**  
83 Broadway  
Newburgh, NY 12550  
TEL: (845) 569-7369

**CITY OF NEWBURGH INDUSTRIAL DEVELOPMENT AGENCY**  
**REQUEST FOR PROPOSALS**  
**For Development**  
*145 Broadway, Newburgh, NY 12550*

**Issued: November 18, 2021**  
**Submittal Deadline: January 3, 2022**

**IDA Board of Directors (November 2021)**

<b>Chairman</b>	<b>Austin DuBois</b>
<b>Vice Chair</b>	<b>Nancy Thomas</b>
<b>Treasurer</b>	<b>Marlon Ramos</b>
<b>Secretary</b>	<b>Christina Amato</b>
<b>Board Member</b>	<b>Adam Pollick</b>
<b>Board Member</b>	<b>Gregory Nato</b>
<b>Board Member</b>	<b>Michael Kelly</b>

**CITY OF NEWBURGH INDUSTRIAL DEVELOPMENT AGENCY  
REQUEST FOR PROPOSALS  
For Sidewalk Repair for 145 Broadway, Newburgh NY**



**Introduction:**

The City of Newburgh Industrial Development Agency (IDA) seeks proposals to repair or replace uneven, broken and damaged sidewalks and railings at 145 Broadway, Newburgh, Orange County, New York also known as the Broadway Armory.

**IDA Background:**

The City of Newburgh Industrial Development Agency (NIDA) is a public benefit corporation of the State of New York created in 1976 pursuant to Article 18A of the General Municipal Law. Industrial Development Agencies are authorized to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing industrial, manufacturing, warehousing, commercial, research, recreational and other facilities and thereby advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York and improve their recreation opportunities, prosperity and standard of living.



### **Site Description**

The IDA is seeking a contractor to repair or replace uneven and damaged walkways along the north, south, east, west borders of 145 Broadway and certain railings. This includes: sidewalks, walkways, stairs, driveways, parking spaces and similar areas. The areas in question have been marked with yellow paint. The work also includes the installation of handicapped-accessible sidewalk ramps that have also been marked.

Repair work must be in compliance with the City of Newburgh’s Autocad Standards and Streetscape Standards within the East End Historic District. Links are below:

<https://www.cityofnewburgh-ny.gov/253/Streetscape-Standards>

<https://www.cityofnewburgh-ny.gov/195/Autocad-Standards>

All work must comply with all applicable laws, rules and regulations, including the Americans With Disabilities Act.

**Scope of Work Required for Payment:**

The lump sum price quote for this item shall include the cost of furnishing all labor, equipment and materials necessary to provide all submittals, schematics, cleaning, testing, forming, curing and all other work and materials necessary to complete the work, including but not limited to any excavation earth work, form work, steel reinforcing, sub base placement/compaction, concrete installation or other necessary work, and includes disposal of any spoils, mobilization and demobilization.

**Evaluation Criteria:**

According to the Agency's bylaws, a contract will be awarded based on one or more of the following:

- a) lowest responsible vendor who meets the Proposal requirements.
- b) Circumstances justifying an award to other than the lowest-cost quoted.
- c) Delivery requirements
- d) Quality requirements
- e) Past vendor performance
- f) The unavailability of three or more vendors who are able to quote on a procurement.
- g) It may be in the best interests of the Agency to consider only one vendor who has previous expertise with respect to a particular procurement.

The Agency will consider the quoted price and the manner and quality of the work proposed in awarding the contract. The Agency may, but is not required to award the contract to the offeror with the lowest price quote.

**Proposal Site Visit:**

Respondents of this RFP are required to inspect site prior to submitting a Proposal. To obtain physical access to the site in order to submit a proposal, please call the Offices of the IDA at 845-569-7369 and leave a message advising of your need. Arrangements will be made to accommodate your visit.

**CONTACT PERSON**

If there are any questions concerning this RFP, please email [idadirector@cityofnewburgh-ny.gov](mailto:idadirector@cityofnewburgh-ny.gov) or call Cher Vickers at 845 569-7369.

**CANCELLATION**

Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFP may result in immediate cancellation. The agreement may be cancelled by the IDA for any other reason(s) upon 5 days written notice.

**CONTENTS OF THE PROPOSALS**

To be responsive to this RFP, one original must be submitted via e-mail to [idadirector@cityofnewburgh-ny.gov](mailto:idadirector@cityofnewburgh-ny.gov). The IDA is not responsible for misdirected e-mails. You may wish to follow-up with a telephone

call to the office to ensure delivery. Please use the section headings described below to facilitate a fair and consistent review of your proposal. Your pages should be numbered consecutively.

## **RFP REVIEW**

The RFPs will be reviewed by Agency staff and board members. Any questions arising from the review will be sent via e-mail to the respondent for addressing.

An evaluation of the responses contained in the previous section will serve as a basis of selection of the contractor best suited to meet the IDA's goals for the site. Those deemed "best-suited" then may be asked to submit a more detailed proposal. The IDA reserves the right to amend its evaluation criteria at its sole discretion.

The IDA may, at its option, interview contractors as part of this selection process. However, selection may take place without such interviews. Therefore, applicants are urged to submit proposals as complete as possible on their initial submission.

The IDA may terminate the RFP process at any time for any reason. The IDA also reserves the right to reject any and/or all proposals.

The issuance of the RFP does not obligate the IDA to select a proposal and/or enter into any agreement. Any submission does not constitute business terms under any eventual agreement.

This RFP does not in any way commit the IDA to reimburse respondents for any costs associated with the preparation and submission this this proposal.

The proposal chosen will be one that represents the best value to the IDA. This may or may not be the lowest offer.

## Submission of Proposals

TO: City of Newburgh Industrial Development Agency  
83 Broadway, 3<sup>rd</sup> Floor, PO Box 1298  
Newburgh, NY 12551

FROM:

1. Contact Information

The proposal should set forth the full legal name, mailing address, telephone number(s), and email of the respondent.

2. Description of Organization

The proposal should contain a description of the respondent's business, including a history of the organization (when, where and how formed); a listing of all partners; and Project Contact/Manager. *If you have a report that has this information that may be used.*

3. Project Budget/Cost Summary

The project cost should be itemized with sub-totals and a grand total.

4. Qualification Requirements

Please include experience and relevant examples of projects done and familiarity with municipal contract requirements.

5. Initiatives Statement

The Proposal shall include a Start Date and Completion Date.

All responses must be received by January 3, 2022. Responses which do not meet this deadline will not be considered. Faxed submission will not be considered. All proposals must be submitted by email, mail or in person:

City of Newburgh Industrial Development Agency  
83 Broadway, 3<sup>rd</sup> Floor, PO Box 1298  
Newburgh, NY 12551

Please direct all questions regarding this request for proposal in writing to the City of Newburgh Industrial Development Agency at [idadirector@cityofnewburgh-ny.gov](mailto:idadirector@cityofnewburgh-ny.gov)

Photos of the site:



