

77 Main Street
Post Office Box 369
Warwick, NY 10990
www.villageofwarwick.org



(845) 986-2031
FAX (845) 986-6884
mayor@villageofwarwick.org
clerk@villageofwarwick.org

VILLAGE OF WARWICK

INCORPORATED 1867

REQUEST FOR QUALIFICATIONS (RFQ) FOR LANDSCAPE ARCHITECTURAL SERVICES FOR THE VILLAGE OF WARWICK VETERAN'S MEMORIAL PARK MASTER PLAN: PATRIOT'S PATH AND RELATED IMPROVEMENTS

NOTICE IS HEREBY GIVEN that the Village of Warwick is seeking qualifications from professional landscape architects to assist in developing detailed designs and budgets for key elements of the Veteran's Memorial Park Master Plan, with a focus on the Patriot's Path and related improvements. Sealed proposals will be received by the Village Clerk at Village Hall, 77 Main Street, PO Box 369, Warwick, NY until 4:00 PM (local time) on February 21, 2025, and must be identified as "**Veteran's Memorial Park Master Plan: Patriot's Path and Related Improvements Project**".

The Request for Qualifications (RFQ) is available on the Village's website, www.villageofwarwick.org or by contacting the Village Clerk by email at clerk@villageofwarwick.org or by phone 845-986-2031 ext. 3. Questions are to be directed in writing to the Village Clerk at the above email. All questions must be received by February 10, 2025.

BY ORDER OF THE BOARD OF TRUSTEES
VILLAGE OF WARWICK, NEW YORK
RAINA ABRAMSON, VILLAGE CLERK
January 31, 2025

Request for Qualifications (RFQ) for Landscape Architectural Services

Veteran's Memorial Park Master Plan: Patriot's Path and Related Improvements

I. Introduction

The Village of Warwick is seeking qualifications from professional landscape architects to assist in developing detailed designs and budgets for key elements of the Veteran's Memorial Park Master Plan, with a focus on the Patriot's Path and related improvements (please see [[Veteran's Memorial Park Master Plan - Village of Warwick](#)]). The selected consultant will work collaboratively with the Patriot's Path subcommittee, veterans, community members, and other stakeholders to ensure the final project reflects the needs and aspirations of the community while fostering opportunities for community involvement in the development process. Services will cover design and implementation.

II. Project Background

The Veteran's Memorial Park Master Plan outlines a vision for a space that honors veterans, fosters community, and provides recreational opportunities. A central component of this vision is the Patriot's Path, a feature that symbolizes unity, service, and remembrance. This project aims to move from the conceptual master plan to a detailed and implementable design that can be realized within the constraints of an allocated grant amount. The Village has a grant of approximately \$734,000 to put toward the project. In-kind work that can be provided by the Village or residents is exempt from the project costs.

III. Scope of Work

The scope of services includes the following. The Village reserves the right to accept all or none or any combination of these services or others as reasonable and beneficial proposed by the respondent:

1. Project management
 - a. Articulate and manage scope, schedule, and budget for design and implementation process
 - b. Provide progress updates
2. Design Development:
 - a. Refine the conceptual design for the Patriot's Path and related improvements outlined in the Veteran's Memorial Park Master Plan.
 - b. Develop an implementable design that integrates aesthetic appeal, functionality, and inclusivity.
 - c. Volunteer-Friendly Design:
 - i. Maximize opportunities for in-house work and volunteer engagement in project implementation to strengthen community ownership and participation.
 - d. Sustainable design:

- i. Maximize cost effective integration of features that enhance presence of native habitat and sustainably produced materials
 - ii. Minimize creation of waste
3. Community Involvement:
 - a. Collaborate with the Patriot's Path subcommittee, comprising veterans and other stakeholders.
 - b. Incorporate input from the Veteran's Memorial Park Stakeholders Advisory Group and the broader community into the design process.
 - c. Presentations and Meetings:
 - i. Participate in subcommittee meetings to present designs and gather feedback.
 - ii. Attend public meetings to present progress and final designs, ensuring transparency and alignment with community expectations.
4. Budget Development:
 - a. Prepare a detailed project budget that aligns with the available grant funding.
5. Orchestration of the implementation process
 - a. Coordination with contracted services
 - b. Support in purchasing materials (material mark ups are not allowable)
 - c. Other services as required to ensure implementation

