

CITY OF PORT JERVIS

Downtown Revitalization Initiative (DRI) Grant Project

Enhance the Streetscape Along Jersey Avenue

Request for Proposals

**Design, Engineering, and Construction Management
Services**

Dated: October 28, 2025

Return by: December 9, 2025 by 3:00 P.M.

Client:

City of Port Jervis
20 Hammond St.
Port Jervis, NY 12771

Prepared by:

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P.O. Box 302
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(914) 474-1980

Date: 3 November 2025

Job No.: 16.620

City of Port Jervis
Request for Proposals (RFP)
Design, Engineering, and Construction Management Services
Enhance the Streetscape along Jersey Avenue

RFP Release Date: October 28, 2025

Proposals Due: December 9, 2025

Introduction

The City of Port Jervis is seeking proposals from qualified firms to provide professional design, engineering, permitting, and construction management or oversight services to enhance the streetscape on both sides of Jersey Avenue from Fowler Street to Cole Street to provide accessibility and traffic calming improvements, accommodations of pedestrians and bicyclists, and pedestrian scale streetlights as part of City's Downtown Revitalization Initiative (DRI).

Project Description

The goal of this project is to transform Jersey Avenue into a welcoming gateway into downtown Port Jervis, by creating a cohesive look and feel along the entire length of the street and improving the accessibility, safety, and appearance of the streetscape for the businesses and residents along the upper portion of Jersey Avenue. The City previously improved the lower portion of Jersey Avenue in the downtown core by replacing sidewalks and installing high visibility stamped crosswalks and flashing beacons. This DRI project will expand upon that work already completed.

Background

Jersey Avenue, lined with mixed-use, commercial, and residential uses, serves as a primary entranceway into downtown Port Jervis. The project area includes Jersey Avenue extending from Fowler Street to East Main Street. Currently, the entire length of the project area has sidewalks on both the northern and southern side of the street, but they are degraded in many locations. Few pedestrian amenities are present in the project area, and while there are some crosswalks, there are opportunities to enhance pedestrian safety through bump-outs or other appropriate solutions. Additionally, there are pedestrian-scale streetlights on the eastern side of Jersey Avenue but none on the western side. There are currently no bicycle amenities and there are few trees in the project area.

As more fully described in the Port Jervis DRI Round VI Strategic Investment Plan (SIP), key improvements to Jersey Avenue may include, but are not limited to:

- Installation of new ADA-compliant sidewalks
- Installation of stamped crosswalks with Rectangular Rapid Flashing Beacons (RRFBs) at pedestrian crossings
- Addition of shared lane markings on the road for bicycle traffic
- Installation of amenities, such as benches, bicycle racks, street trees, trash receptacles, or other amenities as allowed by the available space
- Installation of conduit and streetlights on the southern side of Jersey Avenue

This project will be funded by multiple sources of funding. Please see the *Proposal Requirements* section of this RFP for information about how the proposal should address tracking cost calculations and accounting. For additional project details, see Attachment A which contains the full project profile as presented in the City of Port Jervis Strategic Investment Plan (SIP). The project profiles also contain conceptual designs for the project.

Scope of Work

Proposals shall reflect the tasks and deliverables described below which outline the minimum expectations of the project. At a minimum, the following tasks are required for the project, and products identified for each task must be submitted to the City and DOS for review and approval. Please note that the task order above is not entirely indicative of a timeline or order in which deliverables will be requested.

Please note that the City hopes to begin construction on this project in 2026 and is prepared to work with the selected consultant to quickly move forward the design and engineering of this portion of the project to enable construction to occur in 2026. The ability for the consultant to meet the project schedule will be considered in the consultant selection process. See Proposal Section 3.d for more information.

