

October 5, 2009



Scenic Hudson Park at Long Dock

Dutchess County
Beacon, New York

Request for Proposals

Construction Management Services

Pre-Construction and Construction Phases



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Attachments:

- A: Illustrative Site Plan, by RHA dated 08.11.09**
- B: Site Plan Application Package, by RHA, DTS & MEG dated 06.09.09 (100% DD documents)**
- C: Barn & Pavilion Program, by ARO dated 09.15.09**
- D: Existing Barn Building Survey, by ECS dated 09.21.09**
- E: Barn Existing Structural Conditions memo, by RSA dated 09.30.09**
- F: Proposed Interim Remedial Measures**
- G: Project Milestone Schedule, dated 10.05.09**
- H: ESDC Funding Design & Construction Requirements**
- I: Draft Contract for Pre Construction Phase and Construction Phase Services
(To follow under separate cover as an Addendum to this RFP)**

Section 1: Project Information

The Scenic Hudson Land Trust, Inc. ("Scenic Hudson" or "the Client") requests proposals from qualified Construction Management firms (the "Consultant") for professional services related to the design and construction of the Scenic Hudson Park at Long Dock (the "Project"), a 12-acre site on the Hudson River in Beacon, NY.

The scope of the Consultant's work includes Pre-Construction Phase as well as Construction Phase services. The Project includes Brownfield remediation, landscape work, park site work, marine work, utilities work, new pavilion construction and an existing building renovation and fit out. Scenic Hudson seeks a construction manager with experience in similar types of projects and services. The Responsibilities of the Construction Manager are further defined in Sections 4 and 5.

A. Scenic Hudson History and Mission

Scenic Hudson works to protect and restore the Hudson River and its majestic landscape as an irreplaceable national treasure and a vital resource for residents and visitors. To date, we have protected more than 25,000 acres and created 40 parks and preserves, including Peter Jay Sharp Park at Long Dock Beacon. Scenic Hudson is committed to the sound and responsible development and management of its protected lands which includes using sustainable design, materials and construction techniques that result in the lowest possible impact on the natural and cultural resources and on the landscape. For more information about Scenic Hudson please see: www.scenichudson.org.

B. Project Background

Scenic Hudson is the owner of Long Dock Beacon, 25 post-industrial acres on the Hudson River in the City of Beacon. The property has been the subject of an intensive public process to determine the community's preferred use. After extensive community consultation, Scenic Hudson created a template for development of the site, which includes a mixed use development with a hospitality component and a public park.

Scenic Hudson has been working with developer Long Dock Beacon Associates to design and permit a sustainably designed and operated 166-room hotel and conference center with restaurants, a sports facility, spa, kayak center and a public park. Due to current financial conditions, financing and construction of the hotel has been postponed. A portion of the park has already been constructed with a site-specific art installation as well as a fishing pier, boardwalk, docks, and decks; walkways; lawn and meadows; and a wetland boardwalk.

C. Project Description

Scenic Hudson is moving ahead at this time with further development of the Project, which includes a new public event & kayak storage Pavilion and redevelopment of an existing Barn.

The site work scope of work of this Project will have an extensive meadow, restored wetlands, trails, a deck and beach area at the Pavilion, picnic areas, roadways and parking areas and an environmental demonstration area. The site work includes site utility improvements and shoreline restoration including new bulkhead. There is an old house on the Project site that will be demolished as part of scope of work. (See Attachments A & B)

Additionally, on the Project site is a barn-like structure (the "Barn") that was built in the 1860's. When Scenic Hudson acquired the land the barn was very dilapidated. In response to the

community's interest in the building, the organization stabilized the building, repairing beams, installing a new roof, windows, staircase, and floor. Since then the barn has been serving as a storage space for Scenic Hudson's park management equipment.

At this time, Scenic Hudson's intention is to renovate the Barn to create a space for environmentally themed arts programming, focused on young people in Beacon. We are currently talking about programming with Mill Street Loft, a not-for-profit multi-arts educational organization, which includes programming focused on youth development. Scenic Hudson also plans to use space in the building for its site-based environmental education programming and for an outings desk.

The new Pavilion structure will be for public events and gatherings as well as for storage and launching of kayaks and canoes.

(See Attachment C for the proposed Barn & Pavilion Program; Attachment D for the survey of the existing barn structure and Attachment E for an Existing Structural Conditions memo)

The objective for the Barn is LEED Gold Certification. The Project as a whole will be sustainably developed.

