

**REQUEST FOR PROPOSALS (RFP)**  
**PEEKSKILL FACILITES DEVELOPMENT CORPORATION**  
**and**  
**PEEKSKILL INDUSTRIAL DEVELOPMENT AGENCY**  
**(JOINTLY, "OWNER")**

**APPROVALS DOCUMENTS AND REPRESENTATION and  
STRUCTURAL ENGINEERING CONSTRUCTION  
DOCUMENTS, BIDDING ASSISTANCE, AND  
CONSTRUCTION ADMINISTRATION SERVICES**

**PEEKSKILL FIREHOUSE KITCHEN INCUBATOR PROJECT  
701 WASHINGTON STREET, PEEKSKILL, NEW YORK 10566**

**EDA Project #01-01-15338**

**DUE: Monday, January 29, 2023 at 5:00 PM**

Responses must be submitted by email to:

Joseph G Thompson Architect, PLLC  
Attn: Joseph Thompson, RA  
[joe@jthompsonarch.com](mailto:joe@jthompsonarch.com)

Please submit any questions about this RFP by *Monday, January 15, 2023*, to Joseph Thompson at [joe@jthompsonarch.com](mailto:joe@jthompsonarch.com)

## 1. Project Description and Scope of Work

The Peekskill Facilities Development Corporation (“PFDC”) and the Peekskill Industrial Development Agency (PIDA) (together jointly the “Owner” s requesting proposals from qualified Structural Engineering consultants to prepare construction documents, provide approvals documents representation, bidding assistance, and perform construction administration services for a project to adaptively reuse a former City firehouse to be converted into a kitchen incubator. The Architect of Record shall manage the project design and approval process.

The existing facility is approximately 7,000 square feet in floor area with an adjacent 950-square foot out-building. The project involves the construction of five licensed fully complying commercial kitchens within the building footprint along with supporting washrooms, storage spaces, administration offices, and a food truck washroom.

Schematic Plans have been prepared by the Architect of Record depicting improvements planned to facilitate the change of use (see attached Exhibits). Structural Engineering work shall include, but may not be limited to work needed to facilitate work depicted on the Schematic Plans and as follows:

- 180 SF Breezeway Addition to connect the existing building to the existing accessory storage structure on the North side of the property.
- New 950 SF storage addition to the South side of the existing building. A new 6'-0" masonry opening is planned in the existing masonry wall to connect the new addition to the existing garage bays. New addition structure is anticipated to masonry wall construction with a flat roof with mansard overhang to match the existing building.

The consultant shall determine whether any additional work is needed to ensure a comprehensive scope, code compliance, and proper completion of the project planned.

The consultant shall provide proposed fees in the format requested on the Fee Schedule on Page 4 to provide the following services:

- Construction Documents:
  - Prepare Construction Drawings
  - Prepare 3-Part CSI Format Civil Work Specifications
- Bidding & Contract Negotiation Services:
  - Attend One (1) Pre-Bid Walk-Thru with General Contractors
  - Respond to RFC's (Requests for Clarification) during Bidding Process
  - Issue Addenda as Needed in Response to Contractor RFC's.
- Construction Administration Services:
  - Attend one (1) pre-construction meeting and up to four (4) progress meetings, when requested or as needed to sufficiently determine, in general, if the work is proceeding in accordance with the construction contract (Anticipated once every other month for an estimated eight-month construction period)
  - Respond to Requests for Information submitted by the General Contractor.

- Review change order requests as needed. Assume up to ten (10) change orders issued.
- Perform periodic construction observations to verify conformance with plans (up to three site visits shall be included).
- Review each General Contractor submittal (drawings, etc.) for conformance with plans as needed. Assume up to sixty (60) submittals)
- Review, as needed, contractor requests for payment. Assume up to six (6) applications for payment.
- Prepare periodic inspection reports and punch lists. Include up to two (2) punch list inspections.
- Construction closeout support.

The deliverables will include an electronic PDF and three (3) full-sized hard copies of the proposal response.

Plans must be signed and sealed by a NYS licensed engineer. You are encouraged to visit the site before submitting your proposal. No formal site visit is scheduled.

## **1. Submittal Requirements**

Each response must include the following information:

1. Provide a summary description of your intended approach to meet the scope of work outlined in this RFP.
2. Provide a brief description of the firm's similar project experience. If a sub-consultant will be used, provide the name and address of the firm, and a description of their area of responsibility and prior work experience.
3. Identify the Project Manager/project contact and his/her experience with similar projects in a project manager role.
4. Provide the name, phone number and email address of at least three (3) references for similar project work.
5. Propose a time schedule for completion of the construction documents, with a target completion date of construction documents for submission to the City of Peekskill Building Department by April 8, 2023
6. Complete the Project & Fee Schedule table shown below and include the billing rates for those working on construction inspection.
7. All reimbursable expenses for the services described in this Scope of Work should be included in the fixed fee.
8. Consultant will meet with Owner's representatives on an as-needed basis to complete the scope of work.
9. Indicate whether you or a sub-consultant is a NYS-certified Minority or Women-Owned Business Enterprise (M/WBE).
10. Indicate additional assistance expected from the Client, if any.
11. Identify any additional tasks or services anticipated to be required beyond those specifically identified in this RFP that are believed to be required to provide complete and comprehensive services needed to successfully complete this project.

## 2. Project Schedule:

- Construction Documents:
  - Preliminary Plans: Consultant must be capable of completing this task within four (4) weeks of contract award.
  - Final Plans & Specifications sufficient for soliciting bids: Consultant must be capable of completing this task within eight (8) weeks of contract award.
- Building Permit Review: Estimated One (1) Month
- Bidding & Contract Procurement: Estimated Six (6) Weeks
- Construction Administration: Estimated Eight (8) Months

## 3. Project & Fee Schedule

Work Item	Total Cost
<b>Construction Documents</b> (Lump Sum Fee)	\$
<b>Bidding &amp; Contract Procurement</b> (Services to be invoiced hourly. Provide a Not to Exceed Fee)	\$
<b>Construction Administration</b> (Services to be invoiced hourly. Provide a Not to Exceed Fee)	\$
<b>Other</b> (if applicable)	\$
<b>Total</b>	\$

Note: Include Hourly Rate Schedule with Proposal.

## 4. RFP Submission Procedure

Applicants must submit their proposal via email by **Monday, January 29, 2023 at 5:00 PM.** submissions received after the deadline will be accepted.

Submissions should be addressed to:

Joseph G Thompson Architect, PLLC  
Attn: Joseph Thompson, RA  
[joe@jthompsonarch.com](mailto:joe@jthompsonarch.com)

Any questions or requests for additional information regarding this RFP must be emailed to Joseph Thompson [joe@jthompsonarch.com](mailto:joe@jthompsonarch.com) received by **Monday, January 15, 2023 at 5:00 PM.** Inquiries must include the subject line "Peekskill Firehouse Kitchen Incubator RFP." Please include your name, company address, phone number, and e-mail address. Responses will be issued

by ***Friday, January 19, 2023 at 5:00 PM.*** The “Owner” is not responsible for any failure in the delivery of an inquiry.

## **5. Review and Selection Process**

The Owner will review proposals, conduct interviews and award the contract to the consultant who is determined to be the lowest responsive bidder. The Owner reserves the right to authorize all or part of the work requested in this RFP, and to reject any or all proposals according to the best interests of the Owner.

