

CITY OF PORT JERVIS

RIVERSIDE PARK REVITALIZATION

RESPONSES TO REQUEST FOR INFORMATION

28 SEPTEMBER 2026

The following are responses to the request for information. Many responses are combined based on the inquiries.

1. The date to submit the proposals has now changed to **8 October 2026**.
2. The consultant should consider the site an open field. The only facilities that shall not be disturbed are the softball field and pump track. Upgrades can be made to these facilities, but the footprints shall remain the same. The softball outfield may be considered for multiple activities.
3. The concession stand shall be both a concession stand and storage. The concession us shall be minimal. The consultant does not have to include any cooking facilities in the concession stand. Space shall be allocated to storage and concession as determined by the recreation committee.
4. There are no plans to install irrigation
5. The City has a Recreation Director and Recreation Committee that will work with the consultant on prioritizing the park revitalization project based on the project budget.
6. SEQRA has been **completed** as an unlisted action. The short form SEQRA is attached for your reference. We don't expect any permitting will be required from any agencies other than the City Building Department. However, the consultant in

preparation of their proposal shall determine if they believe any outside agency permitting is necessary and include that cost in their proposal.

7. The consultant shall prepare estimates of probable construction costs after the concept phase, 50% and 90% design phases to help ensure the project is expected to be within the project budget.
8. The City has sent the advertisement to MWBE and SDVOB firms to solicitate their participation in the project. The selected consultant is encouraged to use MWBE and SDVOB firms as subconsultants. Task 9 details the requirements as well as the conditions to Request for Proposal. These are goals and the consultant shall make a good faith effort to achieve these goals.
9. The City believes that the 24-month project schedule for the consultant to design, bid and have construction completed in 24 months is reasonable.
10. The design, bidding and construction oversight services shall be based on a \$4.4 million project. The recreation department understands that all projects listed in the RFP may not be able to be completed within the project budget. The Recreation committee will prioritize the projects after the concept plan is completed and a project budget for each of the amenities is provided by the consultant.
11. The site survey was completed in the summer of 2026 and will be provided to the consultant upon project award. The survey includes 2-foot topography. Some park features may require more detailed topo limited to the area recreation feature. Survey will be in AutoCAD format.
12. Consultant can assume 1 day per week for construction oversight during construction.
13. Deliverables shall include concept plans, 50% design plans, 90% design plans and 100% design plans and bid documents. Each phase shall include estimates of probable construction costs.
14. Insurance requirements are detailed in the RFP and are not changed.

15. The selected consultant shall provide their standard form of agreement for the City attorney's review and comment. The contents of the agreement are negotiable but if not satisfactory to the City, the City may choose another consultant.
16. Per the Port Jervis Recreation Director at the pre-proposal meeting, mini-golf is deleted from the project scope.
17. The consultant is responsible for any coordination and/or permitting with the Army Corp of Engineers.
18. The 10-page limit is exclusive of the cover page, table of contents, non-collusion and sections dividers.
19. Community engagement will be with the recreation committee assuming 4 in project meetings and 2 meetings with the City Council.
20. All existing trees in the project area are shown on the survey.
21. There are no plans for river access.
22. There is no available Geotech data.
23. The consultant shall include a cost in their proposal for a structural evaluation of the existing on-site water tank that is proposed to be painted.

This concludes the responses to information. No additional information will be provided.

The proposals are due 8 October 2026 by 3:00 p.m. The proposals will NOT be opened and read. They will be distributed to the selection committee for review.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