The property is a Brownfield site under the NYS Brownfield Clean-up Program. Remediation will be a necessary first step to the redevelopment of the park & barn. A site investigation has been conducted and Remedial Action Work Plan has been approved by the NYS Department of Environmental Conservation. Interim remedial measures will be implemented as part of this Project. (See Attachment F)

The Project's principal components include:

- **Brownfield Remediation**
- **Extensive Site Re-grading**
- **Site Utility Work**
- **Geothermal Loop for Barn**
- **New Shoreline Restoration and Bulkhead work**
- **Park trails**
- **Roadway & Parking areas**
- **Extensive Meadow plantings**
- **Restored Wetlands**
- **Picnic Areas**
- **Environmental Arts & Education Center**
- **Renovation of an existing wooden barn-like structure that will include installation of an elevator and LEED Gold Certification**
- **New public event Pavilion and kayak storage**
- **Wood Deck & Beach areas at the Pavilion**

D. Project Team

(Note: In no case should the consultant team be contacted directly—All correspondence shall be through Scenic Hudson only.)

CLIENT: Scenic Hudson Land Trust, Inc. One Civic Center Plaza – Suite 200 Poughkeepsie, NY 12601 Steve Rosenberg, Executive Director Margery Groten, Project Director	OWNER'S REPRESENTATIVE: Levien & Company, Inc. 570 Lexington Avenue New York, NY 10022 Kenneth Levien, Project Executive Pamela Holzapfel, Project Manager
LANDSCAPE ARCHITECT & SITE DESIGN TEAM COORDINATOR: Reed Hilderbrand Associates, Inc. 741 Mt. Auburn Street Watertown, MA 02472 Gary Hilderbrand Chris Moyles Michelle Crowley	ARCHITECT: Architecture Research Office 170 Varick Street, 7th Floor New York, NY 10013 Adam Yarinsky Jeffery Hong
CIVIL/GEOTECHNICAL ENGINEERS: Divney Tung Schwalbe, LLP One North Broadway White Plains, NY 10601 Gerhard Schwalbe, PE	STRUCTURAL ENGINEER: Robert Silman Associates 88 University Place New York, NY 10003 Nat Oppenheimer
MARINE ENGINEERING: McLaren Engineering Group 100 Snake Hill Road West Nyack, NY 10994 Richard Gilbert, PE	MEP & LS ENGINEER: Altieri Sebor Wieber LLC 31 Knight Street Norwalk, CT 06851 Michael Freleich
ENVIRONMENTAL CONSULTING: Ecosystems Strategies, Inc. 24 Davis Avenue Poughkeepsie, NY 12603 Paul Ciminello	SUSTAINABILITY CONSULTANT: To Be Determined
PERMITTING: Matthew D. Rudikoff Associates, Inc. 427 Main Street - Suite 201 Beacon, NY 12508 William Agresta	COST ESTIMATING (Early Design Phase) VJ Associates 100 Duffy Avenue Hicksville, NY 11801 Don Link

Section 2: Project Status, Schedule and Phasing

A. Project Status

The site design team has brought the site plans to 100% Design Development (DD) which includes landscape architectural work, civil engineering, marine engineering and remediation work design. The architectural team is currently in the programming and concept design stage. The documents for all components of work are scheduled to be completed as per the Project Milestone Schedule attached as Attachment G.

B. Project Schedule and Phasing

Construction commencement is anticipated no later than **March 2010** with completion in **September 2010**.

The current Project schedule and phasing plan indicates a two-phased construction effort: the Remedial and Site Work scope of work commencing construction in March 2010 and the Barn and Pavilion work commencing construction in June 2010.

It is Scenic Hudson's intent to award a Pre-Construction management contract in November 2009 and to have this construction manager at work immediately. Schedule analysis, validation and logistics planning will be one of the first pre-construction tasks for the construction management firm. ***We require that this schedule, phasing and logistics plan be completed within one month of the engagement of the pre-construction management firm.***

Section 3: Project Budget and Funding

A. Project Budget

The subcontract trade construction cost budget for this Project is estimated at approximately \$4.5 million to \$5.0 million. This budget is exclusive of construction management fee, general conditions, Insurance, contingencies, design fees and all other non-construction costs.