IV. Qualifications

Qualified firms or individuals may demonstrate:

- Experience in landscape architecture with a focus on community engagement and participatory design.
- A strong track record of creating designs that incorporate volunteer participation in implementation.
- Expertise in budget preparation for public or grant-funded projects.
- A history of sustainable and native habitat creation through public space design
- Excellent communication and presentation skills.
- A track record of successfully implemented projects demonstrating responsible stewardship of public resources
- Experience working with veteran communities and/or designing memorial or commemorative spaces is preferred.

V. Submittal Requirements

Interested firms or individuals must submit the following:

1. A cover letter summarizing qualifications and interest in the project.

- a. The cover letter must also include a commitment to respond to Village emails and correspondence with an acknowledgment and expected timeframe for complete response within 24 hours on the next business day and to meet agreed upon milestones or communicate sufficiently in advance any deviation.
2. Examples of relevant projects
3. Resumes of key personnel assigned to the project.
4. A proposed approach to fulfilling the scope of work and the extent of the Patriot's Path and master plan that can likely be addressed
5. Two references from previous clients or partners.
6. Provide proof of insurance for Worker's Compensation, Employer's Liability, General Liability, Automobile Liability and Professional Liability insurance. See Village requirements included in Attachment A.
7. In a separate envelope: hourly cost rates for proposed staff and expected design and implementation fee

VI. Selection Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated experience and expertise in similar projects (30%).
- Proposed approach and methodology (30%).
- Qualifications of the project team (20%).
- References and past performance (10%).
- Best value for the Village as determined through cost comparisons and services to be provided (10%)

VII. Timeline

- RFP Release Date: January 31, 2025
- Questions Due: February 10, 2025
- Submissions Due: February 21, 2025
- Interviews (if necessary): TBD
- Selection Notification: TBD

VIII. Submission Instructions

Please submit qualifications by February 21, 2025, to the attention of the Village Clerk, Village of Warwick, 77 Main Street, PO Box 369, Warwick, NY until 4:00 PM (local time) on February 21, 2025. Proposals must be identified as **“Veteran’s Memorial Park Master Plan: Patriot’s Path and Related Improvements Project”**.

Late submissions will not be considered.

IX. Contact Information

All questions must be received by February 10, 2025. Questions are to be directed in writing to Village Clerk, Raina Abramson, at clerk@villageofwarwick.org.

The Village of Warwick reserves the right to reject any and all submissions and to negotiate contract terms with the selected consultant.

Attachment A

VILLAGE OF WARWICK INSURANCE REQUIREMENTS – ARCHITECTS & ENGINEERS

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the consultant hereby agrees to effectuate the naming of the municipality as an additional insured on the architect or engineer's insurance policies, with the exception of workers' compensation, NY State disability and professional liability. If the policy is written on a claims-made basis, the retroactive **date must** precede the date of the contract

- II. The policy naming the municipality as an additional insured shall:
 - Purchase an insurance policy from an A.M. Best rated "secure" New York State licensed insurer.
 - State that the organization's coverage shall be primary and non-contributory coverage for the Municipality, its Board, employees and volunteers.
 - The municipality shall be listed as an additional insured by using endorsement CG 20 10 11 85 or equivalent. Examples of equivalent ISO additional insured endorsements include using **both** CG 20 33 10 01 and CG 20 37 10 01 **together**. A completed copy of the endorsement must be attached to the certificate of insurance.

- III. The consultant agrees to indemnify the municipality for any applicable deductibles and self-insured retentions.

- IV. Required Insurance:
 - **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate.
 - **Automobile Liability**
\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
 - **Workers' Compensation and N.Y.S. Disability**
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable.
 - **Architects & Engineers' Professional Errors and Omissions Insurance**
\$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the municipality. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work. If the architect or engineer is providing or managing environmental services, the errors & omissions policy must be endorsement to include coverage for these services.