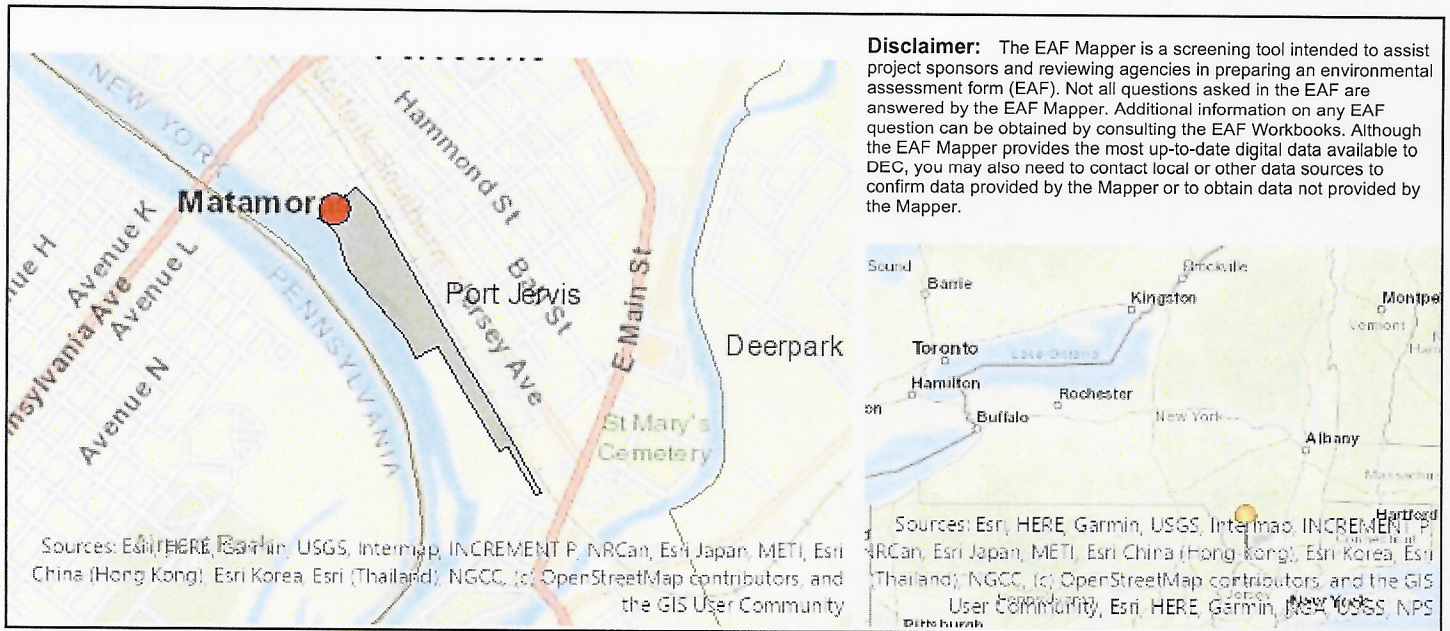
Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
City of Port Jervis Common Council			
Name of Action or Project:			
Riverside Park Revitalization Project			
Project Location (describe, and attach a location map):			
81 King St. Port Jervis, NY			
Brief Description of Proposed Action:			
This project proposes to refresh and revitalize Riverside Recreational Facility with new and diverse recreation and a new all-inclusive playground with shading. The project will be rounded out with landscaping, trees, benches and picnic tables as well as new decorative perimeter fencing. Current amenities- the softball field and pump track will remain however may be moved within the park once the project is fully designed. The project will also include a new pavilion to replace an ageing and undersized structure; new bathroom facilities, at the other end of the park from the current facilities; a new concession/storage facility to replace an aged and outdated structure; and a new, larger covered stage. A new concrete skatepark will be added; the addition of a new basketball and/or pickleball and/or tennis courts; a walking loop/path			
Name of Applicant or Sponsor:		Telephone: 845-858-4000	
City of Port Jervis Common Council		E-Mail: mayor@portjervisny.gov	
Address:			
20 Hammond St.			
City/PO:		State:	Zip Code:
Port Jervis		NY	12771
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation?			NO
If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If No, continue to question 2.			YES
			☒
2. Does the proposed action require a permit, approval or funding from any other government Agency?			NO
If Yes, list agency(s) name and permit or approval: NYS DRI Program			YES
			☒
3. a. Total acreage of the site of the proposed action?		20	acres
b. Total acreage to be physically disturbed?		5	acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		20	acres
4. Check all land uses that occur on, are adjoining or near the proposed action:			
☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)			
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):			
☒ Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	☐	☒	☐
b. Consistent with the adopted comprehensive plan?	☐	☒	☐
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	☐	☒	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify:	☒	☐	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	☒	☐	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☐	☒	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____	☐	☒	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____	☐	☒	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____	☐	☒	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	☐	☒	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☐	☒	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____	☒	☐	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: ☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional ☐ Wetland ☒ Urban ☐ Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Bald Eagle, Brook Floater, ...	NO	YES
	☐	☒
16. Is the project site located in the 100-year or 500-year flood plain?	NO	YES
	☐	☒
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	NO	YES
	☒	☐
	☐	☐
	☐	☐
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO	YES
	☒	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	NO	YES
	☒	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO	YES
	☐	☒
21. Is the project located within, or within ½ mile of, a disadvantaged community? If No, could impacts from the project affect a disadvantaged community? If Yes to either question in 21, answer the following question. a. Identify the potential pollution impacts of the project, either direct or indirect, that may occur within the disadvantaged community (e.g., wastewater discharges, air emissions, noise, odors, solid or hazardous waste generation or management):	NO	YES
	☐	☒
	☐	☐
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Mayor Dominic Cicalese</u> Date: <u>9.26.26</u> Signature: _____ Title: <u>Mayor</u>		



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	Yes
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 15 [Threatened or Endangered Animal - Name]	Bald Eagle, Brook Floater, Dwarf Wedgemussel
Part 1 / Question 16 [100 or 500 Year Floodplain]	Yes
Part 1 / Question 20 [Remediation Site]	Yes
Part 1 / Question 21 [Disadvantaged Community]	Yes