One of the first tasks for the selected construction management firm will be to provide a comprehensive estimate of the Project so that a complete budget can be developed. ***We will require that this estimate be completed within one month of the engagement of the pre-construction management firm.***

During the pre-construction phase, the following estimates will be required from the Construction Manager:

- 50% Construction Documents Sitework/100% Schematic Design Barn & Pavilion
- 100% Design Development Barn & Pavilion
- 90% Construction Documents Sitework
- 90% Construction Documents Barn & Pavilion

It is highly important that this Project have accurate estimating and strict cost controls to meet Scenic Hudson's objectives. We will look to the selected CM to work diligently with the team to meet these goals.

B. Project Funding

Scenic Hudson has secured funding for this Project from private and public sources, including the New York State (NYS) Department of State, NYS Department of Environmental Conservation Hudson River Estuary Program, NYS Parks, Recreation and Historic Preservation, Empire State Development Corporation, and funding secured by Senator Stephen Saland managed through the Dormitory Authority the State of New York. Funding provided by the Department of State through grants to the City of Beacon under Title 11 of the Environmental Protection Fund require that the work done under such grants must comply with the terms and conditions of the City's contract with the Department of State and Scenic Hudson's contract with the City of Beacon. This Project will be subject to compliance with the State procurement policies and requirements.

As a result, the Project will need to be bid and will have to adhere, in whole or in part, to New York State procurement policies, requirements and purchasing guidelines, such as competitive trade proposals, bonds, insurance and employment requirements. Under Article 15a Executive Law, all bidders must make good faith efforts to hire state certified minority and women owned business enterprises.

The funds are allocated to specific Project components so will need to be bid and costs tracked for reporting purposes. The Barn is also being designed, and must be built, to achieve a LEED Gold certification.

Section 4: Responsibilities of the Construction Manager

At this time Scenic Hudson wishes to engage the services of a highly-qualified construction management firm to provide pre-construction services, including cost estimating, value engineering, logistics & scheduling, evaluation of the design for “buildability”, planning for construction phasing and logistics and the development of bid documents. Should the relationship with the construction manager prove to be a successful one, Scenic Hudson would continue the relationship into the construction phase on the terms set forth in Sections 3, 4 and 5 of this Request for Proposal.

Scenic Hudson will consider both the pre-construction and construction capabilities of each construction management firm in selecting a firm for this Project. However, the contract will be awarded in two phases.

- **This first phase contract will cover pre-construction services only with a “straight-construction management” format. This arrangement will remain in effect through the receipt of subcontract trade proposals.**
- **Once fixed-price subcontract trade bids are received, the Construction Manager will be expected to provide a single “fixed price”, stipulated sum amount for the completion of all construction work, including all trade contracts and the CM’s own general conditions and fee. The Construction Manager will convert to a “general contractor” at the commencement of the construction phase.**

The Draft Form of Contract referred to in Section 5 of this Request for Proposals provides a detailed description of the duties and responsibilities of the Construction Manager. However, Scenic Hudson has special requirements for the Construction Manager that we consider of cardinal importance:

- A. The highest quality pre-construction and construction work** – For Scenic Hudson, this is a Project of the highest significance. Scenic Hudson is interested in creating a sustainable park that will not require periodic renovation and repair and, as a not-for-profit institution, we do not have a large budget or staff for facility maintenance and repair.

Therefore, we expect all services and construction work to be the highest quality obtainable and should conform to the highest standards of sustainable construction practices. We expect that the construction manager will take this into account in any planning, scheduling, estimating, recommendations and advice given to Scenic Hudson or its representatives. The long-term viability and easy maintainability of systems and materials are key issues. This does not mean that most details and finishes will be either elaborate or costly. With few exceptions, they will be straightforward and designed for long-term function and durability, easy maintenance and attractive appearance.

- B. Superior service to the client and management of the trades** – The Construction Manager is expected to provide personalized, individual attention to this Project and the needs, budgets and concerns of Scenic Hudson. The Construction Manager will be required to report to, and meet regularly with, representatives of Scenic Hudson including the owner’s representative and the Project team. The Construction Manager will be expected to attend weekly team meetings or participate in weekly conference calls through the design and construction process. The team meetings are currently held once a month in person on site and weekly via conference call. The Construction Manager must provide guidance and advice in a patient, diplomatic, plain-English fashion and must work as a full team member with the Project team.