## **6. Anticipated Contract Award Schedule**

Request for Proposals (RFP) issued:	<b><i>Friday, December 22, 2023</i></b>
All Questions due by email:	<b><i>Monday, January 15, 2024</i></b>
Responses Issued:	<b><i>Friday, January 19, 2024</i></b>
RFP Submissions due:	<b><i>Monday, January 29, 2024</i></b>
Interviews conducted:	<b><i>Week of January 29, 2024</i></b>
Recommendation to “Owner” Board:	<b><i>Monday, February 5, 2024</i></b>
Contract Award:	<b><i>Monday, February 12, 2024</i></b>

## **7. Additional Information**

- a. The selected consultant will be required to provide professional and liability insurance as required by the Owner, listing the PFDC and the PIDA as “additional insureds.”
- b. The Owner is not responsible for any expenses or costs incurred by any consultant in preparing and submitting a proposal or requesting supplemental information.
- c. Bidders shall be subject to compliance with all applicable provisions of Appendix II of 2CFR200.
- d. A/E shall be responsible for any damages arising from any defects in the design or negligence in the performance of the construction inspector to be furnished by the A/E.
- e. A/E shall supervise any subsurface explorations such as borings and soil tests that may be determined to be required to verify amount of rock excavation or foundation conditions anticipated to be performed by third party contract.
- f. A/E shall attend the contractor bid opening, prepare and submit tabulation of bids and make recommendations on contract award.

- g. A/E shall review proof of bidder's qualifications and recommend approval or disapproval.
- h. A/E shall be required to have and maintain an Active SAM (System for Award Management) Registration and must not appear on an excluded parties list or be subject to debt offset. Final payment of contract subject to SAM Registration.
- i. A/E shall submit a report not less frequently than quarterly to the Recipient covering the general progress of the job and describing any problems or factors contributing to delay.
- j. A/E contract form shall be subject to review by Recipients Attorney. Should form of contract be determined to not be sufficient, an AIA C103-2015 Standard Form of Agreement between Owner and Consultant, or equal industry standard document, shall be utilized as determined by the Owner.
- k. A/E, by submission of a proposal, warrants to the Recipient that the fees submitted cover all services necessary for the successful execution of the project, including consultations, coordination and review of any surveys to be performed by others, coordination and review of any soil explorations to be performed by others, supervision, review of final "as-built" drawings to be performed by Contractors, review of arrow diagrams/ schedules to be prepared by Contractor, and any anticipated incidental costs.
- l. A/E shall include a completed Form CD-512 on the following page with the RFP response.



## CERTIFICATION REGARDING LOBBYING LOWER TIER COVERED TRANSACTIONS

Applicants should review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, "New Restrictions on Lobbying."

### LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

**As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.**

NAME OF APPLICANT

AWARD NUMBER AND/OR PROJECT NAME

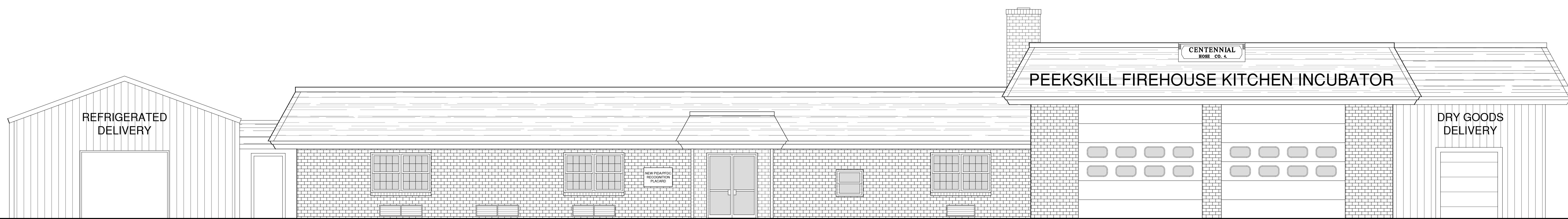
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

## **EXHIBIT A**

**SCHEMATIC PLANS (SEE FOLLOWING SHEETS)**



Building Construction Compliance - Certification	
<p>- Title 19 (NYCRR)  - Chapter XXXIII - State Fire Prevention and Building Code Counsel  - Subchapter A - Uniform Fire Prevention and Building Code</p> <p>I do hereby certify that these drawings and specifications have been prepared under my supervision, and that to the best of my knowledge and professional judgment, the design has been made in conformance with all applicable requirements of Title 19 (NYCRR) - Chapter XXXIII, Subchapter A and the following referenced codes of New York State:</p> <p>Existing Building Code of New York State- 2020 Edition</p>	
Signed	Joseph G. Thompson, NYS Registered Architect (License # 036057)

#### PROJECT DESCRIPTION

ADAPTIVE REUSE OF EXISTING TWO-STORY FIREHOUSE INTO A COMMERCIAL KITCHEN INCUBATOR:

- SELECT DEMOLITION
- ALTERATIONS AND RECONFIGURATION OF EXISTING SPACES:
  - FIVE NEW COMMERCIAL KITCHEN SPACES
  - TWO COMMON EQUIPMENT SPACES
  - DISHWASHING AREA
  - POT STORAGE AREA
  - ADMINISTRATIVE SUPPORT SPACES
  - COLD & DRY STORAGE
- NEW BREEZEWAY ADDITION CONNECTING EXISTING BUILDING TO ACCESSORY STORAGE STRUCTURE
- NEW DRY STORAGE ADDITION
- EXISTING TRUCK WASHING & SERVICE BAYS TO REMAIN

City of Peekskill, New York

Ground Snow Load	Wind Design				Seismic Category	Subject to Damage From			Ice Shield Underlayment	Flood Hazards	Air Freezing Index	Mean Annual Temp
	Wind Speed	Topo Effects	Special Wind Region	Wind-borne Debris Zone		Weathering	Frost Depth	Termite				
30	*120	No	Yes	No	C	Severe	42"	Moderate to Heavy	Yes	N/A	1,500 or Less	51.6

\*115 MPH to 120 MPH. The special wind region should serve as a warning to design professionals in evaluating wind loading conditions. Wind speeds higher than the derived values taken from Section 1609 of the IBC and Figure R301.2(4)A of the IRC are likely to occur and should be considered in the design.

#### DRAWING LIST

GENERAL:

G0.01 TITLE SHEET

CIVIL:

CX1.01 EXISTING SITE DEMOLITION PLAN

C1.01 NEW SITE PLAN

EXISTING:

AX1.01 EXISTING FIRST FLOOR PLAN

AX1.02 EXISTING SECOND FLOOR PLAN

AX1.03 EXISTING ROOF PLAN

AX2.01 EXISTING ELEVATIONS

AX3.01 EXISTING SECTIONS

ARCHITECTURAL:

A1.01 NEW FIRST FLOOR ARCHITECTURAL PLAN

A1.02 NEW SECOND FLOOR ARCHITECTURAL PLAN

A2.01 NEW ELEVATIONS

A4.01 ENLARGED TRADE FIXTURE PLAN AND SCHEDULE

G0.01

# RIDGE STREET

# LOOMIS AVENUE

This architectural site plan for Washington Street details the layout of a property and surrounding areas. The property is bounded by a stream on the left and Washington Street to the right. Key features include:

