



# **Adolph Pfister Post 1038, Department of New York, American Legion, Inc.**

## **REQUEST FOR PROPOSAL (RFP)**

Renovation of building first floor (excluding Barber Shop) and front entrance doors to the Post Home for accessibility, safety, sanitation, and energy efficiency. Our priority is to address the needs of the disabled as the building currently offers limited handicapped accessibility. Equally important is the energy efficiency, sustainability of the building, while also addressing the electrical, heating, and plumbing of the first floor.

### **Building Information - First Floor Renovation Areas:**

- Restroom Men's +/- 66 S.F.
- Restroom Women's +/- 74 S.F.
  - Kitchen +/- 95 S.F.
  - Hallway +/- 148 S.F.
  - Vestibule +/- 35 S.F.
- American Legion Hall/Meeting Room +/- 1,166 S.F.

**Location - Town of Mt. Pleasant, Valhalla, NY**

**Section: 117.19**

**Block: 1**

**Lot: 93/94**

**Acreage: 1.11**

**Classification: 682 Recreational Facility**

*October 5, 2024*

## RENOVATION OF BUILDING FIRST FLOOR INCLUDING ADA COMPLIANT IMPROVEMENTS

Adolph Pfister Post 1038, Department of New York, American Legion, Inc.  
27 Legion Drive  
Valhalla, New York 10595  
Phone: 914-282-3169

**ALPost1038vets@aol.com**

**RFP ID: 2024-G2**  
**Prepared By: John J. Creskey**  
**Date: October 5, 2024**

REQUEST FOR PROPOSAL  
RENOVATION OF BUILDING FIRST FLOOR INCLUDING  
ADA COMPLIANT IMPROVEMENTS  
Valhalla - New York

**RFP ID:** 2024-G2

**PROPOSAL SUBMISSION DEADLINE:** Friday, November 15, 2024, 5:00pm

*QUESTION SUBMISSION DEADLINE:* Friday, November 7, 2024, 5:00pm

Questions may be submitted in written form to:

**Contact Name:** John J. Creskey  
**Contact Address:** 27 Legion Drive  
Valhalla, New York 10595  
**Telephone Number:** 914-282-3169  
**Email Address:** [ALPost1038vets@aol.com](mailto:ALPost1038vets@aol.com)

**INTRODUCTION**

Adolph Pfister Post 1038, Department of New York, American Legion, Inc. invites and welcomes proposals for their renovation of building first floor including ADA compliant improvements project. You are receiving this RFP and invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the **"PROPOSAL SUBMISSION DEADLINE."**

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST ALSO PROVIDE REFERENCES FOR PROPOSED SUBCONTRACTOR(S).*

**PROJECT AND LOCATION**

The project associated with this RFP is located at **27 Legion Drive, Valhalla, New York 10595.**

**PROJECT MANAGER CONTACT INFORMATION**

The following individual is the assigned contacts.

For questions or information regarding the renovation contact the Post 1038 Construction Manager:

**Name:** Paul Signorelli  
**Title:** Vice Commander  
**Phone:** 347-386-8188

*As a secondary contact please call/email John Creskey with contact info above.*

## **PROJECT OBJECTIVE**

The objective and goal for this project located at 27 Legion Drive, Valhalla, NY is to renovate the first floor and front entrances to make it accessible, sustainable, improve safety, and energy efficiency.

## **PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

Project specifications and notes on Valhalla American Legion drawings designed by John Anastasiou, Architect, AIA.

Drawings include G-101, G-102, A-101, A-102, A-103, A-104, A-105. Dated 11/01/23

Includes but is not limited to -

- Provide labor and materials as specified on the architectural drawings and selected by owner as noted. All materials including but not limited to plumbing, heating, and electrical – design build.

### *Demolition Phase –*

- Protection of existing rear doors and all windows. All demolition of existing areas as noted on architectural drawings and not limited to flooring, walls, ceilings, doors, all fixture appliances, baseboard heating, plumbing, and electrical.
- Removal of all debris & environmental controls (dust, etc.) to be addressed to maintain access and egress to Barbershop including related power and lighting.
- Removing and replacing existing flooring, wall and ceiling finishes on the first floor and replacing with new except for the inside barbershop area. Removing existing exterior side door, steps, infill and finish exterior.