Regarding management of subcontractors, the Construction Manager will provide strong and effective management in terms of overseeing and coordinating the trades, previewing shop

drawings prior to submission to the design team and monitoring construction quality. We consider the following to be critical factors in delivering superior service:

- A strong understanding of and interest in the Project
- The personal commitment and involvement of the firm's key staff
- Qualified, literate and professional staff, both in the office and the field

C. Accurate, understandable reports and estimates – Scenic Hudson is a not-for-profit institution and is raising funds for this Project from a variety of sources, including substantial funds from the State of New York. Therefore, maintaining the budget and providing complete and accurate financial documentation is critical. The Construction Manager will be expected to provide regular, detailed cost estimates and cost reports in a format approved by Scenic Hudson and as required by the State of New York. Estimates and reports must be easily understood by non-construction professionals and must provide early notice of any budget or schedule problems or issues.

We will rely on the Construction Manager for suggestions as to materials, systems and construction techniques that will save money without sacrificing quality. We emphasize that budget is of the utmost importance.

D. Detailed planning and monitoring to maintain Project schedule – The requirements for the Project schedule are discussed in Section 2.

E. The highest professional standards – Scenic Hudson is a highly respected and well-known institution, and proud of its fine public reputation. We expect the Construction Manager to maintain the highest standards of honesty, integrity and trustworthiness in its work for Scenic Hudson.

F. A strong, effective presence in the field – The work site should be among the cleanest, safest and best managed in the region. We expect the Construction Manager to enforce stringent site regulations, demonstrating every courtesy and consideration to visitors. Representatives of Scenic Hudson, the Project donors, the project manager, architect and consultants will visit the Project site on a regular basis. The Construction Manager should be available to accompany these tours, both scheduled and non-scheduled.

G. Responsibilities of Construction Manager will include, but not be limited to, the following:

- a) Project Scheduling & Phasing
- b) Cash Flow Analysis
- c) Budgeting / Cost Control
- d) Design Review (Constructability)
- e) Value Engineering
- f) Site Logistics Planning – including Deliveries and Construction Activities
- g) Long Lead Material / Equipment Procurement
- h) Monitor / Expedite Permit Applications as required
- i) Bidder Pre-Qualification
- j) Community Relations
- k) Labor Relations
- l) Establish Quality Control Requirements
- m) Define General Conditions and Special Conditions for trade subcontracts
- n) Bid Documentation Assemblage / Review
- o) Bid Solicitation
- p) Bid Reviews / Tabulation
- q) Subcontract Negotiation

- r) Subcontract Awards
- s) Site Safety Plan
- t) Trade Contract management and administration
- u) Assembling and submitting all documentation required of the Contractor or trade subcontractors for LEED Gold Certification
- v) Construction of all work including management of all trades
- w) Coordination with any Scenic Hudson awarded contractors, vendors and service-providers
- x) Obtaining final approvals, signoffs and certifications from all governmental authorities
- y) Maintain written records of communications and recommendations

Section 5: Draft Form of Contract for Pre-Construction Phase and Construction Phase

A draft of this contract will be issued shortly as Exhibit I. This will be the general form and terms of the Pre-Construction and Construction Contract with the CM.

As noted above, the CM contract is structured in two phases.

- The first phase of the contract will cover pre-construction services only with a “straight-construction management” format. This arrangement will remain in effect through the receipt of subcontract trade proposals.
- Once fixed-price subcontract trade bids are received, the Construction Manager will be expected to provide a single “fixed price”, stipulated sum amount for the completion of all construction work, including all trade contracts and the CM’s own general conditions and fee. The Construction Manager will convert to a “general contractor” at the commencement of the construction phase.

In other words, Scenic Hudson will assume the “bid risk”, but we expect the Construction Manager/General Contractor to assume the “construction risk”. Since the Construction Manager will be given ample opportunity to conduct a probing program and other investigations during the pre-construction phase, Scenic Hudson will expect that this knowledge gained during pre-construction will result in a minimum of claims for unforeseeable conditions by the Construction Manager/General Contractor during the construction phase.

A significant proportion of the funding for this Project will come from the State of New York (NYS) and other public sources. As a result, the CM and each subcontractor will be required to meet all State qualifications, such as bonding, and will be required to comply with NYS reporting requirements. The bid process to trade subcontractors must also comply with NYS rules and requirements. Further, the CM will be required to monitor strict compliance by all of the trade subcontractors, and to prepare monthly requisitions and other reports in forms acceptable to the State and with all required backup documentation.