- EXISTING GARAGE:** 968 SF +/- FOOTPRINT, located near the stream.
- EXISTING TWO-STORY BUILDING:** 968 SF +/- FOOTPRINT, the main structure on the property.
- EXIST TAX LOT 32.20-9-1:** 2.363 +/- ACRES (102,922 SF +/-).
- EXISTING INACTIVE UNDER GROUND OIL TANK:** To be inspected, cleaned, and filled/abandoned in place pending verification tank integrity.
- EXISTING TRAFFIC SIGNAL POLE TO REMAIN (TYP):** Located at the bottom right.
- EXISTING CONC CURB TO REMAIN:** Located at the top left and right.
- EXISTING CONC HEAD WALL TO REMAIN:** Located at the top left and bottom left.
- EXISTING CHAIN LINK FENCE:** Located at the bottom left and top right.
- EXISTING SIDEWALK:** Located at the bottom center.
- EXISTING BENCH:** Located at the bottom center.
- EXISTING CONC CURB CUT:** Located at the bottom right.
- EXISTING OIL FILL:** Located on the right side of the building.
- EXISTING OIL VENT:** Located on the right side of the building.
- EXISTING FLAG POLE:** Partial removal of existing concrete walks required to facilitate new hardscape construction.
- HISTORIC CENTENNIAL FIREHOUSE SIGN:** To be carefully removed, protected from damage and provided to Peekskill Fire Department for continued preservation.
- EXISTING CONCRETE WALKS:** Located in front of the building.
- EXISTING CONCRETE GRATE:** Located in front of the building.
- EXISTING CONCRETE:** Located on the left side of the building.
- EXISTING SIGN:** Located on the left side of the building.
- EXISTING PARKING AREA:** Asphalt parking area to remain.
- EXISTING CONC PAD:** To be removed to facilitate addition construction.
- EXISTING SITE POLE LIGHT FIXTURE:** To remain.
- EXISTING FIRE HYDRANT:** To remain.
- EXISTING GAS LINE:** As marked.
- EXISTING SITE POLE LIGHT FIXTURE:** To remain.
- EXISTING CONC CURB:** To remain.
- EXISTING CONC HEAD WALL:** To remain.
- EXISTING CHAIN LINK FENCE:** To remain.
- EXISTING GUIDE RAIL:** Located at the bottom left.
- EXISTING BENCH:** Located at the bottom center.
- EXISTING CONC CURB CUT:** Located at the bottom right.
- EXISTING NEIGHBORING BUILDING:** 807 WASHINGTON STREET, located to the right.
- N/F ANSTETT, INC. 32.20-9-2:** Located at the bottom right.

Coordinates and elevations are provided throughout the plan, such as 300.00, 191.3', 161.3', 526.1', 331.53', 111.7', 30.7', 183.0', 174.3', 115.0', 115.1', 115.2', 352.62', and 353.0'. The plan is titled "WASHINGTON STREET" at the bottom.

## 1 Existing Site Plan

Scale: 1" = 20'

NOTE: THIS SITE PLAN HAS BEEN PREPARED  
REFERENCING A PROPERTY SURVEY PREPARED BY  
DONALD R STEDGE, PLS NYS LICENSE #491859 FOR CITY  
OF PEEKSKILL DATED JANUARY 12, 2022.

## BULK TABLE REQUIREMENTS

BULK TABLE REQUIREMENTS		
ZONING INFORMATION	ZONE: C-3 (General Commercial)	
	Existing Use:	Firehouse
MINIMUM REQUIRED		
	Required	Existing
Lot Area	10,000 SF	102,922 SF±
Minimum Frontage	100 FT	352.62 FT±
Minimum Depth	100 FT	300 FT±
YARD SETBACKS		
	Required	Existing
Front	10 FT	14.3 FT±
Rear	0 FT	52.6 FT±
Side	0 FT OR 6 FT	14.1 FT±
MAXIMUM PERMITTED		
	Permitted	Existing
Building Coverage	10% / 72,045 SF	1.9%± / 8,170 SF±
FAR	1.4 / 144,090 SF	0.08± / 8,510 SF±

SEAL  
Joseph G. Thompson, RA  
New York State License #036057

# PEEKSKILL FIREHOUSE KITCHEN INCUBATOR

City of Peekskill, Owner  
701 Washington Street  
Peekskill, New York 10566  
S-B-L: 32.20-9-1  
B-1: 32.20-9-1  
Wooten, Wooten, Gourley & Decker, Inc.