Task 1 Project Initiation Meeting

The selected consultant shall participate in a Project Initiation Meeting with the City, and shall identify and review design goals, schedule, scope of work, associated fees, responsible parties, and expected deliverables. Additionally, the Project Initiation Meeting should include a determination of the scope and frequency of coordination meetings between the consultant, City, and project staff, progress reports, and invoices to keep the project progressing and on schedule. The consultant shall establish a file-sharing platform to be used for tracking completion of Tasks and coordinating reviews. The Meeting shall also include a site walk-through of the project site for which the designs will be developed.

Products:

- Brief meeting summary documenting agreements/understandings reached at the initiation meeting, including frequency and method of project progress reports, coordination meetings, and invoices.
- File sharing platform

Task 2 Draft Design

The consultant(s) shall prepare a survey for the project (if needed) and a draft design with design options based upon the conceptual design and project description from the SIP as well as public input and site conditions. The consultant should plan to provide a presentation(s) to the Common Council at a regular meeting to receive feedback. The draft design shall include all required maps, tables, data, written discussions, and other information as identified in the DOS contract. The draft design shall be provided to DOS for review, and comments must be addressed to DOS's satisfaction in subsequent revision of the design.

Products:

- Site survey (if needed)
- Draft design with design options
- A presentation(s) for the Common Council
- Revised draft design(s) in an Adobe Acrobat PDF format created using 300 dpi resolution

Task 3 Environmental Quality Review

The consultant(s) shall prepare all documents necessary to comply with the State Environmental Quality Review Act (SEQRA) through determination of significance. If a positive declaration is made, a Draft Environmental Impact Statement shall be prepared for an additional fee to be determined.

Products:

- SEQRA documents and, if necessary, a Draft Environmental Impact Statement

Task 4 Final Design and Construction Documents

The consultant(s) shall prepare the final design in consultation with municipal staff, make a brief presentation of the project to the Common Council, and then prepare construction drawings, plans, specifications, and cost estimates for bid letting. The final design and construction documents are subject to approval from DOS. These documents must be certified by a licensed professional engineer, architect, or landscape architect, and the appropriate seal must be affixed to these documents.

Products

- Presentation to Common Council
- Final design and construction documents, certified by a licensed professional engineer, architect or landscape architect in an Adobe Acrobat PDF format created using 300 dpi resolution. As applicable, these plans will include, electrical designs for traffic control signs, ADA compliant sidewalk design and Landscape/Streetscape plans.
- Estimate of Probable Construction Costs

Task 5 Permits

The consultant(s) shall prepare the necessary permit or other approval applications and obtain the required permits or approvals.

Products:

- Copies of all required permits and approvals

Task 6 Bidding Assistance

The consultant(s) will prepare of all required bid materials. The consultant(s) will attend a pre-bid meeting with the municipality and prospective contractors and will answer any questions received pertaining to the bid materials. The municipality will advertise the bid and hold the public bid opening. The consultant(s) will assist the municipality with outreach to certified M/WBE firms relevant to the project.

The consultant(s) will analyze the bid results to verify bid calculations, receipt of required documents, qualifications, and other relevant information.

Products:

- Bid invitation
- Complete bid package suitable for requesting competitive bids in NYS Department of Labor Requirements
- Bid tabulation sheet

Task 7 Construction Management and Site Inspection

The consultant(s) will review the contractor's schedule regularly to ensure that the project will be completed on time and on budget. The consultant will be responsible for enforcing the construction contract specifications and informing the City in a timely manner of errors on the plans, defects in the work or materials that could compromise the quality of work, and any conflict that would hinder successful and timely completion of the Project.

