

REQUEST FOR PROPOSALS (RFP)

LOCAL WATERFRONT REVITALIZATION PROGRAM
VILLAGE OF HOOSICK FALLS, NEW YORK

DUE: 5/1, 2017

Responses must be submitted in a sealed package to:

Offices of the Village Clerk
Village of Hoosick Falls
24 Main Street
Hoosick Falls, New York 12090

For questions about this RFP, please contact ATTY at (518) 461-2806 or
Email address

this document is available online at:

www.villageofhoosickfalls.com

A. INTRODUCTION

The Village of Hoosick Falls is requesting proposals from qualified consultants to assist in the completion of a Local Waterfront Revitalization Plan (LWRP) for the Village.

B. PROJECT DESCRIPTION

The Village of Hoosick Falls, on the Hoosic River, has been awarded a grant from the New York State Department of State to complete a Local Waterfront Revitalization Plan. The planning process will develop a comprehensive community vision and provide clear direction for appropriate future development. The plan will focus on four key areas: enhancing physical and visual public waterfront access opportunities; revitalizing downtown areas; protecting community character; and improving the ability of the community to take advantage of river-related tourism.

The Village of Hoosick Falls is located on both sides of the Hoosic River, and has approximately 4.4 miles of combined shoreline. This project will provide a strategic plan for controlled enhancements to Hoosic Riverfront access, downtown and neighborhood revitalization and unique and appropriate new development. The Village of Hoosick Falls offers distinctive waterfront development sites with opportunities for mixed-use infill development to leverage the community's history and present a unique sense of place. The plan will focus on four key areas: enhancing physical and visual public waterfront access opportunities; revitalizing downtown areas; protecting community character; and improving the ability of the community to take advantage of river-related tourism.

C. PROJECT ORGANIZATION

A Project Advisory Committee (the Committee) will be formed by the Village Board to provide direction to the Consultant and will act as a primary decision making body for the Project. The Committee shall be representative of project stakeholders and non-governmental and community-based organizations. The Consultant will work closely with project staff from the Department of State.

D. SCOPE OF WORK

The consultant must comply with all terms and conditions of the Village's contract with the NYS Department of State (NYSDOS) for this work (T1000689). The consultant will complete the tasks outlined in the attached Work Plan for the preparation of the LWRP (task numbers coincide with the work program contained in the NYSDOS contract). In addition to the listed public meetings, the consultant should anticipate attending monthly meetings with the Waterfront Advisory Committee and others as necessary.

E. BUDGET

The budget for "contractual services" on this project is \$67,500.00. The Village is looking for the consultant who has the most relevant experience and can provide the most extensive product for \$67,500.00. The Village reserves the right to authorize all or part of the work requested in this RFP.

F. PROPOSAL SUBMISSIONS

Applicants shall submit five (5) full copies and one CD of their proposal by **3** p.m., May 1, 2017. Five (5) paper copies of submission are required, plus one complete submission in a PDF format on a CD. Any submission sent by fax, email or other form of transmission, or received after the deadline, will not be accepted. Submissions shall be sent to the following:

Office of the Village Clerk
Village of Hoosick Falls
24 Main Street
Hoosick Falls, New York 12090.

QUESTION & ANSWER PERIOD

Questions about this RFP must be submitted in writing only, via email to Villageclerk@hoosick.org no later than **3** p.m. on 5/1, 2017.

Submissions shall include the following:

1. A full description of how the Scope of Work will be completed along with a schedule detailing when each task will be completed, with a cost for each task. Please note that the Village and the Department of State must respond to each task submission before the consultant may proceed.
2. Documentation on the firm, including qualifications to prepare this plan.
3. Samples of work demonstrating the ability to complete the type of work as required in the Scope of Work. Name, phone number and email address of client contact.
4. A description of each staff member of sub-consultant who will be involved with this project and a description of their role in the project. This description should identify the person that would be designated as the day-to-day Project Manager.
5. Budget and expense information which details all costs include:
 - a. Personnel expenses which state the name and title of each individual (including all subcontractors) assigned to the project, their hourly rate and the number of estimated hours the individual will be working on the project.
 - b. Costs for each of the tasks. Administrative costs for travel, postage, telephone and other related expenses should be included in the cost for each task.
 - c. Please note that payment will be made to the consultant as each task is completed and approved. If a task is labor intensive and comprises a significant portion of the budget, the consultant may subdivide the task.
6. Minority and/or Women-Owned Business Enterprises (M/WBE) Requirements: Pursuant to NYS Executive Law Article 15-A and 5NYCRR Parts 142-144, for the purposes of this procurement, the NYS Department of State establishes an overall goal of 30% for M/WBE participation, 15% for Minority-Owned Business Enterprises ("MBE") participation and 15% for Women-Owned Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs). For the purposes of meeting these participation goals, please identify whether the M/WBE will be the consultant, sub-consultant.