Design Review Document- NOT FOR PERMIT OR CONSTRUCTION

Date: January 20, 2022

## Revision

1

2

4

5

# CX1.01

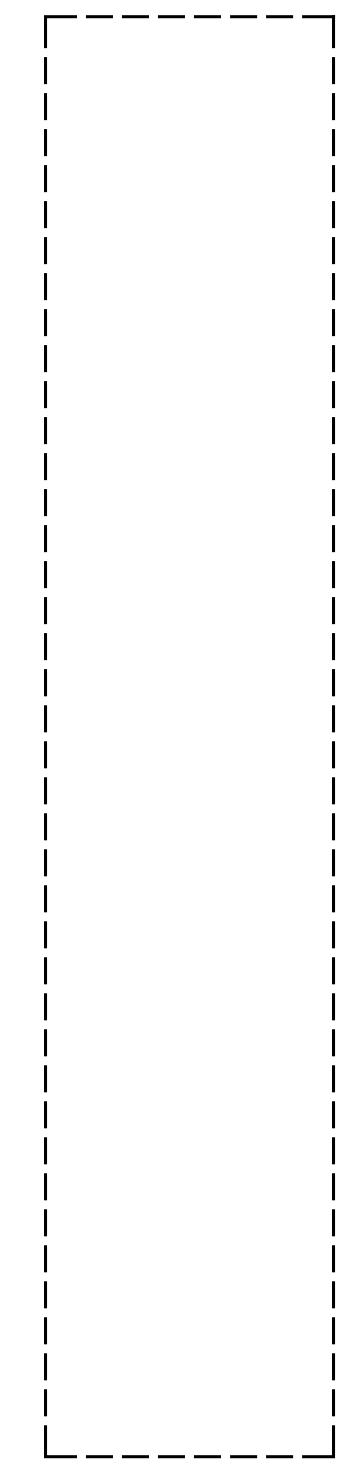
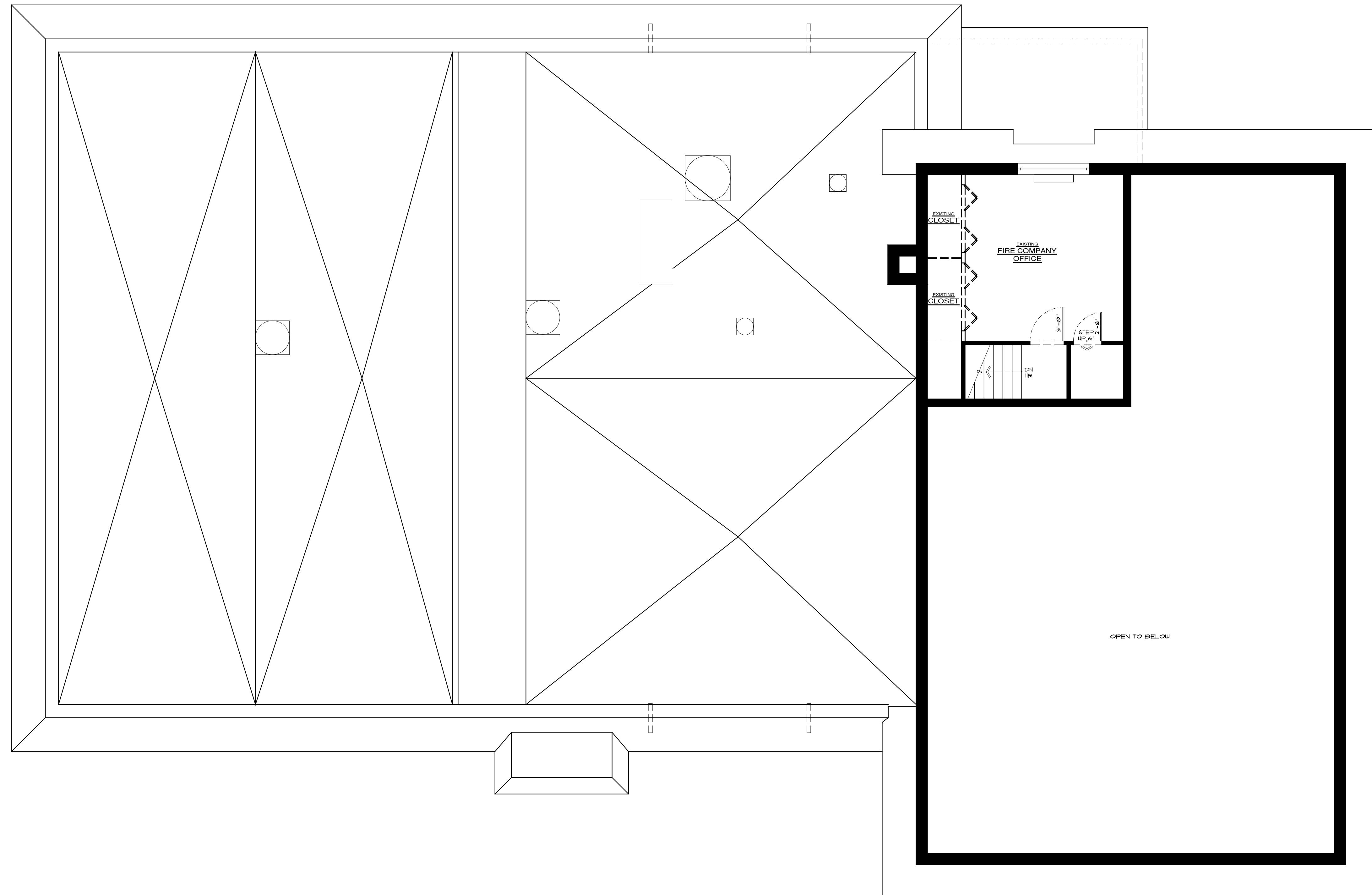
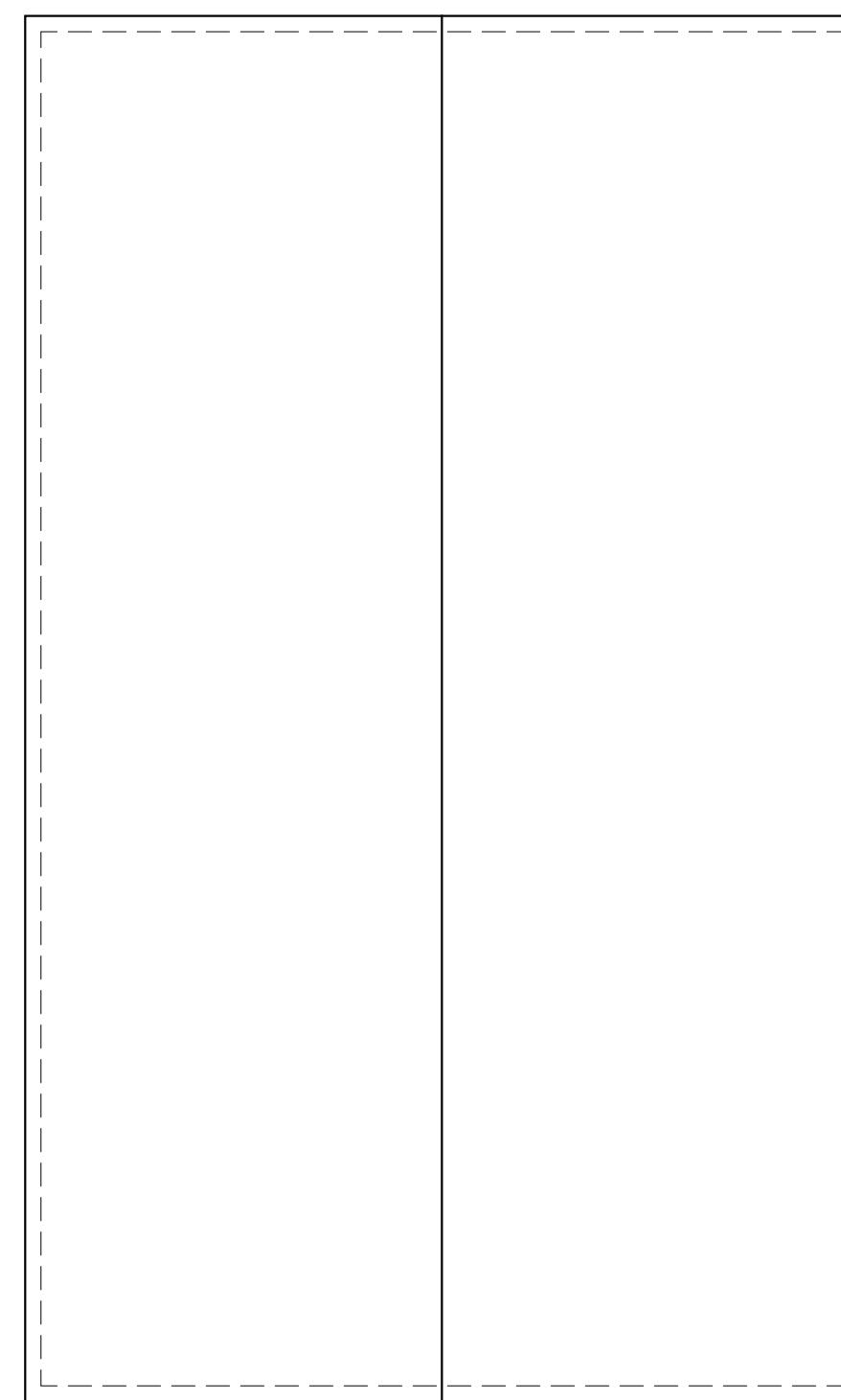




**PEEKSKILL FIREHOUSE KITCHEN INCUBATOR**

City of Peekskill, Owner  
701 Washington Street  
S.B.L: 2022-09-1  
City of Peekskill - Westchester County

