



REQUEST FOR PROPOSALS (RFP)
CITY OF PEEKSKILL, NEW YORK

**MACGREGORY BROOK TRAIL AND SHORELINE STABILIZATION
DESIGN AND CONSTRUCTION DOCUMENTS**

DUE: MAY 29, 2020, 11AM

Responses must be submitted in a sealed package to:

Office of the City Clerk
City of Peekskill
840 Main Street
Peekskill, NY 10566

For questions about this RFP, please contact Jesica Youngblood, City Planner at or
jyoungblood@cityofpeekskill.com

This RFP, the reference materials listed below, and answers to submitted questions can be found on-line at www.cityofpeekskill.com/bids-rfps

1. Southern Waterfront Park and Trail Master Plan
2. Southern Waterfront Site Reconnaissance Report
3. SEQRA Documentation
4. Shoreline Stabilization Report
 - a. Shoreline Stabilization Summary
 - b. Shoreline Stabilization Options Assessment
 - c. Best Management Practices
5. Southern Waterfront Soil Report
6. Southern Waterfront Phase 1A Archeological Reports:
 - a. Phase 1A Archeological Sensitivity Assessment November 2007
 - b. Phase 1A Archeology Report Revised 7-10-09
 - c. Archeology Report Maps
7. Riverfront Green Park Survey
8. Riverfront Green Park Survey/Site Layout
9. Southern Waterfront Trail Bid Document Plans
10. Southern Waterfront Permits
11. Riverfront Green Parking Lot Reconfiguration Plan
12. Local Waterfront Revitalization Program 2015

I. PROJECT DESCRIPTION

The City of Peekskill is requesting proposals from qualified consultants to prepare full construction documents for an illuminated waterfront trail with soft stream bank stabilization techniques along the Hudson River and MacGregory Brook in Riverfront Green Park (**See attachment A, Project Area Map**). Design will utilize bioengineering techniques to reduce erosion and address risks associated with climate change. The project will implement the City's Local Waterfront Revitalization Program and Southern Waterfront Park and Trail Master Plan by enhancing Riverfront Green Park and developing the final link in the City's waterfront trail system.

The design will feature shoreline stabilization techniques to improve the severely eroded banks of MacGregory Brook. The completed design will expand the City's waterfront trail to include an approximate 750 linear foot segment that spans from Riverfront Green Park to Peekskill Landing Park. Overall, the project will provide enhanced public access and recreational opportunities by completing the City's nearly 3-mile waterfront trail system.

The selected consultant will conduct site reconnaissance visits, develop draft designs, conduct a public informational meeting, develop construction documents (including electrical plans and technical specifications) for the selected design, and apply for and acquire all required permitting and regulatory approvals for the waterfront trail and shoreline stabilization improvements along the Hudson River and MacGregory Brook in Riverfront Green Park.

More specifically, the City of Peekskill is seeking a consultant to prepare the following:

-) Site/property/topographic survey of the proposed new trail and features
-) Archaeological Testing, if required (see 2009 revised Phase 1A)
-) Design plans (draft and final) and construction level documents including all associated technical specifications as outlined by the New York State Department of State for a paved handicapped-accessible trail and shoreline stabilization.
-) Detailed professional cost estimate for project construction
-) Permit applications and regulatory approvals that are needed for construction, including coastal consistency through the NYS Department of State ("DOS")

The City has received a grant through the NYS Environmental Protection Fund through the Department of State ("DOS") Local Waterfront Revitalization Program to fund the design work as outlined in this RFP. The selected consultant must agree to all terms and conditions of the DOS contract with the City of Peekskill.

The selected consultant will receive direction from the City of Peekskill Department of Planning and Development, the NYS DOS, and the City's Project Advisory Committee. The consultant will meet with City staff and Advisory Committee to review design drawings and plans. Presentation(s) to the Common Council will be required. The project design must be consistent with all other completed sections of Peekskill's Waterfront Trail System.

The total budget for this project is \$100,000. The City is looking for the consultant who has the most relevant experience and can provide the most extensive product for \$100,000.

The project may also include alternates, including but not limited to increased parking lot capacity in Riverfront Green, installation of a gazebo, repair of existing cement dock structure, widening of existing sidewalk, refurbishing existing beach, and renderings of completed trail segment.

