

**REQUEST FOR PROPOSALS
VILLAGE OF FONDA
LOCAL WATERFRONT REVITALIZATION PLAN
IMPLEMENTATION GRANT
JANUARY 2010**

The village of Fonda is requesting proposals from qualified consultants to assist in the Phase 1 of the Waterfront Park Project at the New York State Canal Corporation Maintenance Facility in the Village of Fonda. Phase 1 of the project will include:

- Participation in the Project Advisory Committee;
- Assisting the Project Manager with Site Design;
- Site Reconnaissance and Analysis of Existing Conditions;
- Development of Schematic Drawings;
- Preparation of Architectural Drawings and Elevations for Entertainment Pavilion and Restrooms;
- Assist in Public Meeting to Present Ideas and Gather Public Input;
- Development of Cost Estimates for Project Construction;
- Development of a Complete Set of Construction Drawings;
- Assistance in the Completion and Compliance with the State Environmental Quality Review Act (SEQRA)

The project components are described in detail in the Scope of Work (Section 2) below.

1.0 PROJECT DESCRIPTION

1.01 Brief History- The Village of Fonda (the Contractor) in partnership with the Villages of Fultonville, and the Towns of Mohawk and Glen in Montgomery County, completed an inter-municipal Local Waterfront Revitalization Plan (LWRP) in January 2009 for the Mohawk River/ Erie Canal waterfronts of the Villages of Fonda and Fultonville, and the Towns of Glen and Mohawk in Montgomery County, which span approximately 20 miles.

The Mid-Montgomery LWRP has two main focuses: 1. Enhancing public waterfront access opportunities; and 2 the economic revitalization of the Village Downtown areas. The plan is available for viewing on-line at <http://www.co.montgomery.ny.us/planning/>.

The first LWRP Implementation Grant was prepared by the Montgomery County Office of Economic Development and Planning on behalf of the Village of Fonda, submitted and awarded in June 2008. The grant will fund the analysis and design of a new waterfront park, as well as establishing cost estimates and construction documents for the 4-acre park site. The concept for the new park at the Fonda Canal Maintenance Facility will include: a boat launch, 2 parking lots, an access road, an entertainment pavilion, restrooms and various site amenities. Preparation of the plan will also incorporate a public participation process.

The project manager will be the Montgomery County Planner, who will work closely with the selected consultant and guided be by a Waterfront Advisory Committee. The Waterfront

Advisory Committee shall include representatives of local stakeholder groups, Village officials and the New York State Canal Corporation. The grant will under the review and approval of the New York State Department of State, Division of Coastal Resources.

2.0 SCOPE OF WORK

Preparation of the Local Waterfront Revitalization Plan Implementation Grant will involve the following tasks:

2.01 Second Project Scoping Meeting

In consultation with the Department, the Village/Project Manager shall hold a second project scoping meeting with the consultant(s), and other project partners as appropriate, to review project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps; and transfer any information to the consultant(s) which would assist in completion of the project. The Project Manager shall prepare and distribute a brief meeting summary clearly indicating the agreements/understandings reached at the meeting. Work on subsequent tasks shall not proceed prior to the Department approval of the proposed approach as outlined in the meeting summary.

Products: Scoping meeting with appropriate parties. Written meeting summary outlining agreements/understandings reached.

2.02 Site Reconnaissance and Schematic Designs

A. Site Reconnaissance

The consultant working directly with the Project Manager shall conduct site-specific reconnaissance, in preparation for design. Work shall include, at a minimum, identification and mapping of the following:

- Site survey showing extent of project boundary
- Ownership/grant/lease status of all lands to be incorporated into the design
- Manmade structures, buildings, or facilities on or adjacent to the site
- Above and belowground infrastructure
- Transportation/circulation systems (truck, car, bus, ferry, train, pedestrian, bicycle, etc.) that serve or are located near the site
- Adjacent land and water uses
- Historic and archeological resources
- Soil and, as appropriate, core sampling to determine site stability
- Topography and hydrology
- Natural resources, including location of mature trees
- View corridors

- Zoning and other applicable designations
 - Analysis of site constraints, needs and opportunities
- Products: Map(s) and written summary describing the above information and any other appropriate information identified during project scoping.