Design Review Document- NOT FOR PERMIT OR CONSTRUCTION



1 Existing Second Floor Plan (400 SF+/- Gross)  
AX1.02  
Scale: 3/16" = 1'-0"

AX1.02

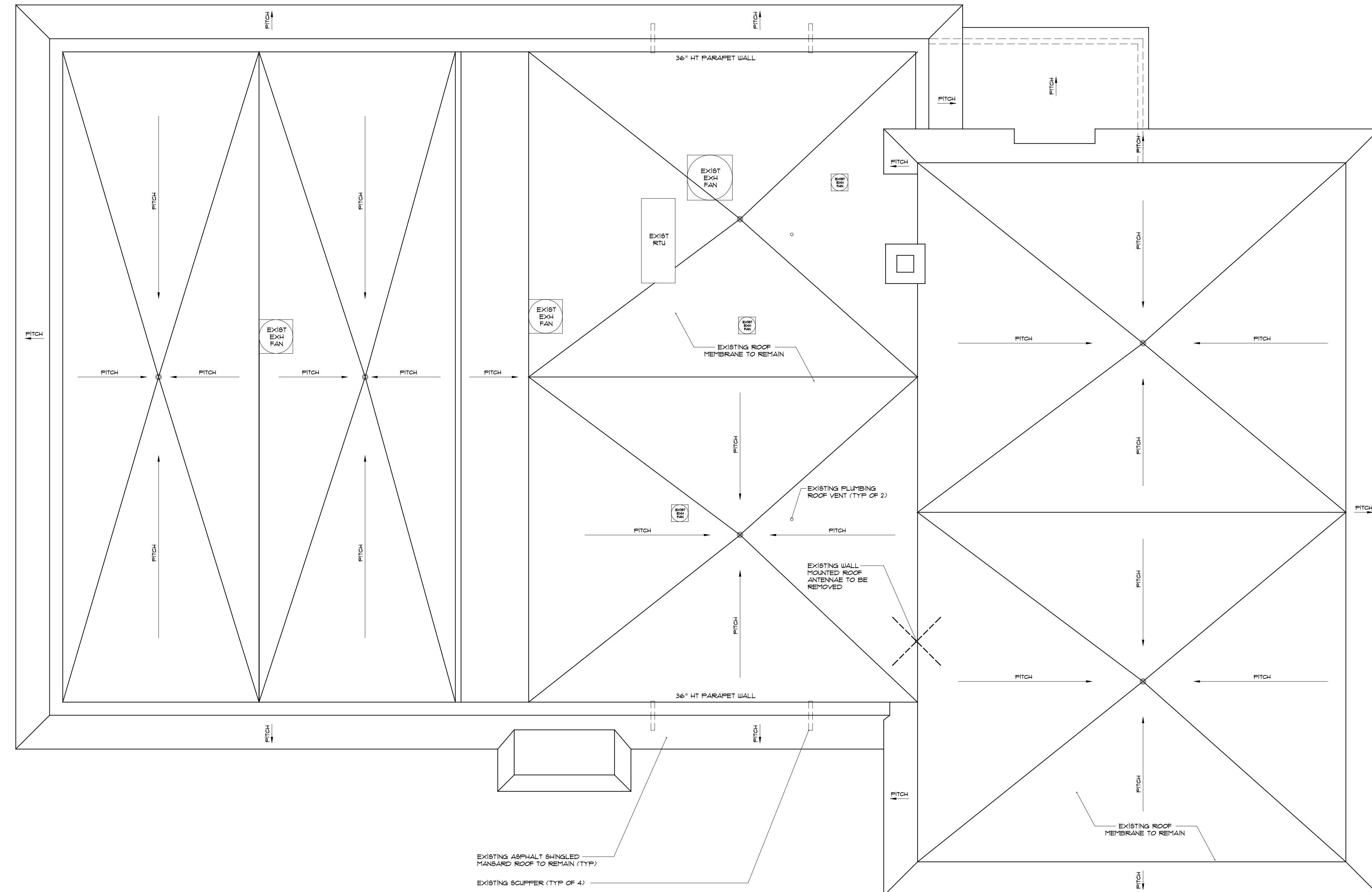
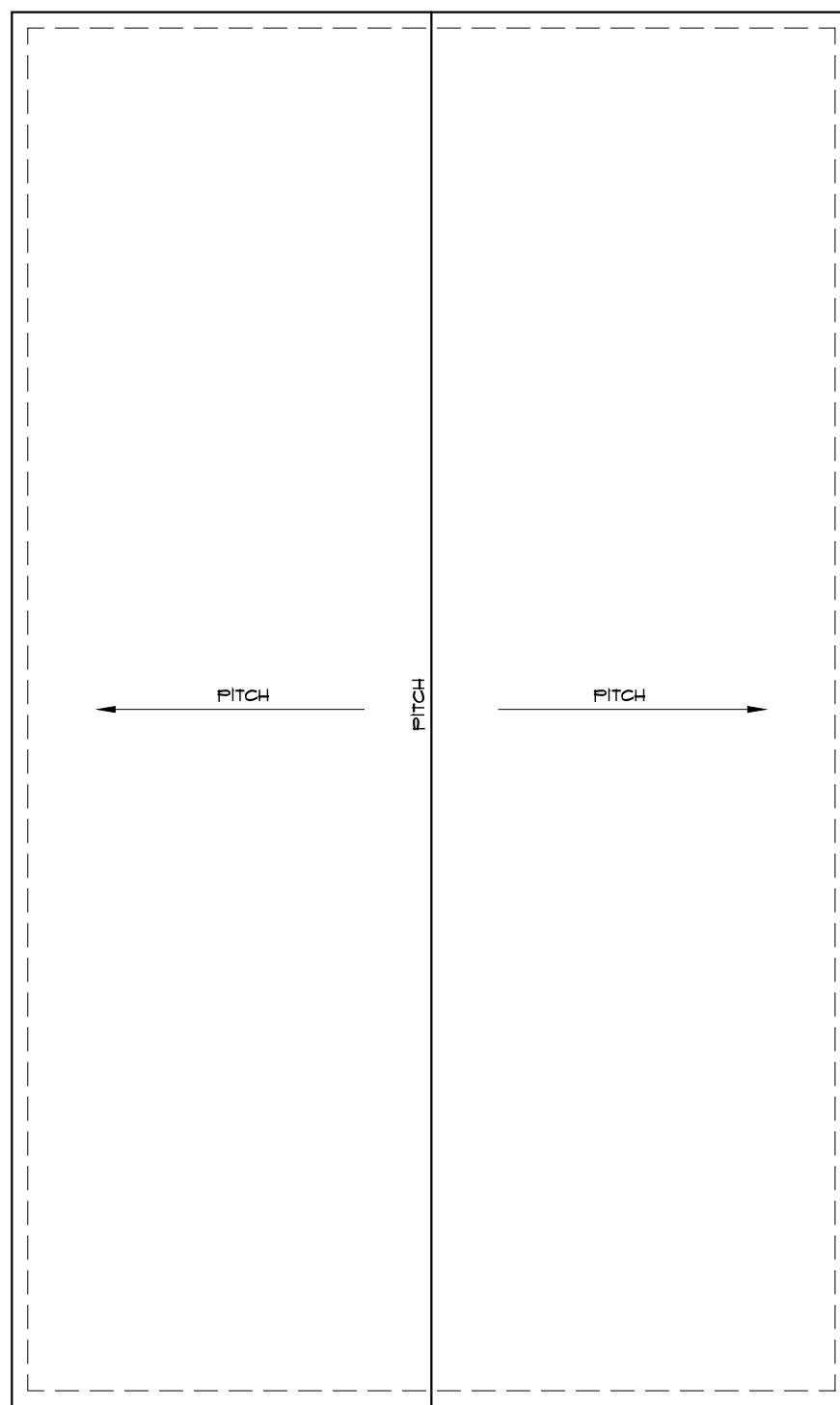
AX1.02

**PEEKSKILL FIREHOUSE KITCHEN INCUBATOR**

Design Review Document- NOT FOR PERMIT OR CONSTRUCTION  
City of Peekskill, Owner  
701 Washington Street  
S.B.L: 32-209-1  
City of Peekskill - Westchester County

Date: January 20, 2022  
Revisions:  
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AX1.03



1 Existing Roof Plan  
AX1.03  
Scale: 1/4" = 1'-0"

AX1.03

**PEEKSKILL FIREHOUSE KITCHEN INCUBATOR**

Date: January 20, 2022

Revisions:  
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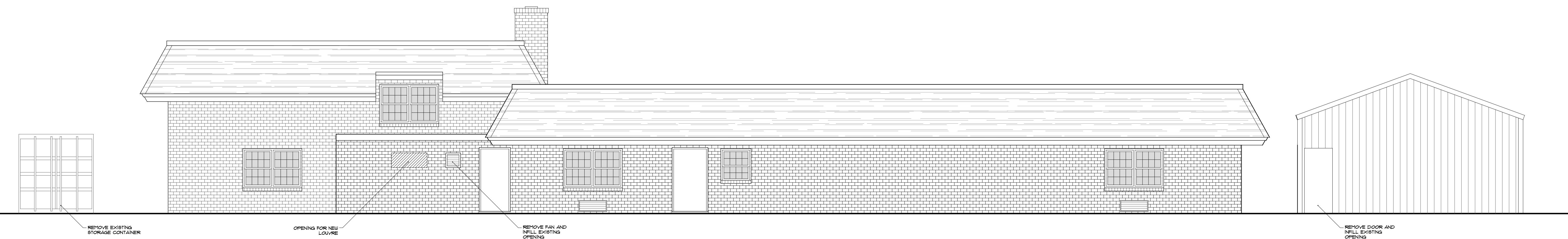
**AX2.01**



