

Rockland Green  
Request for Proposals for the Build Out of a New Animal Shelter located at 427 Beach Road in  
Haverstraw, NY  
RFP 2024-01

**APPENDIX J**  
**SITE VISIT PROTOCOL**

## APPENDIX J

### SITE VISIT PROTOCOL

**I.** Rockland Green is soliciting Proposals for Animal Shelter Build-Out at the New Animal Shelter (the “RFP”). Rockland Green has established a date for a mandatory Site visit and will accommodate Proposer’s reasonable requests for additional access to the Site, in addition to the mandatory Site visit. During every visit to the Site, all Proposers, including any representative, agent, consultant, Subcontractor, Affiliate or interested party, is required to comply with this Site Visit Protocol during access to and inspection of the Site. Failure to do so may result in the rejection of a Proposal.

**II.** Protocol:

- The mandatory Site visit and meeting will take place on the date and time indicated in the RFP.
- Potential Proposers must notify Ryan Montal, Confidential Secretary to the Executive Director at [rmontal@rocklandgreen.com](mailto:rmontal@rocklandgreen.com) in writing at least three days prior to the mandatory Site visit and meeting to indicate the total number of individuals representing such potential Proposer that will be in attendance at the Site visit and meeting and their names.
- Any individuals representing the Proposer at the Site visit and meeting must be employees or principals of the Proposer. A Proposer may not use a surrogate as its representative at the mandatory Site visit and meeting.
- All representatives from a Proposer must attend the same Site visit.
- Rockland Green will designate specific individuals to conduct a tour of the facility and answer questions.
- The Proposer, including any member of the team, representative, agent, consultant, Subcontractor, Affiliate or interested party, shall not engage in any communication concerning this RFP with a member of Rockland Green, except the individuals specifically identified by Rockland Green as allowed to guide Site visits and answer questions from the Proposer.
- The Proposer’s team members must be dressed appropriately for Site visits, including correct footwear and hard hats. Any additional safety equipment required would be supplied by Rockland Green.
- Any request for information and clarifications regarding the RFP shall be submitted in writing. No oral information given by a Rockland Green team member during a Site visit shall be binding. Rockland Green is not responsible for any oral explanation given during a Site visit.

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- Proposers must comply with any Rockland Green, Rockland County Board of Health or other applicable policies or orders with regard to any public health protocols that may be required during Site visits.

### **III. Acknowledgement**

The Proposer acknowledges that this Site Visit Protocol is part of the procurement process. The Proposer understands that failure to comply with the requirements may result in the rejection of its Proposal.

Name of Proposer

Authorized Representative

Title

Signature