Construction management and site inspection services may include, but are not limited to:

- Attend a pre-construction meeting and construction progress meetings, as applicable
- Respond to Requests for Information submitted by the General Contractor (GC) or when requested by the City
- Coordinate with the GC and municipal staff and departments on project construction schedule and impacts to current municipal property
- Monitor and maintain project progress schedules as submitted by the GC
- Review change order requests submitted by the GC
- Provide written monthly progress reports, documenting any issues, project milestones achieved, and percentage complete

- Perform periodic construction observations to verify substantial conformance with project plans and/or witness specific testing. Consultant will document, with photos, conditions for each project element and/or milestone before construction, during construction, and upon project completion
- Review each GC submittal (e.g., show drawings, plan revisions, design changes, construction changes, or similar) for conformance with construction documents.
- After approximately 90% of the work is complete, provide a progress notification including a punch list of remaining items and an estimated schedule for project completion
- Review and certify the GC's applications for payment and submit to the City for payment/processing
- Ensure that all inspection staff assigned to the project are knowledgeable concerning health and safety requirements, procedures and specification of the contract per municipal policy, and adhere to all standards
- Provide construction close out support
- Monitor the GC's adherence to Equal Opportunity and labor requirements contained in the construction contract
- Monitor the GC's and/or subcontractor's efforts to maintain traffic and protect the public from damage to persons or properties within the limits of and for the duration of the contract
- Other related required activities as directed by the City and DOS

Products:

- Written monthly progress reports, documenting any issues, project milestones achieved, and percentage complete
- Progress notification including a punch list of remaining items and an estimated schedule for project completion

Task 8 Completion of Project

Following satisfaction of punch list items, the consultant shall submit a statement that the work has been completed in accordance with the contract, the final design and construction specifications, and all permit requirements. The completion statement must be prepared and/or certified by a licensed professional engineer, architect, or landscape architect. Unless otherwise specified, the consultant shall submit two copies of as-built plans for the project, certified by a licensed professional engineer, architect or landscape architect. The consultant shall submit a final project report to the City and DOS including a copy of the completion statement and a copy of the certified as-built plans and photo-documentation in the form of digital images of the site prior to, during, and upon completion of work. The consultant(s) shall not submit a final payment request until the City concurs that the work is complete.

Products

- Completion statement certifying all work has been completed in accordance with the contract, final design and construction specification, and permit requirement certified by a licensed professional engineer, architect, or landscape architect
- Two copies of as-built plans for the project
- Photo-documentation in the form of digital images of the site prior to, during, and upon completion of the work

Task 9 M/WBE and SDVOB Utilization and Reporting

In accordance with New York State Executive Law Article 15-A, the New York State Department of State has established the Minority Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) participation goals of 30% of the state funding amount (15% for MBE participation and 15% for WBE participation). The consultant and the City must secure participation and/or demonstrate good faith efforts to procure M/WBEs to satisfy those goals and fulfill all other DOS requirements as applicable. The consultant shall support the City with M/WBE outreach during the bidding process and demonstrate good faith efforts to procure M/WBE contractors.

The consultant must submit a utilization plan that identifies which MWBE firm(s) are included in the project, their associated Federal Tax ID numbers, a detailed description of the work, and the associated dollar value for the description of work to meet the state mandated goal of 30%.

Utilization of SDVOB firms will also be documented

The consultant will prepare all information monthly required by the New York State Contract System to record payments to subcontractors, including a breakdown of payments issues to state-certified M/WBE firms and otherwise report compliance with the provisions of Executive Law Article 15-A in relation to funds uses pursuant to the City contract with DOS.

Article 3 of Veterans' Services Law, as amended, authorized the creation of the Division of Service-Disabled Veterans' Business Development to promote participation of Service-Disabled Veteran-Owned Businesses (SDVOBs) in New York State contracting. The Service-Disabled Veteran-Owned Business Act recognizes the veterans' service to and sacrifice for our nation, declares that it is New York State's public policy to promote and encourage the continuing economic development of service-disabled veteran-owned businesses, and allows eligible Veteran business owners to become certified as a New York State Service-Disabled Veteran-Owned Business (SDVOB), in order to increase their participation in New York State's contracting opportunities. To this effect, the Department of State (DOS) has implemented a Veteran-Owned Businesses (SDVOB) Program, as mandated by Article 3.

