



# **REQUEST FOR PROPOSALS (RFP) CITY OF PEEKSKILL, NEW YORK**

## **GENERAL CONTRACTING SERVICES EXTERIOR WORK**

**THE FERN TREE  
13 South Division Street Peekskill NY 10566  
LaFern Joseph, Owner**

**DUE: THURSDAY, OCTOBER 16, 2025, 4:00 P.M.**

**Responses must be sent by emailed to:**

Abi Oriedi  
Downtown Revitalization Fund Consultant  
840 Main Street  
Peekskill, New York 10566  
[abi@theruki.com](mailto:abi@theruki.com)

Please submit any questions about this RFP by **Monday, October 06, 2025**, to the City's DRF Consultant, Abi Oriedi, at [abi@theruki.com](mailto:abi@theruki.com).

This RFP and answers to submitted questions can be found on-line at  
[www.cityofpeekskill.com/bids-rfps](http://www.cityofpeekskill.com/bids-rfps)

## 1. Project Description and Scope of Work

The City of Peekskill ("City") is requesting proposals from qualified, experienced, and licensed general contractors to provide general contracting services to improve the overall building aesthetics of the Fern Tree located at 13 South Division Street, Peekskill, NY 10566 with the restoration and painting of the exterior of the storefront. The project will be funded through the Downtown Revitalization Fund (DRF), administered through the City of Peekskill and the NYS Office of Housing and Community Renewal (HCR), as part of Peekskill's Downtown Revitalization Initiative (DRI). The grant program provides reimbursable grant funding to businesses and property owners within the DRI target area to make capital improvements. The project is further described in **Exhibit A**.

The general contractor will contract directly with the property/business owner (the "Owner") and not with the City. The general contractor shall:

- a. Coordinate any value engineering efforts with the Owner and the architect to ensure construction costs remain within the established budget
- b. Review and analyze project documents to determine material availability, long lead items, potential areas of trade conflict and construction budgeting
- c. Work closely with the Owner and architect to prepare a detailed master construction schedule for the project
- d. Show all activities necessary to complete all aspects of the design requirements
- e. Determine long lead items, including those with potential supply chain issues, and critical path tasks for completion of the project in the required time frame.
- f. Construct the Work in accordance with the Contract Documents, the drawings and specifications, and other construction documents within the scheduled timeframe agreed to by the Owner
- g. Maintain all relevant project records on behalf of the Owner, such as meeting minutes, schedules, and inspection reports as applicable
- h. Deliver finished project with quality workmanship
- i. Maintain and be responsible for the project schedule with weekly updates for the project team
- j. Be responsible for construction budget and communicate budget status to the project team on a regular basis
- k. Be proactive throughout construction to minimize punch list work at the completion of the project
- l. Review proposed subcontractor change order costs, requiring sufficient detail to determine reasonableness, before submitting to the Owner for approval, if applicable
- m. Maintain safety and security during construction
- n. Provide warranties, operation and maintenance documentation, training, and closeout assistance as needed
- o. Serve as Warranty Administrator, which coordinates and administers all warranty claims during the applicable warranty periods, if applicable
- p. General Contractor shall assume the responsibility for managing, supervising, and coordinating all aspects of the construction project, within its scope, as well as portions of the project that require intersection, coordination with the project vendors.

Prevailing wage rates are not required. The General Contractor must comply with all terms and conditions of the DRF [Administrative Plan](#) for this work. NYS-certified Minority and Women-Owned Business Enterprises (M/WBE) are strongly encouraged to apply.

## 2. Submittal Requirements

1. Describe your intended approach to meet the scope of work outlined in this RFP.
2. Provide a description of the firm's project experience with the tasks included in this scope of work. 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
6. All reimbursable expenses for the services described in this Scope of Work should be included in the fixed fee.
7. General Contractor will meet with the Owner on an as-needed basis to complete the project.
8. Indicate whether you or a sub-consultant is a NYS-certified Minority or Women-Owned Business Enterprise (M/WBE). Firms that are certified are highly encouraged to apply.

## 3. RFP Submission Procedure

An electronic PDF copy of the proposal must be submitted via email **on or before 4 pm, Thursday, October 16, 2025**. You are highly encouraged to visit the site before submitting your proposal. No formal site visit is scheduled, however all General Contractors are advised to personally inspect the site of the project prior to submission of proposal. Submittals must be delivered by email to:

Abi Oriedi  
Downtown Revitalization Fund Consultant  
840 Main Street  
Peekskill, New York 10566  
[abi@theruki.com](mailto:abi@theruki.com)

Questions regarding this RFP should be submitted in writing via email on or before **Monday, October 06, 2025**, to the City's DRF Consultant, Abi Oriedi, at [abi@theruki.com](mailto:abi@theruki.com). Please include your name, company address, phone number, and e-mail address. The City of Peekskill is not responsible for any failure in the delivery of an inquiry.

Responses to all questions will be posted on the City website on **Wednesday, October 09, 2025**.

## 4. Review and Selection Process

The City will review proposals based on the following:

1. Proposal quality and completeness
2. Approach to completing the Scope of Work
3. Qualifications and applicability of previous projects
4. References
5. Schedule
6. Total Fee, and M/WBE firm's percentage of total fee

The City will forward all proposal information to the Owner. The Owner will choose a General Contractor (not necessarily with the lowest fee) and enter a contract with that General Contractor. The Owner will be responsible for paying the General Contractor according to the terms of the contract between the Owner and General Contractor. The City and Owners may conduct interviews prior to award.

