

REQUEST for PROPOSALS

Downing and Veterans Streetscape Design Project
Yorktown Heights, N.Y.

March 13, 2026

Town of Yorktown
363 Underhill Avenue
Yorktown Heights, N.Y. 10598

Phone: (914)962-5722

March 13, 2026

*Request for Proposals
Downing Drive & Veterans Road Streetscape
Yorktown Heights, New York*

I. OVERVIEW

A. Project Origins & Purpose

The Town of Yorktown is currently undertaking a project for the rehabilitation of Downing Drive and a segment of Veterans Road in Yorktown Heights, New York. The roads are interconnected and intersect at the Yorktown Green Shopping Center and the former Turco's Shopping Center. Downing Drive connects NYS Route 118 and the southern leg of Commerce Street and Veterans Road connects Downing Drive with the northern leg of Commerce Street. Both are located in the center of the Yorktown Heights business district and therefore are important, highly used circulation roads for motorists and pedestrians. Yorktown completed a streetscape redesign for the northern leg of Commerce Street in 2010 and anticipates continuing the design values and vocabulary established in that project.

The project being developed calls for the creation of new sidewalks, decorative paving, curbing, landscaping, street furniture, and street lighting, among others. The plan also calls for bike lanes along Downing Drive and crosswalks at intersections. These improvements are generally described and the scope of the project will be dictated by existing conditions and constraints, nor should they be considered exhaustive or limited.

B. Scope of Project

Two separate proposals are required to be submitted for each scope described below. A third proposal combining the two scopes may be submitted at the discretion of the prospective consultant.

Proposal 1 - Downing Drive Streetscape

This proposal is limited to the rehabilitation of the Downing Drive streetscape and shall achieve these objectives:

Repair, replace, and otherwise make good the sidewalks curbs street lighting and any other amenities required or desired by the Town so as to create a pleasing, safe public space and thoroughfare. The design and construction shall draw from and match to the greatest extent possible the design values and vocabulary established in the streetscape renovation of Commerce Street.

Proposal 2 - Veterans Road Streetscape

This proposal is limited to the rehabilitation of the Veterans Road streetscape and shall achieve these objectives:

Repair, replace, and otherwise make good the sidewalks curbs street lighting and any other amenities required or desired by the Town so as to create a pleasing, safe public space and thoroughfare. The design and construction shall draw from and match to the greatest extent possible the design values and vocabulary established in the streetscape renovation of Commerce Street.

II. **SCOPE OF SERVICES**

A. **Experience**

The consultant shall be experienced in design projects of this type and possess professional skills and be appropriately licensed or accredited in landscape architecture, urban design, architecture, civil engineering or similar design profession. The consultant must be experienced in all professional disciplines necessary to the proper and effective implementation of the project or must retain consultants to carry out tasks the prime consultant cannot, without additional cost to the Town of Yorktown.

B. **Schematic Design**

The consultant shall investigate the existing conditions at the site and produce base drawings from this investigation. The Town of Yorktown has recent surveys of the roads and will provide them to the consultant. The consultant shall conduct programming meetings with representatives of the Town and produce a thorough program for the project. The consultant shall produce study sketches as required to identify primary issues and needs of the project, and to propose feasible solutions for the project.

C. **Design Development**

The consultant shall produce plans, elevations, sections and other drawings as required to communicate the design to Town representatives, the Town Board, and the public and that will develop solutions that result in a viable, cost-effective project.

D. **Construction Documents**

Upon approval of the final design, the consultant shall prepare complete construction documents necessary to construct the project. Specifications of all materials, appurtenances, and equipment to be used in the project shall be produced. Mechanical and electrical documents shall be prepared under the supervision of qualified licensed professional engineers. All final documents shall bear the professional seal of the supervising engineers and architects.

E. **Cost Estimates**

The consultant shall develop a proposed statement of cost of the construction at the start of the project. The statement of cost shall continually be revised & maintained as the design of the project develops, reflecting the most current information at the time.

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F. Bid Phase

The consultant shall prepare bid packages for at least six (6) prospective bidders. Bid packages shall contain all drawings, specifications and any other information required to effectively bid on the project. The bid packages shall also contain any information and/or documents as required by the Town of Yorktown.

G. Meetings/Presentations

1. Regular Meetings

The consultant shall meet with representatives of the Town during regular business hours as required to develop the design. These meetings may involve various representatives from several interested departments within the Town.

2. Off- Hour Meetings/Presentations

The consultant shall participate in at least two (2) evening meetings. These meetings may include presentations to the Town Board and the community.

H. Documents

In addition to the bid packages, the consultant shall provide the Town with three (3) paper copies of the construction documents as well as digital copies. Copies of the documents produced in the schematic and design development phase shall also be provided.

III. SUBMISSIONS

All Proposals shall be received by Diana Quast, Town Clerk of the Town of Yorktown, 363 Underhill Avenue, Yorktown Heights, N.Y. 10598. Proposals must be submitted no later than the date and time prescribed in the notice issued by the Town Clerk that accompanies this Request for Proposals. Proposals submitted after the prescribed date and time may be accepted for review at the sole discretion of the Town Board.

A. Proposals

It is requested that Proposal packages include the following:

1. Curriculum Vitae

Provide a complete description of the firm, its principals and staff, and its qualifications related to the preparation of streetscape plans, including the firm's experience, if any, in similar projects.

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2. Qualifications

Demonstrate that the firm possesses the appropriate resources and experience necessary to perform the requirements of the project, adequate skills & facilities, and a satisfactory record of experience related to similar projects.

3. Scope of Services

The Scope of Services should be in the Consultant's own words and should include, but not be limited to, a discussion of the items listed in Section II, Scope of Services, above.