### *Construction Phase –*

- Addition of wall studs
- Insulation on all exterior wall, none exists currently, for energy efficiency. Interior and exterior spray / insulated wall systems, ceilings (blanket insulation), patching & infills, vanity tile and base, ceramic/porcelain wall and floor tile including waterproofing.
- Install wainscoting in corridors and in Post Hall.
- Furnish and install all ACT hung ceiling system noted on drawings including sheetrock soffits as noted.

- Furnish and install new LED light fixtures, exit signs, smoke detectors, thermostat connections, appliance power, switches, receptacles, ADA-related devices, new circuit wiring and breaker identification.
- Cable wiring (1) north wall in post hall and (1) west hall for router. Wiring for speakers.
- Existing restrooms reconfigured for ADA compliance. New toilet partitions, plumbing fixtures, accessories, and plumbing valves for new work.
- Vanity tile and base, ceramic/porcelain wall, and floor tile including waterproofing.
- Kitchen cabinets, back splash, and countertop to be selected by owner.
- Pass through from kitchen to hall, furnish and install.
- Door 102 – cut masonry wall so 36” door can be installed for accessibility.
- Doorways to be ADA compliant, to extent possible. Install new frames-doors-saddles & hardware.
- Two new front doors and hardware, interior door frames and hardware. Protection of existing new exterior front stairs and ramp from damage. *Preferred construction entrance and exit, loading and debris removal through rear (west) exits.*
- Heating - replace baseboard heat with new baseboard heat and related piping in all rooms and hallways with controls, at existing locations.
- Electrical - wiring to be pulled back to panel box and new wiring, switches, and outlets installed. Replace all exterior lighting.
- Adherence to Architect John Anastasiou “scope of work” and “notes” provided on the architectural drawings including but not limited to.

*Additional Notes –*

- Barbershop will be operational during construction, without interruption. All safety concerns must be addressed.
- Contractor is responsible for securing the building after hours.
- Contractor/construction employees should park along the split rail fence.
- A deposit & payment schedule is required.
- Provide owner with tentative start date and estimated length of renovation. Owner to be notified of any long lead items.

- Owner and contractor must agree upon "staging area."
- Contractor to provide temporary toilet with hand sanitizers, cleaned weekly.
- Contractor to provide fire extinguishers.
- One year warranty / guarantee on workmanship
- Provide manufacturers documents for all items with warranties, i.e. hand dryer
- Call Before You Dig 811 - utility mark out.
- General Contractor and vendors retained to perform services in connection with this project shall be authorized to do business in the State of New York and/or have filed such documentation, certifications, or other information with the State or County as required to lawfully provide such services in the State of New York. In addition, said contractors/vendors shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with this project.  
**General Contractor / subcontractor(s) should be authorized and licensed in Westchester County.**
- General Contractor / subcontractor(s) is responsible for all information and design (including electrical & plumbing) required by local building official to obtain all necessary building permits.
- General contractor shall obtain final certificate of occupancy upon completion of work and shall forward to the owner.

## **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

### **MILESTONE**

### **DATE**

Bidder meeting available upon request.

***Final date to request meeting:***

***November 15, 2024***

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

Adolph Pfister Post 1038, Department of New York, American Legion, Inc. shall award the contract to the proposal that best accommodates the various project requirements. Adolph Pfister Post 1038, Department of New York, American Legion, Inc. reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Adolph Pfister Post 1038, Department of New York, American Legion, Inc. **no later than 5:00pm on Friday, November 15, 2024**, for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Adolph Pfister Post 1038, Department of New York, American Legion, Inc. reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

#### **Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.

8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in New York (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to Adolph Pfister Post 1038, Department of New York, American Legion, Inc.

**Financial Information**

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

**Proposed Outcome**

- Summary of timeline and work to be completed.

**Equipment or Service**

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Adolph Pfister Post 1038, Department of New York, American Legion, Inc., along with a brief explanation.

**Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

**Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

**Insurance**

- Details of any liability or other insurance provided with regard to the staff or project. Must provide copy of insurance.

**References**

- Provide references

By submitting a proposal, Bidder agrees that Adolph Pfister Post 1038, Department of New York, American Legion, Inc. may contact all submitted references to obtain any and all information regarding Bidder's performance.