## 5. Anticipated schedule

Requests for Proposals (RFP) issued	Monday, September 29, 2025
All questions due by email	Monday, October 06, 2025
Responses posted on City website	Wednesday, October 09, 2025
RFP responses due	Thursday, October 16, 2025, at 4:00 p.m
Contract Execution with Owner	Within 30 days of selection

## 7. Additional Information

The selected general contractor will be required to provide workers' compensation and general liability insurance as required by the Owner. In addition, the following insurance will be required by the City, listing the City of Peekskill, State of New York, and the Housing Trust Fund Corporation as an "additional insured":

- a. Commercial General Liability Insurance, including Contractual Liability coverage covering all operations and, where applicable, coverage for damage caused by any explosion or collapse with minimum limits of \$1,000,000.00 per occurrence for bodily injury or property liability damage and \$2,000,000.00 aggregate or umbrella policy for Commercial General Liability.
- b. Workers' Compensation Insurance for statutory obligations imposed by Workers' Compensation/Occupational Disease laws, including Employers' Liability Insurance, with a minimum limit of \$1,000,000.00.
- c. Automobile Liability Insurance with a minimum combined single limit of liability of \$1,000,000.00 for bodily injury and property damage unless otherwise indicated in the contract specifications. The City and others shall be named as unrestricted additional insured on all auto policies. This insurance shall be the primary coverage and non-contributory. This insurance shall include for bodily injury and property damage the following coverages:
  - (i) Hired automobiles.
  - (ii) Non-owned automobiles.
- d. Professional Liability Insurance Minimum: \$1,000,000.00 per claim and \$1,000,000.00 in Annual Aggregate, with no additional insureds.

The City of Peekskill and/or the Owner are not responsible for any expenses or costs incurred by any general contractor in preparing and submitting a proposal or requesting supplemental information.

## 8. Site Inspection

Before submitting a proposal, all General Contractors are advised to personally inspect the site of the project. Submission of a proposal shall constitute conclusive evidence that the Contractor has personally inspected the site of the project. No allowance or extra consideration to the Contractor will be paid by the Owner by reason of additional costs, damages, or other difficulties incurred by the successful General Contractor that could have been avoided had an adequate inspection of the site been undertaken.

## 9. Warranties

In addition to all subcontractor, manufacturer or vendor warranties, the Contractor shall provide a one-year warranty on all Work performed on the project. The General Contractor also shall serve as the Warranty Administrator for the project. The Warranty Administrator shall be responsible for all aspects of the timely and effective administration of all warranties, including but not limited to a) receiving all warranty claims from the Client; b) identifying and contacting the individuals(s) or entity(ies) issuing the warranty under which the claim is being made; c) arranging for all warranty work; and d) processing all documents necessary and appropriate for the proper and timely



processing of each warranty claim. This obligation shall be expressly stated in the Contract Documents.

# **EXHIBIT A**

## **SCOPE OF WORK AND PROJECT INFORMATION**

## **The Fern Tree**

### **Detail Requirements of General Contracting Services**

**Project Description:**

Project is intended to improve the overall building aesthetics with the restoration and painting of the exterior of the storefront.

**Project Location:**

13 South Division Street, Peekskill, New York 10566

**Project Review & Approvals:**

- A Phase 1 Environmental Assessment was completed October 2023, fluorescent light ballasts were observed within inspected portions of the building, which based on the age of the building, may contain polychlorinated biphenyls (PCBs). It is noted that the proposed construction project is unlikely to affect any suspected PCB containing equipment. Suspect asbestos-containing vinyl floor tile was observed within the first-floor retail store, the suspect ACM were in good condition at the time of the site inspection; in addition, roof flashing and other (inaccessible) building materials may contain asbestos.
- New York State Parks, Recreation and Historic Preservation Office has reviewed the project scope and issued a letter in April 2023 determining no adverse impact on the historic structure pending conditions that have been incorporated into the project construction documents.
- Per discussion with the City of Peekskill Building Department and their review of the scope of work it was determine a Certificate of Appropriateness approval from the City of Peekskill Historic Landmarks & Preservation Board is not required because all the existing façade features are to remain the same.
- A Building Permit Application has not been submitted to the City of Peekskill Building Department. No work shall commence until a permit is issued.

**Code Compliance:**

- All work specified shall be performed in compliance with the applicable provisions of the Existing Building Code of New York State 2020 Edition, Building Code of New York State 2020 Edition, Fire Code of New York State 2020 Edition, Energy Conservation Construction Code of New York State 2020 Edition, NEC current edition, ANSI a117.1-2009 and all other applicable codes.

**Scope of Service:****1. Exterior of Building**

- Keep the black Lexan glass covering from lower area of façade and current storefront configuration intact. For damaged or missing glass panel use black structural spandrel panels as a replacement
- Tuck point/repair brick and joints as needed
- Power wash/scrape cornice, brick, and window frames; caulk windows as needed
- Prepare and paint apartment entrance door
- Paint brick, facade and window frames, same color, using Benjamin Moore Historic Color Collection

## Photos of Project