To comply with the SDVOB Program goals of 6%, the Department of State strongly encourages grantees to make every effort, to the maximum extent possible, to engage certified SDVOBs in the purchasing of commodities, services and technology in the performance of their contracts with the Department. If SDVOB utilization is obtained, a quarterly SDVOB utilization report should be

submitted to the Department with information of the utilization percentage achieved during that quarter. Contractor Reporting Forms are found at: <https://ogs.ny.gov/Veterans/>.

Products:

- Reporting documents for the life of the contract

Task 10 Project Reporting

The consultant(s) shall assist the City with the preparation of a semi-annual (by June 30 and December 31) project status report on the forms provided, including a description of the work accomplished, the status of all tasks in the contract, anticipated schedule of completion of remaining tasks, and an explanation of any problems encountered.

The consultant(s) shall work with the City to complete the Final Project Summary Report using the information requested on DOS's [online submission form](#). The consultant(s) shall develop the answers to the questions and submit them to the City for review prior to submission of this form to DOS. Final payment shall not be authorized until this report has been completed and filed with project deliverables.

Products

- Project status reports for the life of the contract
- Final Project Summary Report

The City recognizes that there are different approaches that can lead to the desired outcomes that have been noted in this RFP. If, based on the consultant's knowledge and experience, the consultant believes the required scope of work should be changed in any way, the suggested changes should be outlined in their response. Respondents to the RFP are required to include a recommended project approach based on their expertise and experience with similar projects. The City and NYSDOS reserve the right to modify the above-mentioned scope of services based on project approaches that may be recommended by respondents, and all RFP document holders shall be notified of such changes.

Additional Products

The consultant(s) must submit to the City the following additional products described below:

- Electronic data for all Geographic Information System-based mapping products must be submitted in either ArcGIS format, or similar product acceptable to DOS, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.

- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the City), as well as in JPG format.
- Photographs and images of the project site before construction, during construction, and post-construction must be submitted in JPG format with a minimum resolution of 300 dpi and must be dated and captioned with the location and a brief description of the activity being documented and include any associated metadata (including the photo's GPS location where available).

Proposal Requirements

Respondents to the RFP shall include the following components in sequential order:

1. **Letter of submittal.** A short introduction, summary of the firm/consultant, and any subcontractors along with a description of the disciplines included within the firm/team. The letter shall also identify a single contact with a telephone number and email address
2. **Team profile and qualifications.** A description of the team members, including sub-consultants, and their role in the project and their relevant experience. This section should include an organizational chart for the project team, which identifies the Project Manager, who will be the primary contact person overseeing daily scope activities. Resumes for key personnel should also be included.
3. **Scope of Work.** A detailed work program outlining the consultant's approach to performing, at a minimum, the tasks within the Scope of Work as noted earlier in this RFP. Based on the Consultant's past experience and expertise, respondents may add additional tasks they deem necessary to achieve the project goals but must explain why necessary to achieve project goals.

For each task, include:

- a. A brief narrative describing what is included within the task,
 - b. Key milestones to be met,
 - c. Key deliverables to the City,
 - d. An estimated timeframe for completing the task. *Please note the City hopes to begin construction in 2026 and encourages all respondents to outline a timeframe that enables that or outline a timeframe that allows for construction to begin as soon as possible. Such a timeframe may include options that allow for items, such as installation of streetscape amenities or other final elements to occur in 2027. The consultants proposed project schedule will be considered in the selection process.*
4. **Fee Proposal** including:
 - a. Not to exceed fee for all services to be provided by the respondent/consultant team required to fulfill the deliverables described herein and within their proposal
 - b. Breakdown for fee proposal by each task and by prime consultant and any sub-consultants. This shall include an explanation for how the consultant will allocate and track expenses for portions of the project funded by different sources of

funding. The DRI funded portion of the project will be located on Jersey Ave. from Fowler St. to Owen St. The City of Port Jervis funded portion will extend from Owen St. to East Main St.