B. Schematic Designs

The Montgomery County Planer/Project Manager will be responsible for preparation of the schematic design of the access road, parking areas, site amenities and landscape design for the site. The Consultant will prepare the design of all other elements of the project, including an entertainment pavilion restrooms. All designs for the site will consider and include a summary of the following:

- Best management practices to be employed to avoid or reduce water quality impairments from upland runoff or in-water activities, and
- Impacts, if any, to State designated Significant Coastal Fish and Wildlife Habitat areas, Scenic Areas of Statewide Significance, other Coastal Management Program special management areas, or other sensitive resources, and how those impacts should be avoided or mitigated.

Unless otherwise specified during project scoping, the Contractor or its consultant(s) *shall prepare a minimum of three alternative schematic designs* for review by the project advisory committee and the Department.

Products: Schematic designs, accepted by NYS Canal Corporation and approved by the Department.

2.03 Public Meeting

In consultation with the Department, a public information meeting shall be conducted to solicit public input on the plans. The Project Manager will lead and facilitate the meeting while the Consultant will attend and assist as needed. A written summary of public input obtained at this meeting shall be prepared by the Project Manager and provided to the Department for review and comment.

Products: Public information meeting held. Minutes/Summary of meeting prepared and submitted to the Department.

2.04 Construction Requirement Analysis

The Consultant(s), working with the Project Manager, shall prepare an analysis of all federal, state, and local requirements for the approved schematic design, including necessary permits and approvals, and a description of how these requirements will be satisfied by the design. This analysis shall be submitted to appropriate project partners and the Department for review. A pre-permitting meeting with the Department and the identified federal, state and local entities may be required to discuss any revisions needed to satisfy regulatory requirements. Work on final design shall not proceed prior to the Department approval of the construction requirement analysis and the pre-permitting meeting, if necessary.

Products: Written construction requirement analysis. Pre-permitting meeting with identified entities.

2.05 Environmental Quality Review

The Consultant(s) shall prepare all documents necessary to comply with the State Environmental Quality Review Act (SEQRA) through determination of significance. If a positive declaration is made, a Draft Environmental Impact Statement shall be prepared.

Products: SEQRA documents and, if necessary, a Draft Environmental Impact Statement.

2.06 Draft Final Design

The Consultant(s), working with the Project Manager, shall prepare a draft final design based on the selected schematic design, and input from the public and potentially affected State, federal, and local agencies. The draft final design shall include all required maps, tables, data, written discussions, and other information identified in the contract and subcontract work plans and during project scoping. The draft final design shall be provided to the Department and the project advisory committee for review at least two weeks prior to the due date for comments. The Department's comments must be addressed to the satisfaction of the Department in subsequent revisions of the products and the final design.

Products: Draft final design and supporting materials.

2.07 Final Design and Construction Documents

Incorporating feedback from the Department and the project advisory committee, the Consultant(s) shall prepare the final design and construction drawings, plans, specifications, and cost estimates. The Montgomery County Planner will be responsible for preparation of final design and construction documents for the landscaping. The consultant will prepare final design and construction documents for all other elements of the project, including an entertainment pavilion and park amenities. The final design and construction documents shall be provided to the Department and the project advisory committee for review at least two weeks prior to the due date for comments. Final design and construction documents are subject to approval by the Department. A licensed professional engineer, architect, or landscape architect must certify these documents and the appropriate seal must be affixed to these documents.

Products: Final design and construction documents, certified by a licensed professional engineer, architect or landscape architect.

2.08 Permits

After the Department has approved the final design and construction documents, the Consultant(s) shall prepare the necessary permit or other approval applications and obtain the required permits or approvals. A pre-application meeting with the Department and the appropriate federal, state and local regulatory authorities may be required to discuss the necessary permit or other approval applications. Prior to filing, the Contractor or its consultant(s) shall submit all applications to the Department for review and comment. Potential permitting and approval agencies include but are not limited to:

- federal agencies such as the United States Army Corps of Engineers;
- the Department, pursuant to the consistency provisions of the federal Coastal Zone Management Act;
- other New York State agencies such as the Department of Environmental Conservation; the Office of General Services pursuant to the Public Lands Law, or similar authorization from the Power Authority (in certain areas of the St. Lawrence Seaway) or Canal Authority (in the State Canal System), in order to use or occupy certain State-owned lands or waters overlying those lands; and the Office of Parks, Recreation, and Historic Preservation or the State Historic Preservation Officer; and
- agencies of a county, city, town, village, or special purpose district, including but not limited to: town boards, boards of trustees, or city councils; planning commissions, boards or departments; and/or building or health officials.