G. REVIEW PROCESS

Incomplete submissions that do not address all of the requested components and meet the minimum qualifications standards will not be accepted for review and consideration. The qualification submissions shall be evaluated as follows:

1. The Village Board of Trustees shall assemble a Review Committee of three to five individuals.
2. Each committee person shall review the qualification statement of each firm and rate them using the following criteria:
 - a. Familiarity of the firm with the Village of Hoosick Falls;
 - b. Experience of the firm with assignments of similar scope, size and complexity;
 - c. Special knowledge relevant to project, including geographic area;
 - d. Quality and completeness of the response;
 - e. Technical approach;
 - f. Creativity including innovation and added value;
 - g. Qualifications of the project team;
 - h. Extent of participation by MBE/WBE firms;
 - i. References.
3. The Committee shall meet and rank the firms from the most qualified to the least qualified. Issues and concerns raised during the ranking process will be discussed and firms will be contacted to clarify any questions or issues (if needed).
4. The Committee may then (if desired) invite the most qualified firm for a brief presentation and interview.
5. Following satisfactory responses to any outstanding concerns and New York State Department of State approval, the most qualified firm will be notified of their selection.
6. After approval, the Village shall enter into negotiations with the number one ranked firm to finalize the project scope of work, project approach and project fee. Once the scope of work has been settled upon, then the consultant shall present a detailed fee schedule. If the fee is not acceptable, the scope of work shall be renegotiated. Changes in the proposed scope of work are subject to review and approval by the New York State Department of State.
7. If the Village and the Consultant cannot reach an agreement on the scope or work and/or fees, then the Village reserves the right to terminate negotiations and initiate negotiations with the second ranked firm.

The following schedule identifies the anticipated submission/award schedule:

Issuance of RFP: 4/17, 2017
Proposal Due Date: 5/11, 2017
Interviews: Week of 5-2/5-5, 2017
Recommendation to Village Board and DOS: On or about 5/8, 2017
Contract Award: On or about 5/9, 2017

H. PROJECT COMPONENTS

Preparation of the Local Waterfront Revitalization Plan (LWRP), shall, at a minimum, involve the following tasks and provisions.

The Tasks below are extracts from the NYSDOS Work Plan from the Village's contract with NYSDOS and pertain to work that is to be undertaken by the Consultant chosen from this RFP.

NOTE: The numbering below matches the numbering of tasks in the NYSDOW Work Plan. The Consultant's responsibilities begin with Task 6.

A complete list of tasks is available in Appendix 1: Department of State Attachment C – Work Plan

Task 6: Second Project Meeting

In consultation with the Department, the Contractor shall hold a second project 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 LWRP. The Contractor or its consultant(s) 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 Department approval of the proposed approach as outlined in the meeting summary.

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

Task 7: Preparation of a Community Outreach/Participation Plan

The Contractor or its consultant(s), in cooperation with the project advisory committee, and other partners as appropriate, shall prepare a method and process to encourage community participation in the planning process. The outreach plan shall identify key individuals, organizations, and entities to be involved, and shall identify the roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of public meetings. All public meetings shall be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means. A summary of each public outreach session will be made available in written form and through other appropriate means, such as websites. The outreach plan and all components, such as press releases, are subject to review and approval by the Department.

Product: Community outreach plan submitted to the Department for review and approval.

Task 8: Review of Community Planning and Waterfront Revitalization Initiatives

In an effort to identify and understand community and waterfront revitalization issues and needs, the Contractor or its consultant(s) shall identify and review completed and/or on-going planning projects and waterfront and community revitalization initiatives, as well as regional or inter-municipal priorities. The Contractor or its consultant(s) shall prepare a summary document describing completed and/or on-going waterfront planning projects and waterfront and community revitalization initiatives. The draft summary report shall be submitted to the Department for review and approval.

Products: Draft summary report describing submitted to Department for review and approval.

Task 9: Community Profile

The Contractor or its consultant(s) shall prepare a profile of the important natural, cultural, economic and recreational resources within the project area. The profile is not intended to be an exhaustive inventory of resources in the project area. Rather, it is intended as a regional overview of the natural and cultural resources and conditions in the project area, which will be used to determine the compatibility of potential sites and projects to be developed through the planning process. The draft community profile shall be submitted to the Department for review and approval.

Products: Community profile with accompanying maps submitted to Department for review and approval.

Task 10: Community Workshops

The Contractor or its consultant(s) and the Project Advisory Committee shall conduct a series of community workshops to be conducted at times and locations identified through the project scoping meeting and public participation plan.

The community workshops will be used to:

- present a preliminary inventory and analysis of existing conditions;
- present a summary of completed and/or on-going community and waterfront planning projects and revitalization initiatives;
- help participants reveal the ways in which they use and value the area;
- identify important issues and opportunities;
- discuss goals for land and water uses in the area,
- establish a working consensus on a vision for area;
- explore alternative scenarios for development and conservation;
- identify projects and actions to implement the vision;
- establish short- and long-term priorities,
- identify potential obstacles to revitalization efforts;
- develop strategies for continuing public participation in the implementation process;
- identify potential marketing activities.