**1 Existing West Elevation**

AX2.01

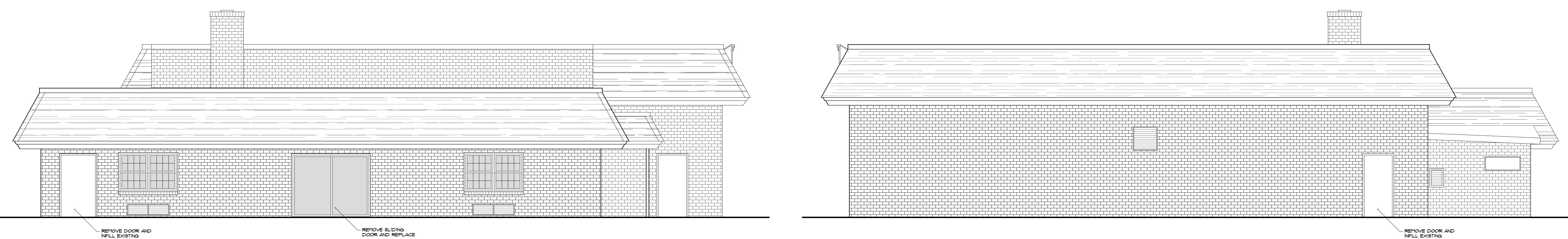
Scale: 3/16" = 1'-0"



**2 Existing East Elevation**

AX2.01

Scale: 3/16" = 1'-0"



**3 Existing North Elevation**

AX2.01

Scale: 3/16" = 1'-0"

**4 Existing South Elevation**

AX2.01

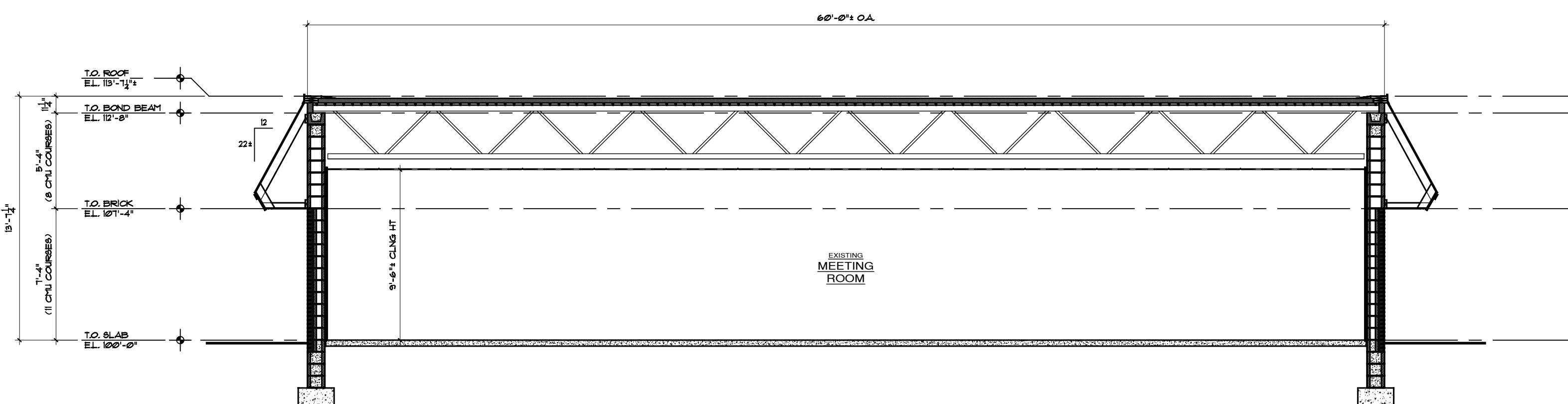
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**PEEKSKILL FIREHOUSE KITCHEN INCUBATOR**

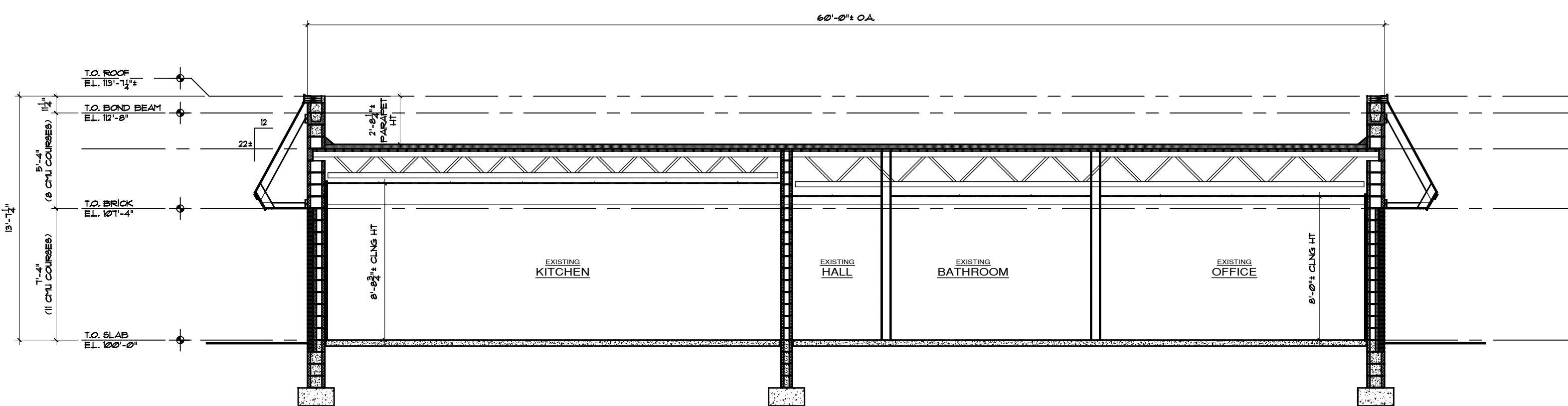
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Revisions:

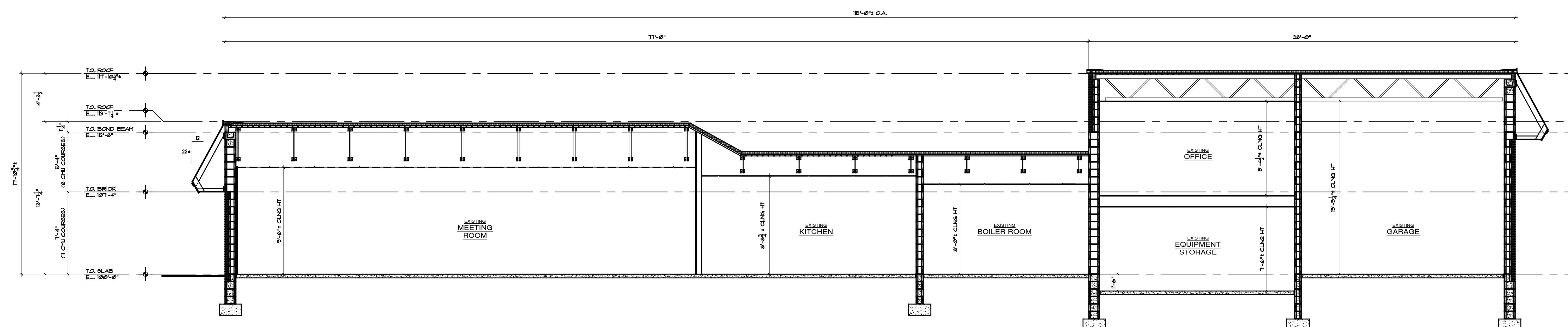
AX3.01



1 Existing Cross Section  
AX3.01  
Scale: 3/16" = 1'-0"



2 Existing Cross Section  
AX3.01  
Scale: 3/16" = 1'-0"



3 Existing Longitudinal Section  
AX3.01  
Scale: 3/16" = 1'-0"

## LEGEND

- COLD STORAGE
- DRY STORAGE
- UTILITY
- BATHROOMS & LOCKERS
- KITCHEN / DISHWASHING
- BREEZEWAY ADDITION
- STAFF / ADMIN

**JTA**  
JOSEPH THOMPSON  
ARCHITECT

Joseph G. Thompson Architect, PLLC  
1006 Brown Street, Suite 212  
Peekskill, New York 10566  
PH: (845) 532-8156  
EM: jthompsonarchitect@gmail.com

NOTES:  
IT IS A VIOLATION OF THE LAW FOR ANY PERSON, UNLESS ACTING UNDER THE SUPERVISION OF A LICENSED ARCHITECT OR ENGINEER, TO ALTER AN ITEM IN ANY WAY. IF AN ITEM IS ALTERED, THE ALTERING ARCHITECT OR ENGINEER IS LIABLE FOR THE ITEM. THE ITEM MUST BE FOLLOWED BY HIS SIGNATURE AND THE DATE OF EACH ALTERATION, AND A SPECIFIC DESCRIPTION OF THE ALTERATION.

DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS GOVERN.  
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Joseph G. Thompson, RA  
New York State License #036057

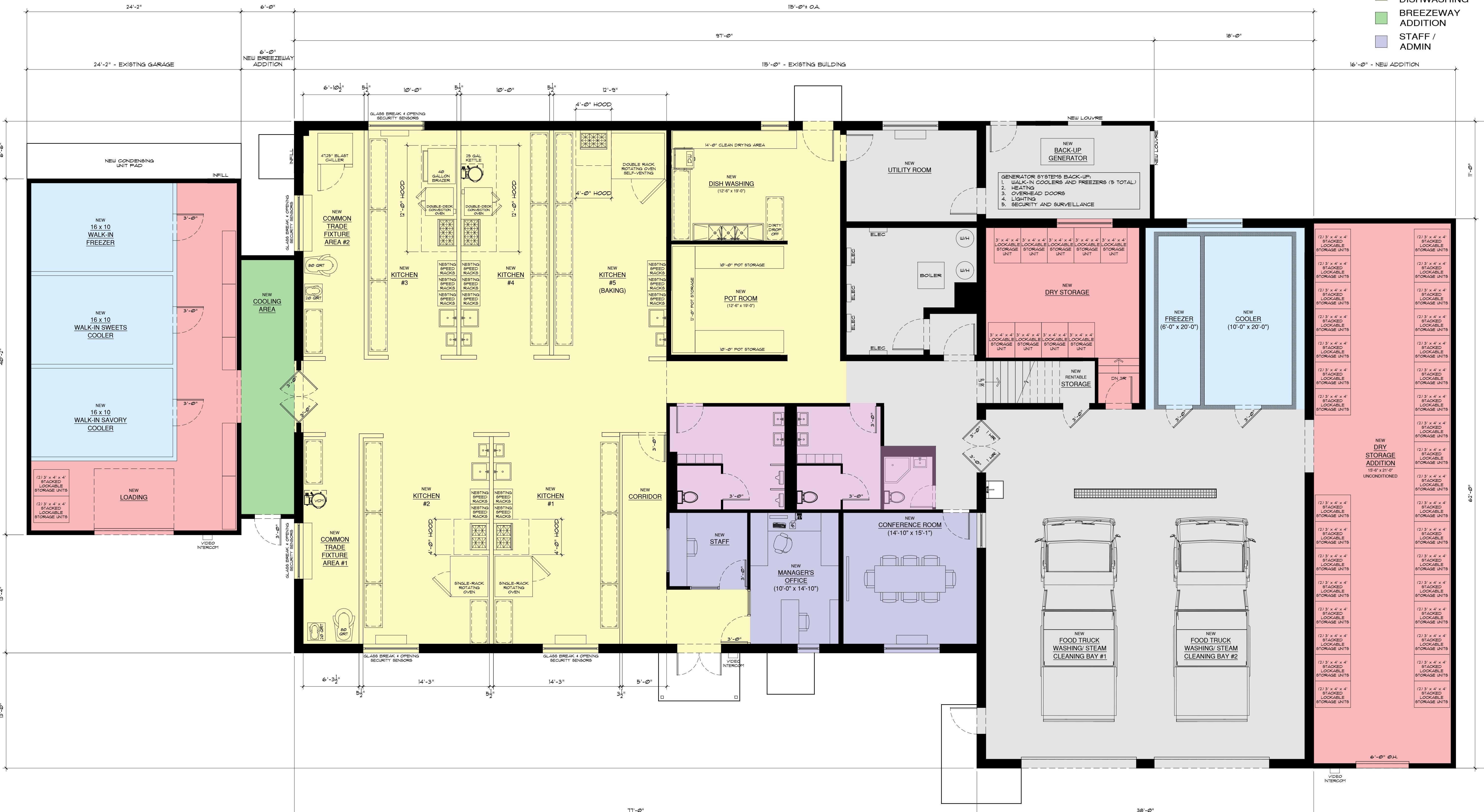
## PEEKSKILL FIREHOUSE KITCHEN INCUBATOR

Design Review Document- NOT FOR PERMIT OR CONSTRUCTION

Date: January 20, 2022

Revisions:

A1.01



1  
A1.01

Proposed New Schematic Plan Diagram (9,345 SF+/- Gross)

Scale: 3/16" = 1'-0"

A1.01

**PEEKSKILL FIREHOUSE KITCHEN INCUBATOR**

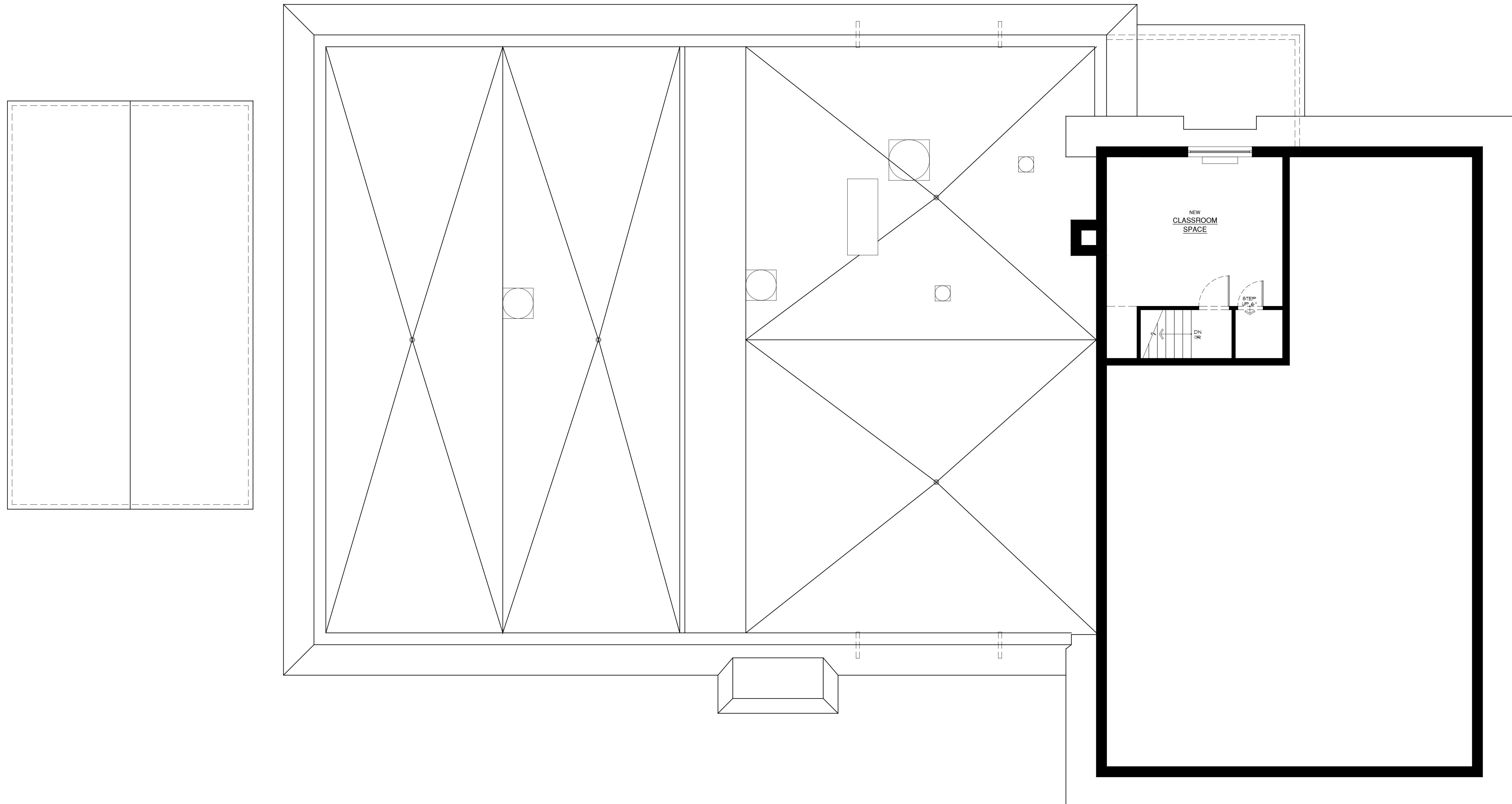
City of Peekskill, Owner  
701 Washington Street  
S.B.L: 2020-9-1  
City of Peekskill - Westchester County