Any questions regarding the general content of the Contract should be included with the proposal. In the final stage of the selection process, each short-listed firm will be asked to give all proposed text changes to these documents (which will be taken into account in the final selection). The final form of agreements must be ready for signature before the final selection is made.

The Consultant shall, at its own expense, perform any reviews that it requires of the Contract for Pre-Construction and Construction Phase Services. Scenic Hudson will not be responsible for any cost incurred by the respondent in the preparation of its proposal or for any work or services performed by the respondent prior to the execution and delivery of the Contract, unless Scenic Hudson has expressly agreed to do so in writing.

Section 6: Requirements for the Proposal

A. Experience and Qualifications

1. Please submit a list of firm projects currently in pre-construction or under construction. List should provide project name, location, type and size, percentage completion, contract type (straight construction management, guaranteed maximum price or stipulated sum) and a reference for the client/owner and architect. Please include name, title, telephone number and e-mail for all references.
2. List projects completed in the last five years that are similar in nature to this Project. List should provide similar information about the project and references as requested in Item 1 plus indicate the project's success in meeting its budget and schedule goals. Please include proposed Project Team staff and individual's relevant experience with projects of similar nature.

Consultants should note particular experience with the following:

Construction of parks and other landscape projects
Construction of waterfront structures
Renovation & fit out of old wood buildings
Brownfield Remediation
Shoreline Restoration
Sustainable design projects and LEED certified buildings
Sustainable construction practices
Work with NYS Agencies and multiple funding sources

3. What percentage of your firm's work is performed as a Construction Manager and as a General Contractor?
4. Provide your firm's brochure, latest audited financial statements and annual report.
5. What are your firm's special characteristics and what advantage are these characteristics to Scenic Hudson and the Project?
6. Demonstrate experience working on other State and multiple funded projects, and your familiarity with State processes and forms.
7. Demonstrate your firm's experience and commitment to LEED-rated projects, including those projects obtaining a Gold rating or higher. How do you track LEED compliance and documentation, and enforce compliance by subcontractors.
8. Please provide a list and very brief summary of all arbitrations and litigations in which your firm has been a plaintiff or defendant during the past five years (excluding personal injury actions covered by insurance).

B. Approach to this Project

1. Describe your general understanding of, and approach to, this Project.
2. Describe how the Key Staff of your firm will be involved on the Project.
3. Provide a staffing chart with a list of proposed team members who would be assigned to this Project (Pre-Construction as well as Construction Phase) and how much time each person will devote to this assignment. Please include the resumes for each individual, including references from client/owners, architects/engineers and subcontractors. Include name, title, organization and telephone number for each reference. Team list should identify Project Executive, Project Manager(s), Project Engineer(s) and Superintendent(s).
4. Your firm will be required to provide reporting from inception of the Project to completion. Please provide a description of your reporting systems and actual sample reports addressing this requirement.

Estimating: Provide preliminary construction budget sample
Describe your systems and staffing.

Scheduling: Provide preliminary construction schedule sample including bar chart indicating critical path.
Describe your scheduling strategy and identify scheduling staff.

Phasing: Provide a sample preliminary phasing plan for construction

Logistics: Provide sample preliminary logistics and mobilization plan for construction

5. Provide your expert opinion on the Project trade cost budget.
6. Provide your expert opinion on the proposed Project schedule and phasing.
7. Describe the trade contracting procedures you would implement on the Project. Include a description of procedures starting with preparation of bidders' lists to final release. Describe your firm's quality control systems to ensure subcontractor compliance with Contract Documents. Identify what trade work would be performed by the CM's own staff.
8. It will be a requirement for your firm to provide reporting from inception of the Project to the completion, from estimating through Final Certificate of Occupancy. Therefore, please provide a description of your reporting systems and actual sample reports that will address this requirement. Please include samples of Monthly and Final Cost Reports, Shop drawing logs, Change Order logs and Code & permit tracking reports. Please include samples of reports and documentation that comply with New York State rules and requirements.
9. Provide procedures on cost tracking, identifying your mechanisms for budget control, contract awards, and procedures to minimize change orders.
10. Describe your firm's commitment to site safety and security, and include your standard site safety plan and procedures.