- c. Breakdown of any proposed reimbursables for travel, printing, and/or other anticipated charges
 - d. Fees for any optional and/or additional services for out-of-scope work products that consultant feels necessary to achieve the goals of the project.
5. **Project Experience.** A description of similar work experience and projects involving design and construction management and/or inspection services performed.
 6. **Work Sample(s).** A representative work sample similar to the work being requested. Sample may be provided digitally as a PDF or link can be provided. A minimum of two (2) samples is required.
 7. **References.** A minimum of three (3) professional references for similar project work completed within the past five (5) years. Provide the name, phone number, and email address of each professional contact.
 8. **Liability insurance.** Confirmation of a minimum of \$5 million of liability insurance.

RFP Schedule

The anticipated schedule for the RFP is below:

Availability of RFP: October 28, 2025

Virtual pre-submission conference: November 17, 2025, 3:00 p.m.

Walkthrough of project area: November 19, 2025, at 2:00pm with a rain date of November 19, 2025, at 2:00pm

All questions due by email: November 21, 2025, at 4:00pm

Responses to questions posted: November 25, 2025

Proposal due: December 9, 2025, by 3:00pm

Interviews conducted (if needed): December 15-19, 2025

Anticipated consultant selection and notification: Before January 7, 2026

Anticipated project start: Late January 2026

All proposers are encouraged to attend a site visit with municipal staff on November 19, 2025 at 2:00pm. If the weather is not conducive to a walk through, the rain date is November 20, 2025 at 2:00pm. The site visit will begin at the intersection of Fowler Street and Jersey Avenue. All proposers are also free to examine the project site during regular business hours.

RFP Response Submission Procedure

Respondents are required to submit eight (8) complete, hard copies of the proposal and one electronic copy in a universally accepted digital format (i.e. flash drive or via email).

Hard copies may be hand delivered or mailed to: Stacey Hosking, City Clerk-Treasurer, 20 Hammond St., Port Jervis, NY, 12771 with "DRI Jersey Ave. RFP" printed on the outside envelope.

All responses to this RFP must be received no later than 3:00pm, December 9, 2025. No materials will be accepted after the due date and time.

Questions pertaining to this RFP may be submitted via email to James Farr, P.E., Farr Engineering at JFarr@Farr-Engineering.com. by 4:00pm on November 21, 2025. All questions must include your name, company, address, phone number, and email address. The City is not responsible for any failure in the delivery of an inquiry. Responses will be posted on the municipality's website on November 25, 2025. All submissions become the property of the City and the New York State Department of State upon submission.

RFP Review and Selection Procedure

The City will review proposals, conduct interviews of finalists (if necessary), and select a consultant to perform the required work based on the criteria and scoring below.

- Quality and completeness of proposal – 10 pts.
- Approach to completing the scope of work – 30 pts.
- Qualification and relevant experience – 30 pts.
- Past performance on similar projects – 20 pts.
- Fee for this scope of work – 10 pts.

The City will select the firm that is best suited to assist with this project in accordance with the municipality's procurement policy. Presentations and/or interviews may be required of qualified finalists. The contract will be awarded to the consultant who is most qualified and whose proposal represents the best value based on the above evaluation criteria. The New York State Department of State must approve all consultants and sub-contractors. The consultant must comply with all provisions in the Contract between the New York State Department of State and the City.

Conditions to Request for Proposals

a. MBE/WBE Goals

The City and Department of State have established an overall goal of 30% for Minority and Women-Owned Business Enterprises ("MWBE"), comprised of specific goals of 15% for Minority-Owned Business Enterprises ("MBE") participation and 15% for Women-Owned Business Enterprises ("WBE") participation.