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Date: January 20, 2022

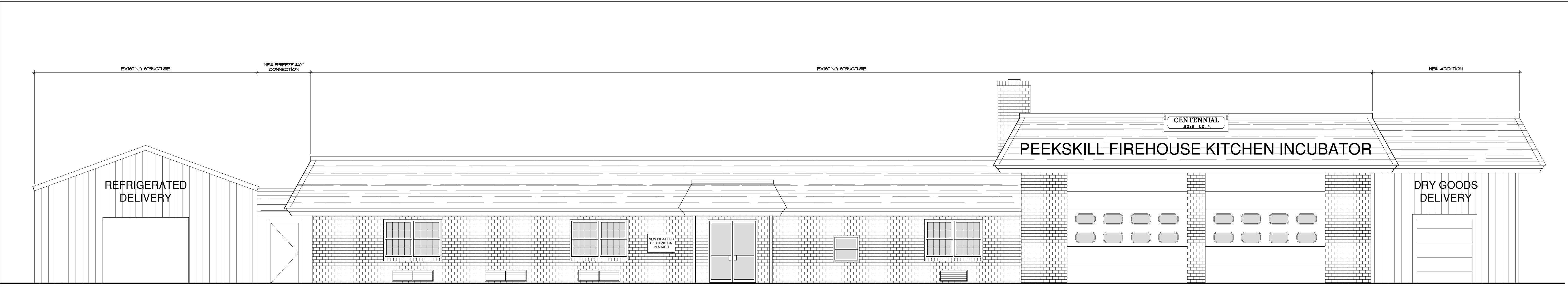
Revisions:  
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A1.02



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A1.02  
New Second Floor Plan (400 SF+/- Gross)  
Scale: 3/16" = 1'-0"

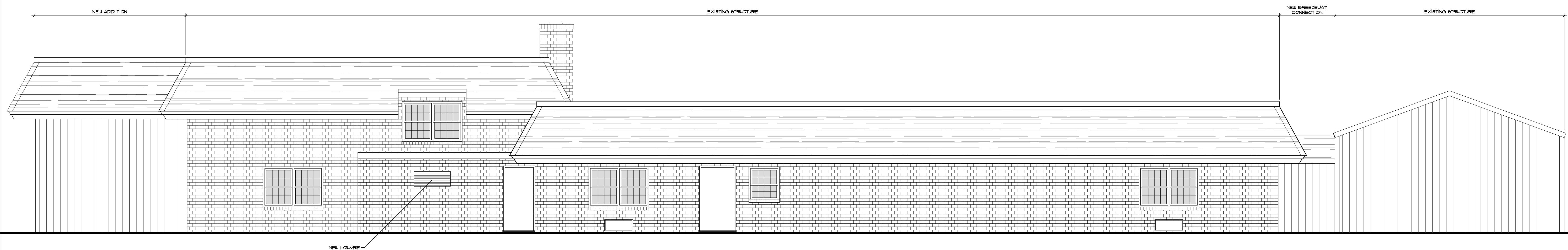
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**1**  
New West Elevation

A2.01

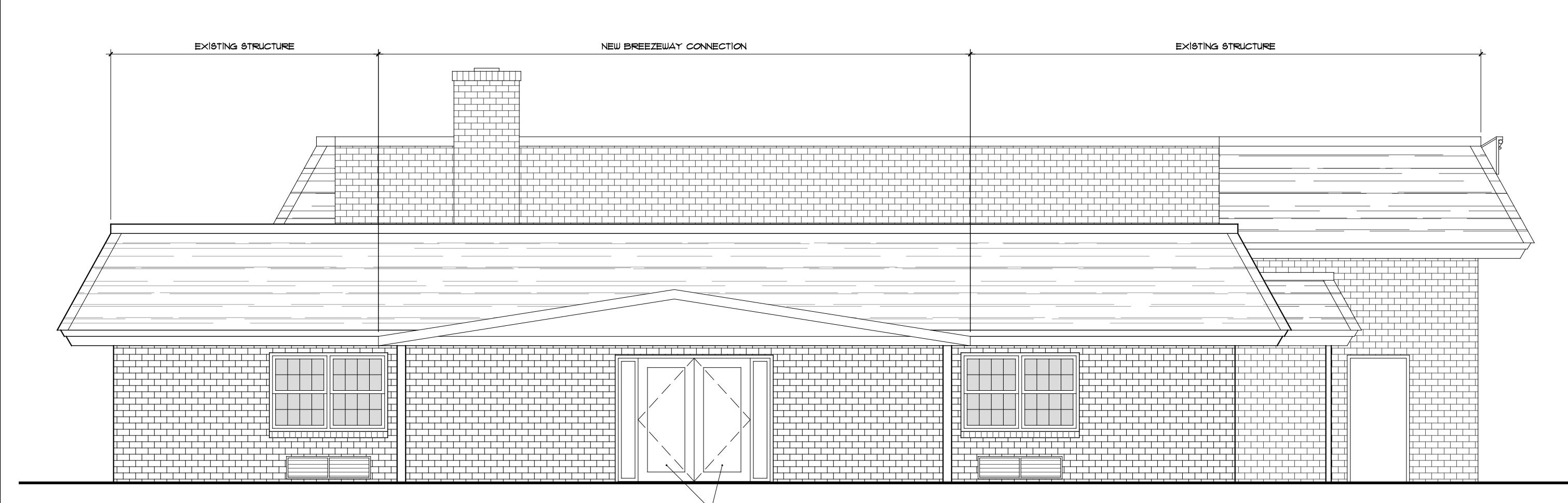
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**2**  
New East Elevation

A2.01

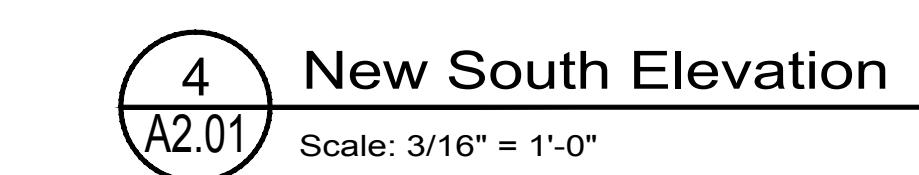
Scale: 3/16" = 1'-0"



**3**  
New North Elevation

A2.01

Scale: 3/16" = 1'-0"



**4**  
New South Elevation

A2.01

Scale: 3/16" = 1'-0"

