



REQUEST FOR PROPOSALS

FOR

Project Management – Downtown

Revitalization Initiative in the HUB Third

Avenue Business Improvement District

Spring – 2024 – 2025*

Issued: April 29, 2024

Request for Proposals

Project Management Services for Implementing Two Downtown Revitalization Initiative Funded Projects:

- 1) **Beautify Streetscapes at the Hub and 149th St. with Plantings, Banners, and Art**
- 2) **Activate Roberto Clemente Plaza with kiosk(s)**

OVERVIEW

The HUB-Third Avenue Merchants District Management Association Inc (D/B/A HUB Third Avenue BID) invites the submission of proposals from qualified and experienced contractors (each, a "**Contractor**") to provide project management services (including vendor identification, milestone tracking, invoicing, and project implementation

The intent of the RFP is to have a successful Contractor enter into an Agreement with the HUB Third Avenue BID ("**the HUB**") and then lead all tasks required to implement the capital components of both DRI projects ("**the HUB Project**"). Work must start immediately and be completed within 18-24 months.

Contractors responding to this RFP should propose a realistic timeline and strategy for all work as outlined within this RFP. The exact timeline of the Project must be approved by the New York Department of State.

BACKGROUND

The HUB

The HUB is a 501(c)(3) non-profit corporation incorporated in New York State and one of New York City's 76 BIDs. The HUB provides supplemental services, such as sanitation, streetscape beautification, marketing, events and other support for the property owners and small businesses within the BID's boundaries. This area, ("**the District**") encompasses Third Avenue from E 148th Street to E 153rd Street; the west side of Bergen Avenue from 148th Street to 153 Street; and Roberto Clemente Plaza. The District encompasses more than 200 businesses. Please see **Exhibit B: District Map** for details.

Through its programs and services, the HUB seeks to make the Third Avenue business district a thriving business hub and an enjoyable destination to shop, work, live and visit.

NYS DRI

In 2019, The Hub was awarded grant funding through the NYS Downtown Revitalization Initiative ("DRI") program to implement two community priority projects related to revitalizing

downtown portions of the Bronx. You can find out more about the State’s DRI program and the resulting [Strategic Investment Plan for the Bronx Civic Center](https://www.ny.gov/Programs/Downtown-Revitalization-Initiative) online at: <https://www.ny.gov/Programs/Downtown-Revitalization-Initiative>

Each proposed project within the Strategic Investment Plan has a DRI Project Profile. These profile’s outline the general intent of the proposed projects. Attached to this RFP as Exhibit x are the two DRI Project Profiles. Contractors should review these documents in understanding the desired components of the HUB Project to be implemented if selected based on this RFP. Please note that some work has already been completed. Following a delay due to various staffing issues, the HUB is now looking to complete the remaining work within a budget of approximately \$900,000.

PROJECT BRIEF

The HUB seeks to identify a Contractor with project management experience to oversee the completion of all remaining DRI priority project components within the Third Avenue Business Improvement District. A general description of each DRI priority project is noted below.

1) Beautify Streetscapes at the Hub and 149th St. with Plantings, Banners, and Art

Invest in a series of streetscape improvements on Third Avenue, Melrose Avenue, and 149th Street including sidewalk planters, street pole banners, public art, enhanced lighting, street trees, rain gardens, bike racks, and pedestrian improvements to foster a stronger local identity, improve safety, and encourage private investment.

2) Activate Roberto Clemente Plaza with kiosk(s)

Install up to two concessions at Roberto Clemente Plaza to activate the public space and provide new options for local workers and shoppers. These concessions can be food and/or social services related. Ideally, the concession stand(s) should be able to accommodate a variety of vendors.

Proposals should include a full outline of the major tasks required to achieve the intent of each DRI priority project component.

For a complete description of the HUB Project scope of work to be implemented and all requirements, see attached “**Exhibit A: Scope of Work**”.

PROJECT CONTEXT AND COMPONENTS

Proposals should demonstrate an understanding of the Third Avenue commercial district, and if they are not already familiar with it, Contractors should plan to visit the area to help inform their proposals.

The HUB is soliciting a Contractor to serve as a project manager for both DRI priority projects and their components (the HUB Project”):

- 1) Beautify Streetscapes at the Hub and 149th St. with Plantings, Banners, and Art Third Avenue between 147th and 157th Street, Melrose Avenue between 149 Street and 156 Street, and E 149 Street between Grand Concourse and St. Ann's Avenue.

Streetscape improvements generally will include the following:

- Street pole banners
- Street pole hanging baskets
- Sidewalk Planters
- Curb extensions
- Street trees
- Rain gardens
- Murals and public art installations
- Benches
- Wayfinding signs
- Sidewalk repairs

Please note that some improvements have been made to date and thus new work shall coordinate in design and placement with these. Work may be completed under combined or separate individual sub-contractors/suppliers.