4. Time of Performance

Indicate when the firm will be available to begin work. Provide a schedule indicating the approximate time needed to complete each of the primary phases listed within the Scope of Services.

5. Fee Schedule

Indicate required lump sum fee to complete all work listed in the Scope of Services, and a breakdown of the costs by design phases listed in the Scope of Services. Provide a cost breakdown for each of the tasks listed in the Scope of Services. Indicate hourly fees for additional work not listed in the Scope of Services. Include a budget for reimbursable expenses.

6. Project Employees

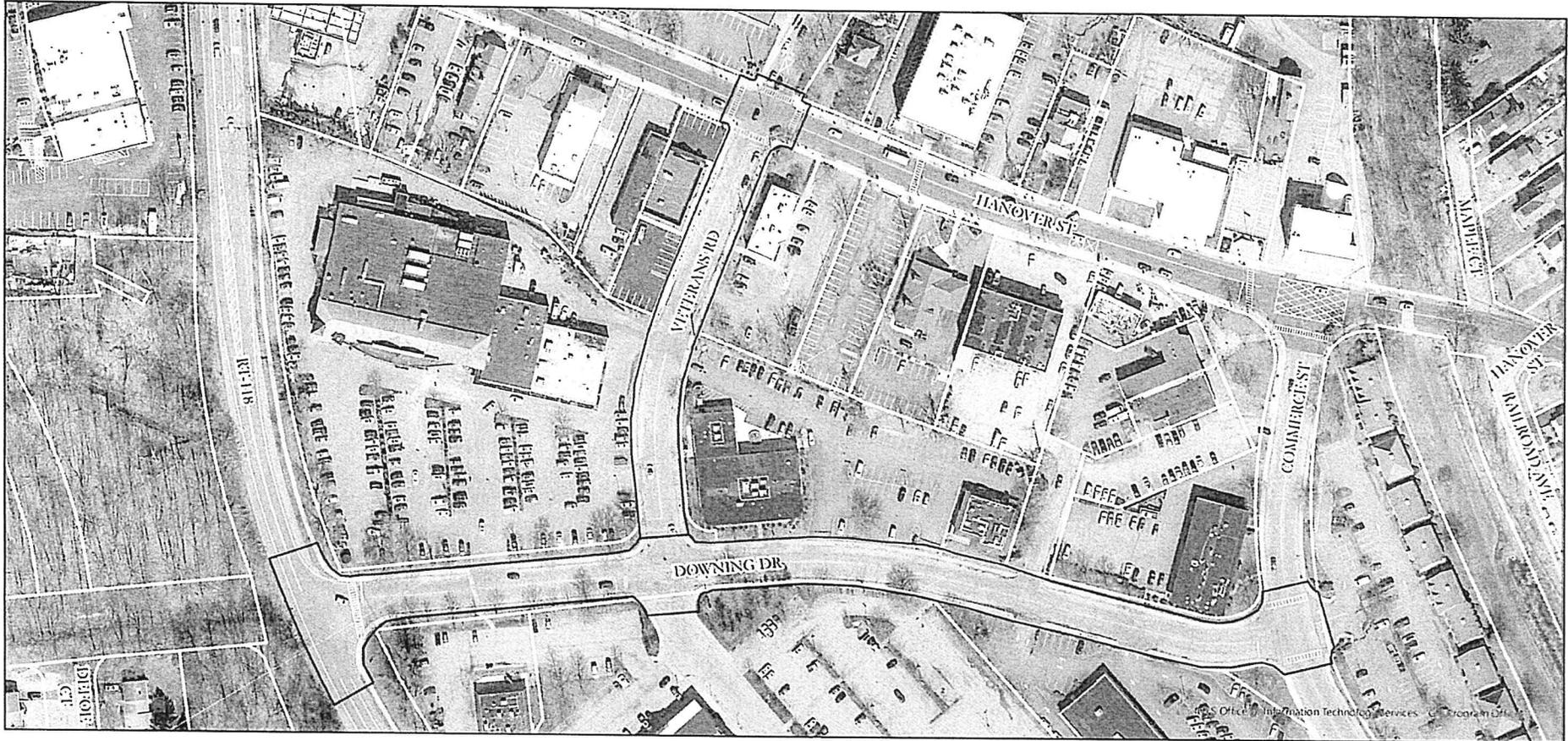
Provide a brief description of the professional experience of those employees who will be directly working on the project and what their prospective role in the project. Provide the name and telephone number of the project contact person.

B. Interviews

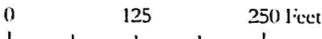
Preselected candidates will be required to be personally interviewed by the Town Board.

VI. LIMITATIONS

The Town Board reserves the right to accept or not accept any or all proposals received in response to this RFP, or to cancel in whole or in part this RFP, if determined by the Town of Yorktown Town Board to be in the Town's best interest. Further, the Board reserves the right to award any portion of the work described herein, to any one or multiple consultants as it deems appropriate. The issuance of this RFP does not bind the Town of Yorktown to award any contract, or to pay any costs incurred by prospective consultants in the preparation of proposals responding to this RFP.



ATTACHMENT A

<p>TOWN OF YORKTOWN PLANNING DEPARTMENT Albert A. Capolino Community & Cultural Center 1974 Commerce Street, Yorktown Heights, NY 10598 (914) 962-6565, www.yorktown.org/planning</p>		
<p>TITLE: Streetscape Analysis Downing Drive and Veterans Road DATE: March 14, 2025</p>		<p>1:1,350</p>
<p>FILE: F:\ArcGIS\PROJECTS\Streetscape_Analysis.mxd BY: IPR</p>		<p>Sources: Town of Yorktown GIS, Westchester County GIS, and NYS GIS.</p>