C. Fee Proposal and Financial Information

1. **Fee:** Provide a **fixed dollar amount construction management fee proposal for pre-construction phase services** (must include all staff costs & fee) and a **separate fixed percentage of construction cost construction management fee proposal for construction phase services** (based on trade construction costs only). **Please list specifically what categories of costs are included in your fee proposals for both phase services.**
2. **General Conditions:** Provide a **fixed dollar amount for general conditions for the pre-construction phase** (i.e., printing, probes, etc.) and a **separate fixed percentage proposal for general conditions for the construction phase** (based on construction trade costs only). **Please list specifically what categories of costs are included in your general conditions proposals for both phase services.**

As stated in Sections 3, 4 and 5 of this RFP, it is Scenic Hudson's intent to require a fixed amount for the fee and general conditions for the construction phase at the time that the contract for the construction phase of the Project is executed. Barring changes in scope or Project conditions, the fee and general conditions percentages provided in response to this RFP will be used as upset amounts in converting into fixed amounts should Scenic Hudson elect to continue with the same construction management firm for the construction phase.

3. It will be a requirement on this Project for your firm to provide a bond covering the work. What is your bonding capacity, and who is your bonding company?
4. It is Scenic Hudson's intent to require both casualty and liability insurance from the Construction Manager. Please provide detailed information on your policy, your carrier and agent, policy limits and exclusions and percentage that will be required for this Project.

D. Construction Management Contract

Include with your proposal all comments to the form of contract, proposed in Section 5 of this Request for Proposals.

E. Evaluation and Selection Procedures

The selection of the Consultant team will be based upon the following criteria:

- Consultant's experience and demonstrated excellence in the performance of CM services on projects of similar scope including sustainable construction practices and LEED certification.
- Quality of Project Team staff and key individuals assigned to the Project and their relevant experience with projects of similar scope.
- Consultant team's understanding of the Project. Consultant team's strategy and approach to the Project.
- Consultant team's commitment of key staff attention to the Project and overall staffing capacity to meet strict Project schedule.
- Consultant's experience with projects with State and multiple funding sources.
- Financial Proposal
- Exclusions to the Draft Contract

Scenic Hudson reserves the right to award the contract in its best interests; to reject any or all proposals; to waive any informalities in bidding when such waiver is in the best interest of the Scenic Hudson; and to hold all proposals, which shall remain in force and effect, for a period of not less than 30 days after opening date.

F. Dates and Submission Information

October 8, 2009 (Thursday) no later than 5:00 PM	Interested firms may acquire the Request for Proposals by contacting: Krystal Ruiz The Scenic Hudson Land Trust, Inc. One Civic Center Plaza; Suite 200 Poughkeepsie, N.Y. 12601 (845) 473 – 4440 ext. 247 or at kruiz@scenichudson.org
October 9, 2009 (Friday) no later than 5:00 PM	<u>RSVP regarding attendees for Mandatory Site Visit & Information Meeting</u> to Krystal Ruiz at 845 473-4440, Ext. 247 or kruiz@scenichudson.org.
October 13, 2009 (Tuesday) at 2:00 PM	<u>Mandatory Site visit & Information Meeting:</u> Attendees will assemble at an existing white house at the end of Long Dock Road. Project Team members will present Project components and a site tour will be held.
October 15, 2009 (Thursday) by 12:00 PM	Any questions about this Request for Proposals should be directed in writing to Margery Groten, via e-mail: mgroten@scenichudson.org with copy to Pamela Holzapfel via email: pamh@levienco.com
October 16, 2009 (Friday) no later than 5:00 PM	Notice of intent to submit a proposal to Krystal Ruiz at 845 473-4440, Ext. 247 or kruiz@scenichudson.org
October 20, 2009 (Tuesday) by 5:00 PM	We will attempt to respond to all questions. All questions and responses will be distributed to all bidders. <i>In no case should the consultant team be contacted directly.</i>
October 23, 2009 (Friday) no later than 5:00 PM	PROPOSALS ARE DUE (Note that this date has been extended from what was advertised)

FORMAT:

Proposals are to be in simple 8 1/2 x 11 format and must be double sided.

Two (2) copies (one unbound) and one (1) digital copy should be delivered to:

The Scenic Hudson Land Trust
One Civic Center Plaza; Suite 200
Poughkeepsie, NY 12601
Margery Groten, Project Director

Two (2) copies and one (1) digital copy should be delivered to:

Levien and Company
570 Lexington Avenue
New York, New York 10022
Pamela Holzapfel, Project Manager

Please note: this RFP is subject to modification by addenda.

We look forward to your response, and appreciate your interest in this Project.