 - **Excess Insurance**
On a "Follow-Form" basis (Excess insurance applies over the Architects & Engineers' Professional Errors and Omissions Insurance), with limits of \$1,000,000/ \$3,000,000/\$5,000,000 each occurrence and aggregate.

- VI. Consultant acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract. The consultant is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the municipality to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the municipality.

- VII. The municipality is a member/owner of the NY Municipal Insurance Reciprocal (NYMIR). The consultant further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the municipality but also the NYMIR, as the municipality's insurer.



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Addendum No. 1
RFQ FOR LANDSCAPE ARCHITECTURAL SERVICES FOR THE VILLAGE OF
WARWICK VETERAN'S MEMORIAL PARK MASTER PLAN:
PATRIOT'S PATH AND RELATED IMPROVEMENTS
February 10, 2025

Response to questions received to date:

1. Is "Landscape Architect" taken literally?

Landscape design is fine. It is the qualifications and experience articulated in the RFP that matter, as opposed to technical title.

2. I was wondering if you could provide some additional information on the project budget. Is the current grant funding (~\$700k) for the construction of the project only or for the construction and consultant fees both? And does the village anticipate additional funding sources to become available during the course of the project?

The entire budget including design and construction, including any local art, seating, native plantings, educational displays, and / or memorial features, is the grant amount. As described in the RFP, there may be opportunities for in kind services that the Village and partners may be able to provide, but those must be determined through the planning and design process. The ideal candidate will demonstrate experience maximizing value for the budget. Any additional available funding received would most be used to advance other elements of the master plan or features needed at other parks.

3. Does the grant funding have any set-aside requirements for MWBE or SDVOB enterprises?

No.

4. Can the proposed project area be highlighted on a map? We have reviewed the draft concept plan. Is the Patriots Path the area at the western edge of the park, from the American Legion area to the Dog Park area? (There is a #43 on the plan that is not in the project list.) Are there additional features from the Master Plan that the Village hopes to implement with the grant funding?

We would like to complete as much of the plan as possible with the grant funding, with a minimum of the Patriot's Path portion of the plan. The Patriot's path is the area the inquirer indicates.

5. **Is there a current survey of existing conditions (features, utilities, topography) for the anticipated project area, or should the consultant team plan to provide one in order to developed Construction Documents?**

Please click [HERE](#) to view the surveys.

6. **Will the Landscape Architect who developed the concept plan remain engaged in the process?**

As necessary.

7. **(Scope of Work: Community Involvement) -- Presentations and Meetings: How many subcommittee and public meetings are anticipated for the project? Are all meetings anticipated to be in-person?**

The proposal should indicate the proposed approach to meet the scope of work, including meetings and nature of the meetings. Note that the village is also capable of holding supplementary meetings independently, as necessary, to support the process.

8. **(Scope of Work: Orchestration of Implementation) Is the Village requesting standard Bidding and Construction Administration support? or will the "contracted services" noted (by the Village) include a Construction Manager?**

The proposal should include the proposed optimal approach

9. **(Scope of Work: Orchestration of Implementation, item b.) "Support in purchasing materials (material mark ups are not allowable)" -- Can the village clarify this? Purchasing would typically be by the owner or contractor, rather than consultant.**

The request includes implementation related services. The proposal should include a proposed approach to ensure the project is completed to satisfaction within the budget provided.

10. **Insurance (Attachment A) - The additional insured form specified is 40 years old and not commercially available. The Attachment requests that the umbrella policy be in excess over the professional liability which isn't possible. Would the following changes be acceptable?**

Item II, 3rd bullet: The municipality shall be listed as an additional insured by using endorsement CG 20 10 11-85 or equivalent.