For purposes of providing meaningful participation by MWBEs and achieving the Contract Goals established, the selected consultant should reference the directory of New York

State Certified MWBEs can be found at the following internet address:
<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>

Where MWBE goals have been established herein, the consultant must document “good faith efforts” to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract. In accordance with Section 316-a of Article 15-A and 5 NYCRR §142.13, the consultant acknowledges that if the consultant is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the DOS contract, such a finding constitutes a breach of contract and the consultant shall be liable to the City for liquidated or other appropriate damages, as set forth herein.

b. SDVOB Goal

The City and Department of State have established an overall goal of 6% for Service-Disabled Veteran Owned Businesses (“SDVOB”). For purposes of providing meaningful participation of To comply with the SDVOB Program goals of 6%, the Department of State strongly encourages grantees to make every effort, to the maximum extent possible, to engage certified SDVOBs in the purchasing of commodities, services and technology in the performance of their contracts with the Department. For assistance with engaging SDVOB vendors in your contracts, please contact the Division of Service-Disabled Veterans' Business Development at the following email address: VeteransDevelopment@ogs.ny.gov, or the DOS Bureau of Fiscal Management – SDVOB Program at dos.sm.sdvoeb@dos.ny.gov. The directory of certified SDVOB vendors can be found at: <https://sdves.ogs.ny.gov/business-search>.

c. Insurance Requirements

The selected consultant will provide workers’ compensation and liability insurance as required, listing the municipality as an “additional insured.”

d. Modifications-Amendments to the RFP

Any material clarifications or modifications to the RFP or the selection process will be made in writing and provided to all persons who submit proposals (“proposer”). It is the responsibility of the proposer teams, before submitting a response to the RFP, to ascertain if the City has issued any notices, clarifications, addenda, or other communications to proposers. Oral explanations or instructions from staff, officials or consultants shall not be considered binding on the City.

e. Public Information

All documents, conversations, correspondence, etc. between the City and Proposers are public information subject to the laws and regulations concerning disclosure that govern the New York State municipalities, unless specifically identified otherwise. If respondent provides material(s) of a confidential nature for disclosure to third parties, the respondent should clearly indicate the specific material(s) it considers confidential. Subject to the provisions of FOIL and any other applicable laws, the City may agree to maintain confidentiality of such material(s) if requested. The City assumes no responsibility for any

loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.

f. RFP Award Acceptance

The City reserves the right at all times to accept or reject in their sole discretion, any or all responses and to waive any defects or technicalities or advertise for new RFP responses where the acceptance, rejection, waiving or advertising of such would be in the best interest of the City. The RFP process may be terminated or modified without notice at any time.

g. Proposal Preparation Expenses

Expenses incurred in the preparation of responses shall be borne by the respondent(s) with the express understanding that the respondent(s) may not apply to the City for reimbursement for these expenses. The City is not liable for any costs incurred by any individual or firm for work performed to prepare its response or for any travel and/or other expenses incurred in the preparation and/or submission of its response or participation in subsequent interviews or presentations. Further, the City is not liable for any costs incurred prior to approval of the contract.

h. Notice of Acceptance or Rejection

Notice by the City regarding either acceptance or rejection of a response to this RFP will be deemed to have been sufficiently given when mailed to the respondent, or his or her duly authorized representative, at the address indicated in the cover letter accompanying respondent's submission of a response to this RFP.

i. Non-Collusion Certification (General Municipal Law §103-d)

By submitting a proposal which includes the accompanying certification, the proposer represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, and that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

Attachment A: Project Profile

This project will upgrade the streetscape along Jersey Avenue, a street lined with mixed-use, commercial, and residential uses that serves as a primary entranceway into downtown Port Jervis. The City had previously worked on the lower portion of Jersey Avenue, replacing sidewalks and installing high visibility stamped crosswalks with Rectangular Rapid Flashing Beacons (RRFBs). The design from the previous upgrades will be continued with this project.

This project will extend along Jersey Ave. between the East Main Street and Fowler St.