- 2) Activate Roberto Clemente Plaza with kiosk(s)
Third Avenue between 148th and 149th Streets

- Installation of 1-2 kiosks – for use by food and/or social services vendors

NYC Department of Transportation has guidance around a standard design for kiosks in NYC Plazas under their jurisdiction.

The Contractor's scope of work should include all tasks associated with the final design, necessary approvals, purchasing, installation, and sub-contracting procurement services as needed to implement all project components of the HUB Project. Work shall include close coordination with the Hub and the Department of State.

While this RFP is not seeking design proposals, the selected Contractor will be expected to work with the HUB Third Avenue BID to ensure all capital investments are visually interesting and aesthetically pleasing for both day and night experiences, promote the neighborhood identity, and foster a greater sense of community throughout the year. The décor and designs should be environmentally sensitive, include public input, and follow all local, state, and Federal laws and regulations.

Please note that there is a State-certified M/WBE requirement for the DRI grant and hence the Contractor must use every effort to meet these requirements as they implement each element of the HUB Project.

ANTICIPATED SCHEDULE

Contractors should propose a schedule for all work that includes major milestones, deliverables, and fee amounts for each task. The Hub is looking to complete all work within an expedited 18-month timeframe. A proposed schedule is outlined below:

Date*	Project Phase
Friday, April 29, 2024	Request for Proposals Released
Friday May 10, 2024, by 5:00 PM EDT	Questions to the HUB are due
Tues. May 14, 2024, by 5:00 PM EDT	Answers from the HUB are due
Friday, May 17, 2024	Submissions Due
Friday, May 31, 2024	Selected Contractor notified
June 2024	Contract is signed
Summer 2024	Preliminary design proposal & technical review
	Finalize site(s) & design(s)
December 2025*	Contract closure – date subject to change

PRE-PROPOSAL QUESTIONS

All questions must be submitted in writing via e-mail, **no later than Friday, May 10, 2024**, to psuarez@thirdavenuebid.org. The HUB will post the answers to the questions received on the HUB’s website, thirdavenuebid.org, no later than 5:00 p.m. on Tuesday, May 14, 2024. The HUB reserves the right to amend the RFP based on questions and issues raised at any time prior to the RFP submission deadline.

SUBMISSION REQUIREMENTS

Contractors must include within their proposal, at a minimum, all items as outlined below.

1) Transmittal Letter

This letter should clearly describe the Contractor’s capabilities to perform the requirements of the RFP and outline the Contractor’s key experience and ability to complete the scope of services outlined in this RFP.

Please include the company’s size, management, and ownership, as well as the following:

1. Name
2. Primary Address
3. Primary Telephone Number
4. Primary Email
5. Name & Title of Primary Contact Individual
6. Number of Employees
7. Number of Years in Business
8. Company’s Legal Status
9. Tax ID Number
10. State under which the company is organized.

This letter must be signed by an officer who is authorized to represent the Contractor's company, and state that the proposal is binding for 90 days from the submission deadline for proposals.

2) Resumes of all staff anticipated to work on the HUB Project

Include a brief description and/or resume of each key staff to be assigned to this Project. Identify any sub-contractor the Contractor proposes to engage and provide the same information for each sub-contractor as listed above.

3) References

Submit a list of at least three (3) references. Include names, phone number, and email address for each).

4) Work Samples

Include a brief description of comparable projects and indicate the firm's specific role in such projects. Include examples of relevant work, especially any related to streetscape improvements, kiosk installations, and any other work that provided high visual impact(s) and promoted attractive commercial atmosphere(s) on sites comparable to Third Avenue. If relevant include visuals and websites of similar services and projects managed. Contractor must demonstrate that it has successfully completed services similar in scope to that requested in this proposal.

5) Project Approach, Schedule, Milestones and Deliverables

Provide a detailed project schedule highlighting major tasks, milestones, and deliverables. Include a brief description of each major tasks, milestones, and deliverable.

6) Fee schedule

Provide a detailed fee schedule outlining total maximum fee and a breakdown of costs tied to major tasks, milestones, and deliverables.

Please note that the State has capped the maximum funding it will permit for administration and project management at 10% of total grant funds. Therefore, The Hub is seeking proposals with a fee below \$100,000.

7) M/WBE Requirements

Please outline anticipated efforts to meet State-certified M/WBE requirements.

PROPOSAL DUE DATE

Please submit proposals via email to:

psuarez@thirdavenuebid.org

Subject line:

Proposal for DRI - HUB

All submissions must be received by **5:00 p.m.** on **Friday, May 17, 2024**. Incomplete submissions or submissions received after this date may not be accepted, and if accepted may not be considered in response to this solicitation.