Prior to construction the Contractor or its consultant(s) shall also demonstrate that the project is in compliance with 6 NYCRR Part 502, "Floodplain Management Criteria For State Projects" by obtaining a floodplain development permit, if local regulations establish such requirements, or by submitting a signed certification, by an official authorized to enforce local floodplain management regulations, that the project complies with the requirements of the statute.

Copies of all required permits and approvals shall be submitted to Department upon receipt.

Products: All required permits and approvals received. Written certification of compliance with floodplain management regulations, if applicable.

2.09 Construction: Installation of Fencing and Tree Plantings

The Village will install fencing and tree plantings around the site in accordance with the site design plans. A licensed professional engineer will oversee installation of such improvements by Village personnel.

Products: Written work progress reports.

2.10 Site Inspections

The Contractor, its consultant(s), and/or the Department shall verify progress and completion of the work through periodic site inspections and photo documentation. The Contractor or its consultant(s) shall submit to the Department written summaries of progress and identification of problems to be addressed based on periodic site inspections.

Products: Periodic site visits. Written summary of progress with photo-documentation and identification of any problems that need to be addressed.

2.11 Project Completion

Following satisfaction of punch list items, the Contractor or its consultant(s) shall submit a statement that the work has been completed in accordance with the contract and subcontract(s), the final design and construction specifications, and all permit requirements. The completion statement must be prepared and/or certified by a licensed professional engineer, architect or landscape architect. Unless otherwise specified during project scoping, the Contractor or its consultant(s) shall submit three sets of as-built plans, certified by a licensed professional engineer, architect or landscape architect. When the Contractor is

satisfied work is complete, it shall submit a final project report to the Department, including a copy of the completion statement and a copy of the certified as-built plans, and photo-documentation in the form of digital images of the site prior to, during and upon completion of work. The Contractor shall not pay its consultant(s) or subcontractor(s) in full, and shall not submit a final payment request to the Department, until the Department concurs that the work is complete.

Products: Statement of completion, certified as-built plans, and final project report including photo-documentation.

2.11 Semi-annual Reporting

The Contractor and/or Project Manager shall submit to the Department semi-annual reports (every six months) on the form provided, including a description of the work accomplished, any problems encountered, and any assistance needed.

Products: Semi-annual reports during the life of the contract.

2.12 Final Project Summary Report and Measurable Results Forms

The Contractor or its consultant(s) shall work with the Department project manager to complete the Final Project Summary Report and Measurable Results forms. Final payment shall not be authorized until these forms have been completed and filed with project deliverables.

Products: Completed Final Project Summary Report and Measurable Results forms.

3.0 **SUBMISSION OF PROPOSALS**

Interested respondents must submit eight (8) full copies of their proposals **no later than 3:00 p.m. on Friday, February 26, 2010.** Proposals should be submitted to:

Doug Greene, Senior Planner, AICP, RLA
Montgomery County Department of
Economic Development and Planning
Old County Courthouse
9 Park St., P.O. Box 1500
Fonda, NY 12068

Proposals received after the scheduled time and date will not be accepted. Facsimile and E-mail proposals will not be accepted.

3.1 PROPOSAL CONTENT AND CONDITIONS

Each proposer must submit a complete a proposal, which addresses each component of the RFP.

- A full description of how the Scope of Work will be completed along with a schedule detailing when the items will be completed.
- Writing samples demonstrating the ability to condense and concisely present large amounts of information.
- A description of each staff member or sub-consultant who will be involved with this project and a description of their role in the project.
- A client list for similar projects in the last five years, including contact name and phone number, and a brief description of projects.
- Budget and expense information which details all costs including:
 1. Personnel expenses, which state the name and title of each individual assigned to the project, their hourly rate and the number of estimated hours the individual will be working on the project. The same information should be submitted in detail for subcontractors.
 2. Administrative costs for travel, postage, photocopying, telephone, printing and other related expenses must be detailed.
 3. Estimates of expense for each of the tasks with assumptions.

3.2 CONDITIONS GOVERNING PROPOSALS

- Only those proposals, which contain complete information and are responsive to the RFP, will be considered.
- Proprietary or patented information, which may be included in the proposal must be clearly identified and brought to the Committee's attention.
- The Steering Committee reserves the following rights:
 - a. to accept or reject any or all proposals;
 - b. to waive or modify minor irregularities in proposals received;
 - c. to negotiate with proposer, within the proposal requirements, to best serve the interests of the waterfront communities and the Department of State;
 - d. to amend specifications after their release, with due notice given to all bidders to modify their proposals to reflect changed specifications;
 - e. to consider every offer as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation; and
 - f. to award a contract for any or all parts of a proposal and negotiate with the successful bidder.
- By submitting a proposal, the proposer agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP.
- The Steering Committee will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

The New York State Department of State must approve all consultants and sub-contractors.