The DRI funded portion of the project will be located on Jersey Ave. from Fowler St. to Owen St. The City of Port Jervis funded portion will extend from Owen St. to East Main St.

It is important that the design, look and feel of the entire length is consistent, aesthetically pleasing, and provides a sense of place.

Proposed streetscape improvements include replacing sidewalks that are in poor condition on Jersey Avenue from Fowler Street to East Main St. These sidewalks will be replaced with a minimum of five-foot wide concrete sidewalks and ADA-compliant accessibility improvements at intersections. Crossings will be upgraded to stamped crosswalks, and RRFBs will be added to create safer pedestrian crossings. Shared lane markings are also included in the project, which will indicate to drivers that bicyclists share the road with automobile traffic.

Where space is available, trees, greenery, and street furniture such as benches, trash receptacles, and public art, are to be incorporated into the design. Bike racks will also be installed along key locations (in the large parking areas) as part of this project. The streetscape project will also install a conduit along the southern side of Jersey Avenue to allow for LED pedestrian street lighting installation at a later date. Existing light poles will be replaced, and bases will be moved as necessary.

Based on conceptual designs, it is anticipated that there will be the following intersection improvements:

- Fowler Street – One crosswalk, and two RRFBs (southeast side only)
- Church Street – One crosswalk, and two RRFBs
- Seward Avenue – One crosswalk, and four RRFBs
- 103 Jersey Ave. (Approx.) – One crosswalk
- Pennsylvania Avenue – One crosswalk
- Owen Street – One crosswalk, and two RRFBs
- Between 181 and 191 Jersey Ave. – One crosswalk, two RRFBs
- 230 Jersey Ave (Approx.) – One crosswalk, two RRFBs

The proposed conditions include a nine-foot parking lane, an 11.5-foot travel lane, a one-foot yellow line marking, an 11-foot travel lane, and 2.5-foot shoulder and five-foot side-walks on either side. This design utilizes only the existing sidewalk-to-sidewalk width of the road and does not require moving curbs or the street side edge of sidewalks. **Please note that these details are**

based on the preliminary conceptual designs and that the final design may differ; however, the final design should achieve a safe, walkable, and aesthetically pleasing roadway for diverse users, including pedestrians, bicyclists, and drivers.

The City of Port Jervis will oversee the implementation of the proposed project. The City has implemented many public improvement projects, including similar sidewalk projects on Front Street and Pike Street and the previously completed work on Jersey Avenue.

The Project Engineer will oversee site contractors and coordinate activity with the City's Department of Public Works (DPW). Financial and contract compliance will be overseen by City administration. Additional grant administration may also be performed by the Port Jervis Community Development Agency, which has administered millions of dollars of grants since 1981. The City intends to provide for future project maintenance costs in subsequent budgets. Long-term sidewalk maintenance will be the responsibility of the property owner once the City installs the sidewalk per the requirements of Section 464-7 of the City of Port Jervis Streets, Sidewalks, and Public Property code.

Any questions regarding the proposal should be e-mailed to Jim Farr, P.E., Farr Engineering at JFarr@Farr-Engineering.com.

NON-COLLUSION AFFIDAVIT CERTIFICATE
Made pursuant to Section 103-d of the
General Municipal Law of the State of New York

The following Non-Collusive Bidding Certification as required by General Municipal Law Section 103-d must be signed, notarized and submitted with bid. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and, in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or to not submit a bid for the purpose of competition.
4. The undersigned affirms that he/she is duly authorized to submit the bid and sign this agreement and any other agreements related to the project.

Affirmed under penalty of perjury.

Company Name: _____

Company Address: _____

Authorized Officer Name and Title: _____

Authorized Officer Signature: _____

Notary Public:

Sworn to before me on _____
Date

Notary Public of: _____

My commission expires _____

General Municipal Law Section 103-d

"The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of sub-paragraph one (a)".