If the proposal file exceeds 20 MB, Contractors are asked to use an external file share program and share the link with the HUB. The proposals will be shared by the HUB in meetings with stakeholders and staff.

EVALUATION/SELECTION CRITERIA

Proposals will be evaluated, and a Contractor selected on the basis of the following criteria:

- Experience and qualifications of the Contractor
 - Consideration will be given to Contractors demonstrating strong capabilities, experience, and reputation in undertakings similar to those described in this RFP.
 - Similar experience will be understood to include providing similar services to major public and private sector entities.
 - Ability to adhere to the proposed timeline will factor heavily in selection.
- Completeness of the proposal and on the clarity/accuracy of information presented.
- Creativity and feasibility of the proposed project.
- Project Approach and Schedule
- Overall cost

RIGHT TO MODIFY OR REJECT PROPOSALS

This Request for Proposal (RFP) does not commit the HUB to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP or to procure or contract for services. Only the execution of a written contract will obligate the HUB in accordance with the terms and conditions contained in such contract. The HUB intends to award a contract(s) based on the best interest and advantage to the HUB. The HUB reserves the right to accept or reject any or all proposals received as a result of this RFP, to waive any minor deviation in proposal responses received, to negotiate with any or all qualified proposers, to cancel this RFP in part or in its entirety, or to and to withdraw this RFP without notice if it is in the best interest of the HUB to do so.

Proposals will only be accepted from thoroughly competent and experienced individuals or entities as determined solely by the HUB. Respondents are responsible for submission of accurate, adequate, and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall not be interpreted in favor of the proposer and shall be grounds for proposal rejection. The HUB reserves the right to request additional materials, including those it may deem useful or appropriate to evaluate each respondent's qualifications and experience, or clarification or modification of any submitted proposal. The HUB is not obligated to make any such request or to accept any unsolicited additional materials, clarification, modification, or background information.

Interviews may be held with any or all of the respondents after the receipt and review of the proposals. The HUB reserves the right to select a winning proposer based solely on the proposal itself, without subsequent interviews. If selected for an interview, the respondents should be prepared to present initial concept, proposed timeline, and project budget. The HUB may conduct discussions with some of the respondents submitting proposals and not others.

The selected Contractor will be expected to enter into a contractual agreement with the HUB soon after selection takes place. Please review the language below for a sense of the contractual requirements and send any questions you may have – please refer to the “**Pre-Proposal Question**” section above for more information.

HUB PROJECT SCOPE OF WORK

The Scope of Work to be implemented by the Contractor shall include all tasks necessary to implement the HUB Project, which consists of the remaining components of both the Streetscape DRI project and the Kiosk DRI project, generally outlined within the DRI Project Profiles, as described within this RFP, and following a “Walk Through Assessment” with The HUB. While the “intent” of the DRI projects must be achieved, there may be room for modifications responding to current site conditions and needs. The NYS Department of State will need to approve the final Scope of Work prior to any work beginning.

Further provisions regarding the HUB Project Scope of Work to be implemented are outlined within the attached “**Exhibit A: Scope of Work**”.

CHANGES TO PROJECT BRIEF DETAILS

The HUB reserves the right to make reasonable changes to the requirements described in the Project Brief. Any such changes shall be made pursuant to written instruction. If the HUB directs any such changes which affect the cost of the project, an adjustment agreed to by both the HUB and the Contractor shall be made in writing in the contract price.

TERM

Selected Contractor will be required to sign a contract with the HUB Third Avenue BID. The Contract term (the “Term”) shall begin on Monday, June 3, 2024, and will end no later than May 31, 2026.

PRICE FOR SERVICES

The price agreed upon by the Contractor for the Services shall be included in the Contract and will not be subject to change unless agreed to in writing by the HUB and the Contractor.

The price shall include all sales, franchise, or other taxes with regard to the Services, which shall be paid by the Contractor. The Contractor assumes sole and exclusive liability for and shall pay all contributions or taxes imposed or required by the unemployment insurance laws

of New York, the Federal Social Security Act, or any other act or regulation, now or hereafter in effect, upon or in respect to wages, salaries, or other compensation or benefits paid to employees engaged upon or in connection with the Services to be performed.

INDEMNIFICATION

Contractor shall agree to indemnify and hold harmless the State of New York, City of New York, the New York City Department of Small Business Services, the New York City Department of Transportation, and the HUB, and the agents, directors, officers, employees and volunteers of these entities, from any and all claims, damage, loss, judgments, or liabilities, including costs and expenses, legal or otherwise, to which they may be subject as a result of any act or omission of the Contractor, its agents, employees, subcontractors, contractors, or permittees in connection with the contract. Contractor shall be solely responsible for the safety and protection of all its employees and shall assume all liability and responsibility for injuries, including death, that may occur to such employees due to the negligence, fault, or default of the Contractor. Contractor shall require such indemnification from its contractors, subcontractors, and permittees.