All public meetings will be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means. Potential meeting dates shall be discussed with the Department and notification of the Department shall occur at least two weeks prior to any meeting or workshop.

The Contractor and its consultant(s) shall prepare a draft report based upon the public input received at the community workshops. The draft report should describe key issues and articulate a future vision for the community which reflects the ideas and views expressed at the workshops.

Products: Written report of the workshop activities and findings submitted to the Department for review and approval.

Task 11: Identification of Priority Waterfront and Community Revitalization Projects

Based on a review completed and/or on-going planning projects and waterfront and community revitalization initiatives and a preliminary assessment of the natural, cultural, economic and recreational resources in the community, the Contractor or its consultant(s) shall identify and describe the priority projects necessary to advance implementation of regional waterfront and community revitalization goals, including, but not limited to: the key focus areas: enhancing physical and visual public waterfront access opportunities; revitalizing downtown areas; protecting community character; and improving the ability of the community to take advantage of river-related tourism.

For selected priority projects, the Contractor or its consultant(s) shall provide a narrative description, cost estimates, illustrations and concept drawings. For each priority project identified, the Contractor or its consultant(s) shall also describe the actions necessary to implement the priority project.

Examples of recommended actions include:

- preparation of site- or project-specific plans, strategies and feasibility studies;
- preparation of construction drawings and specifications;
- activities required to obtain necessary permits;
- surveys and title investigations;
- remedial investigations and action plans for contaminated sites;
- shoreline or bulkhead assessments and stabilization;
- assessment of reuse potential for underutilized or abandoned structures;
- drafting new local laws or revising existing local laws;
- preparation of design standards and guidelines for future development;
- strategies for project marketing and financing.

The Contractor or its consultant(s) shall submit the draft priority project list, project descriptions and implementation action items to the Department for review and approval, and shall incorporate the Department's comments into the final list.

Products: Draft and final priority projects list submitted to the Department for review and approval.

Task 12: Draft Local Waterfront Revitalization Plan

The Contractor or its consultant(s) shall prepare a draft Local Waterfront Revitalization Plan incorporating the approved products from all the work program tasks listed above. The draft plan will include a matrix of prioritized next steps for revitalization efforts, possible funding sources, and maps, tables, data, and written discussions and any other information identified in the contract work plan and during project scoping meeting. The Contractor or its consultant(s) shall submit the draft action plan to the Department for review and approval.

Products: Draft Local Waterfront Revitalization Plan submitted to the Department for review and approval.

Task 13: Public Meeting

In consultation with the Department, a public information meeting shall be conducted to solicit public input on the Draft Local Waterfront Revitalization Plan. A written summary of public input obtained at this meeting shall be prepared and provided to the Department for review and comment.

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

Task 14: Final Local Waterfront Revitalization Plan

The Contractor or its consultant(s) shall prepare the Final Local Waterfront Revitalization Plan, incorporating comments received from the Project Advisory Committee and from public outreach during the review process. The final action plan shall be submitted to the Department for review and approval.

Products: Final Local Waterfront Revitalization Plan submitted to the Department for review and approval.

Task 15: MWBE Reporting

In accordance with Appendix A-1, Part I, Section M, Paragraph 8, Contractor shall be required to use the New York State Contract System ("NYSCS") to record payments to subcontractors (including a breakdown of payments issued to state-certified MWBE firms) and otherwise report compliance with the provisions of Article 15-A of the Executive Law and regulations in relation to funds used pursuant to this Agreement. Contractor shall be required to submit utilization plans in paper format until such time as submission is made available through the NYSCS and notification of such availability is provided to Contractor by the State. Upon such notification by the Department, Contractor shall submit required utilization plans through the NYSCS. So long as Contractor complies with the reporting requirements stated above in the manner directed by the Department, the requirement of Appendix A-1, Part I, Section M, Paragraph 7 of this Agreement for paper filing of Quarterly

Reports shall be waived. Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the "Contact Us & Support" link.

In the event Contractor does not have the capacity to use the NYSCS in the manner required above, an exception may be granted by the Department of State upon Contractor's written request and showing of good cause to allow for paper reporting. If such an exception is granted by the Department of State, paper reporting in a manner and form directed by the Department shall be required including but not limited to the submission of Quarterly MWBE Contractor Compliance Report (Form F) forms in accordance with Section M, Paragraph 7, of Appendix A-1 of this Agreement.

Products: Ongoing reporting through NYSCS during the life of the contract.

Task 16: Project Status Reports

The Contractor or its consultant(s) shall submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products: Completed project status reports submitted to DOS during the life of the contract.

Task 17: 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 submitted to DOS.