Excess Insurance: On a "Follow-Form" basis (Excess insurance applies over the ~~Architects & Engineers' Professional Errors and Omissions~~ General Liability Insurance)

TBD



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Addendum No. 2
RFQ FOR LANDSCAPE ARCHITECTURAL SERVICES FOR THE VILLAGE OF
WARWICK VETERAN'S MEMORIAL PARK MASTER PLAN:
PATRIOT'S PATH AND RELATED IMPROVEMENTS
February 11, 2025

Response to questions received to date:

- 1. Will the Village provide any existing documentation, surveys, or studies related to the Patriot's Path and Veteran's Memorial Park Master Plan? –**

Please see the plan documentation process throughout the Village's website here: <https://villageofwarwick.org/memorial-park-master-plan/> . Here is the plan: https://villageofwarwick.org/wp-content/uploads/Warwick-Memorial-Park-L1-Conceptual-Master-Plan-L2_L3-Inspirational-Boards-20231011.pdf

The surveys can be found here: <https://villageofwarwick.org/wp-content/uploads/Vet-1-6.pdf>

- 2. Will a topographical survey of the project site showing all existing features and relevant subsurface information available in electronic AutoCAD format to be used as a base for design?**

Please see response to question #1

- 3. Can you provide a copy of the grant application that the Village was awarded?**

Please go [HERE](#).

- 4. What are the expected final deliverables for this project (e.g. drawings, construction documents – bid drawings, technical specifications, front end specifications, cost estimates)?**

Please see the RFP and propose appropriate deliverables.

- 5. Please specify what specific components and associated numbers on the Veteran's Memorial Park Master Plan are to be included in this scope of work? And provide a markup on the plan of the project extents.**

See Addendum #1.

6. How many public meetings and subcommittee meetings are anticipated?

See Addendum #1.

7. What format is expected for community presentations (e.g., in-person, virtual)?

See Addendum #1

8. What level of coordination is expected, if any, during construction and installation—will the selected firm oversee construction, or just provide guidance, or not be involved during this phase?

See Addendum #1. The full budget we have available is needed to accommodate all costs associated with construction and installation as well as design services.

9. Is there an anticipated design /construction schedule for the project?

Please go [HERE](#). Responders should propose a schedule that aligns with this.

10. Please confirm you would like one (1) hard copy of our qualifications submitted.

Electronic submissions are fine.

11. Insurance (Attachment A) - The additional insured form specified is 40 years old and not commercially available. The Attachment requests that the umbrella policy be in excess over the professional liability which isn't possible. Would the following changes be acceptable?

Item II, 3rd bullet: The municipality shall be listed as an additional insured by using endorsement CG 20 10 11-85 or equivalent.

Excess Insurance: On a "Follow-Form" basis (Excess insurance applies over the ~~Architects & Engineers' Professional Errors and Omissions~~ General Liability Insurance)

TBD – Question from Addendum #1



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Addendum No. 3
RFQ FOR LANDSCAPE ARCHITECTURAL SERVICES FOR THE VILLAGE OF
WARWICK VETERAN'S MEMORIAL PARK MASTER PLAN:
PATRIOT'S PATH AND RELATED IMPROVEMENTS
February 13, 2025

Response to questions received to date:

- 1. Insurance (Attachment A) - The additional insured form specified is 40 years old and not commercially available. The Attachment requests that the umbrella policy be in excess over the professional liability which isn't possible. Would the following changes be acceptable?**

Item II, 3rd bullet: The municipality shall be listed as an additional insured by using endorsement CG 20 10 ~~11-85~~ or equivalent.

Excess Insurance: On a "Follow-Form" basis (Excess insurance applies over the ~~Architects & Engineers' Professional Errors and Omissions~~ General Liability Insurance)

There are multiple different additional insured forms that are acceptable, and an umbrella policy can be in excess over a professional liability policy.

Please provide a COI and supporting documentation for the additional insured to be reviewed by the Village's insurance carrier.

- 2. What is the scope of the Community Involvement vs. Veteran Involvement in the process? Is it limited to meetings and calls or will the general public be volunteering also ie. planting, building etc.**

See addendum #1

- 3. What are the end goals of the Village: Accessible pathway, Bandstand / Shows / Concerts, Dining Area, etc. Is the dog park existing?**

The dog park was recently installed. Please see addendum #2 for documentation of the planning process, which includes the goals and plan for the park.

- 4. Can you please define the area of design: is it Forester Ave all the way to the DPW building?**

Yes, this is the general area. See response in addendum #1.

- 5. Is the Rubber Factory still in use today in the adjacent area? Is there a level of toxicity present?**

The property is in use and should remain visually divided from the park.