PERMITS

Contractor shall be responsible for obtaining any necessary permits from the appropriate governmental authority for the Services to be performed. The HUB shall be provided with a copy of any such permits pertaining to the District prior to commencing Services under the contract.

INSURANCE

General Liability Insurance

If and when a contract is awarded, Contractor shall maintain, and shall cause all its subcontractors and permittees to maintain, in effect comprehensive liability and vehicular insurance, each in amounts no less than \$1,000,000 for each occurrence, and \$2,000,000 in the aggregate, covering injury to or death of one or more persons and/or property damage.

The HUB, in addition to the City of New York and NYC Dept. Small of Business Services, and NYC Department of Transportation shall all be named as an additional insured on all such policies obtained by the Contractor. Each policy shall be in a form that is satisfactory to the HUB and issued by an insurance company satisfactory to the HUB. Contractor shall be named as an additional insured on such policies obtained by its subcontractors and permittees.

Workers' Compensation and Disability Benefits Insurance

During the performance of the Services covered by the Contract, Contractor shall maintain and shall require any subcontractors to maintain Worker's Compensation, covering all aspects of its performance under the Contract.

All insurance policies entered into by Contractor in relation to the Contract shall provide that any change in or cancellation of any such policies or the terms thereof shall not be valid unless the HUB has received thirty (30) days notice in writing of such change or cancellation.

CITY AND STATE REGISTRATION REQUIREMENTS

All Contractors may be subject to the City of New York VENDEX/PIP/PASSPort review process or other State processes to determine each Contractor's previous track record and contractual experience with New York City.

NO WAIVER

The failure of any party to insist on strict performance of any of the terms or conditions of any Contract or of the party's rights hereunder in any one or more instances shall not constitute a waiver by the party of such performance, terms, conditions, or rights, whether then or in the future. Any waiver shall be effective only in writing and signed by the party's authorized representative, and only with respect to the particular waiver expressly stated therein.

Submission of a Proposal by the Contractor in response to this RFP will constitute a waiver by such Contractor of any claim against any of the foregoing for any costs incurred or for any matters arising there under or in connection with the review of such Proposal by HUB.

PAYMENT SCHEDULE

Payments shall be made on a monthly basis subject to the provisions of the Contract provided that Contractor submits an invoice to the HUB in a proper and timely manner. Payment will be made within forty-five (45) days after the HUB receives the invoice.

EXHIBIT A: HUB PROJECT SCOPE OF WORK : Further Provisions

- i. Pricing (Exhibit C) - Pricing shall be proposed on Exhibit C as an attachment.
 - a. Fixed Fee vs. Hourly Rate (Whether services are provided via fixed annual fee or hourly rate would be agreed upon by Bidder and Client in advance and would be stated in the contract.)
 - i. Provide the annual lump sum cost (and monthly breakdown in equal amounts each month) to provide all services required by this RFP as necessary to carry out the requirements of the RFP. This must include all costs such as materials, postage, etc. AND
 - ii. Hourly rate, in case Client opt to pay by the hour.
 - iii. Note any additional fees or proposed services that Bidder feels are necessary.
- ii. Installation
 - a. Oversee licensed personnel to perform work in a safe and timely manner.
 - b. Contractor shall oversee procurement of high-quality materials.
 - c. Contractor will be responsible for overseeing installations.
 - d. Contractor shall oversee and ensure that all safety measures are taken.

iii. Permits

The Proposer shall be responsible for obtaining any necessary permits from the appropriate governmental authority for the work to be performed and pay for any fees associated with the proposed scope of work. The HUB **shall be provided with a copy of any permits, fees paid, and/or approvals pertaining to their district prior to commencing work under the contract.**

iv. Disposal of Waste

Contractor shall make provisions to dispose of all waste from the work being performed. All areas of display must be kept clean and free from any debris, e.g., zip ties, tape, etc. after removal of decorations.

v. Safety Precautions

Contractor shall be careful when working in the various areas. Damage to public and private property shall be the responsibility of the Contractor and shall be repaired or replaced at no additional cost to the HUB.

EXHIBIT B: DISTRICT MAP

Hub-3rd Avenue BID



THIS PAGE MUST ACCOMPANY PROPOSAL RESPONSE

Labor fees shall include **all costs** including travel and reimbursables associated with providing the Scope of Work as detailed herein. No additional cost or charges shall be permitted. The HUB will not reimburse for these costs. Please complete all required areas below.

Name of Contractor Submitting Proposal: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Name of Business: _____

Address of Business: _____

Telephone Number of Business: _____

Email Address of Business: _____