The consultant must comply with all provisions in the Contract between the New York State Department of State and the Village of Fonda, including all appendices. A copy of the contract is available upon request.

3.3 INQUIRIES

All inquiries regarding the RFP should be made in writing and must cite the RFP section in question. Answers to substantive questions will be provided to all inquirers. Inquiries should be directed to:

Doug Greene, Senior Planner, AICP
Old County Courthouse
9 Park St., P.O. Box 1500
Fonda, NY 12068
518-853-8155
dgreene@co.montgomery.ny.us

OR

Kim Flander, Mayor
Village of Fonda
78 E. Main St.
Fonda, NY 12068
(518) 853-3865
villageoffonda@juno.com

3.4 PRESENTATION BY PROPOSERS

Presentations may be conducted for the three highest scoring proposals.

The presentations will be made to provide the Steering Committee with an opportunity to obtain an understanding of:

- the extent of the firm's depth of knowledge of the subject matter of the RFP;
- whether the methods and resources that will be used by the firm in performing services to achieve the project goals and objectives are appropriate, and cost effective;
- the firm's ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project;
- to allow proposer to further define the primary features and benefits of their proposal;
- to evaluate the public presentation skills of the proposer.

Presentation format is left to the discretion of the proposer. Presentations will be limited to a one-hour period per respondent, which includes questions. All key managerial personnel, as well as key personnel working on the project, must be in attendance at the proposal presentation.

3.5 LIABILITY

The Steering Committee is not liable for any costs incurred by any individual or firm for work performed to prepare its proposal or for any travel and or other expenses incurred in the

preparation and/or submission of its proposal. Further, the Steering Committee is not liable for any costs incurred prior to approval of the contract.

4.0 EVALUATION PROCESS

The Steering Committee and the Department of State, Division of Coastal Resources will review submitted proposals with reference to the qualifications and criteria as detailed in this Request for Proposals. The intent is to select the consultant having the technical capability and necessary experience to perform the services as outlined in this RFP within the time frame required.

4.1 SELECTION CRITERIA

The selection of a consultant for this effort will be based on the following criteria:

- **Technical Proposal:** Proposals will be evaluated based on their quality, clarity, and demonstrated understanding of the project objectives. The proposal must include a plan outlining how each item in the Scope of Work will be addressed.
- **Implementation Schedule:** Proposals will be evaluated based on their ability to complete the project within the time frame described in this RFP. The proposal must include an implementation schedule that lists all milestones for the development and implementation of project deliverables.
- **Team Composition and Resumes:** The proposer must provide a list of all person(s) who will be assigned work pursuant to this RFP (including subcontractors), as well as their resumes showing qualifications, educational background, training and experience.
- **Team members** will be evaluated based on relevant education, work experience and professional accreditation.
- The proposer must designate an individual as the Project Manager who will be directly responsible for all activities of the organization relevant to this RFP and provide their resume showing qualifications, educational background, training and experience. The project manager must have managed the implementation of at least one other project of similar scope and nature. A description of the project must be submitted with the resume.
- **Relevant Experience:** The proposer must provide a list of all projects of similar scope and nature completed in the last five years. The projects listed will be used to determine the proposer's expertise, experience, and knowledge. Submission of sample reports or products from previous projects is encouraged.
- **Cost Proposal:** A Cost Proposal Outline organized to follow the outline of Scope of Work must be submitted. Proposer must break down each task in the Scope of Work and assign a detail of cost for the action including personnel costs and reimbursable expenses.
- **References:** The proposer must submit five references from projects of similar scope and nature. Each reference should include a contact person and phone number along with a statement describing the project. The Steering Committee reserves the right to obtain information from other sources.

3.2 NOTIFICATION OF AWARD

The Steering Committee will notify the successful bidder by phone, followed by written confirmation. Each bidder whose proposal is not accepted will be notified in writing.

The Village of Fonda will authorize the award of a contract to the successful proposer based upon the evaluations and recommendations of the Steering Committee. In the event that a contract cannot be finalized within thirty (30) days of the award, the Steering Committee reserves the right to enter negotiations with the consultant, which received the second highest evaluation.

The New York State Department of State must approve all consultants and sub-contractors.

Contact Doug Greene from the Montgomery County Planning Department for additional information at **(518) 853-8155** or dgreene@co.montgomery.ny.us