II. SCOPE OF WORK

Preparation of the MacGregory Brook Waterfront Trail construction documents will include the tasks below. The consultant will complete these tasks in accordance with the NYS Department of State's funding contract #C1001660. Please note that the task numbers correspond to the DOS funding contract. The consultant must comply with all terms and conditions of the City's contract with the NYS Department of State ("NYS DOS") for this work, including the MWBE requirement.

Task 1. Project Initiation Meeting:

The consultant will attend the Project Initiation Meeting in coordination with the City and any partners responsible for managing the project purposed to review and agree upon the project scope and schedule, project requirements, roles and responsibilities, ADA requirements, public meetings and techniques for public involvement proposed for the project, and any other information which would assist in project completion. In addition, the composition of a project advisory committee will be discussed during the project initiation meeting. The consultant will prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements reached at the meeting.

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

Task 6. Project Advisory Committee Meetings

In consultation with the City, Department, and any other relevant agencies, the consultant will coordinate and attend a second project meeting with the Project Advisory Committee, to review project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps; and transfer any information to the responsible parties tasked with completing the project. There will be regular Project Advisory Committee meetings over the course of the project to guide project development and review findings and documents.

Products: Following each meeting, the consultant will prepare and distribute a brief meeting summary including attendees, main topics discussed, decisions agreed upon by committee, and action items.

Task 7A. Site Reconnaissance:

The consultant will conduct site-specific reconnaissance, in preparation for design. Work may include, at a minimum, identification and mapping of the following:

Site survey, including but not limited to:

-) Project boundary and topography
-) Ownership/grant/lease status of all lands to be incorporated into the design
-) Manmade structures, fences, foundations, etc. on or adjacent to the site
-) Natural resources, including location of all trees
-) Adjacent land and water uses
-) Above and below ground infrastructure and utilities, including storm water treatment structures

Identification and narrative of:

-) Transportation/circulation systems (truck, car, bus, ferry, train, pedestrian, bicycle, etc.) that serve or are located near the site
-) Historic and archeological resources and shovel testing, if required
-) Soil and, as appropriate, core sampling to determine site stability
-) Hydrology
-) View corridors
-) Zoning and other applicable designations
-) Analysis of site constraints, needs and opportunities

Products: Survey stamped by a licensed surveyor, map(s), graphics and written summary describing the above information and any other appropriate information identified during the project initiation meeting. Maps and relevant data and information, submitted in either ArcGIS format, PDF, or similar product acceptable to the City.

Task 7B. Schematic Designs:

The consultant will prepare draft schematics with alternative designs or design features of the project with associated cost estimates. The draft schematic designs should use the prepared survey and complement the schematic designs incorporated in the Southern Waterfront Park and Trail Master Plan.

The consultant should include best management practices that avoid or reduce water quality impairments from upland runoff or in-water activities as well as to any 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. Any identified impacts should be explained by memorandum to the City and include measures for avoidance or mitigation.

All maps, tables, data, written discussions, and other information that was developed to complete this scope of work and that was identified during the project initiation meeting should be incorporated.

Product: Schematic designs, including alternates with preliminary cost estimates. Best Management Practices, impacts (if any), and mitigation.

Task 8. Public Meeting

The consultant will co-host a public information meeting with the City to solicit public input on the schematic designs to assist in selecting a preferred alternative.

Products: Minutes/Summary of meeting prepared including any presentations or handouts and submitted to the Department.

**Note: The City, in consultation with the DOS and the advisory committee, will select the preferred schematic design as the basis for final design and engineering/construction plans and specifications.*

Task 9: Construction Requirement Analysis

The consultant will prepare an analysis of all federal, state and local requirements for the selected schematic design alternative, including the identification of necessary permits, reviews, and approvals, and a description of how these requirements will be satisfied by the design.

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 will not proceed prior to the DOS approval of the construction requirement analysis and the pre-permitting meeting.

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

Task 11: Design Development

The consultant will prepare draft and final designs based on the selected schematic design. The designs will include all required maps, tables, data, written discussions, and other information identified in the contract and subcontract work plans and during the project initiation meeting. The designs will be reviewed by the City, the DOS, and the project advisory committee.

Products: Draft and final designs, updated cost estimate, and supporting materials.

Task 12: Certified Construction Documents

The consultant will prepare the final construction drawings (including bid sheets), plans, technical specifications (including measurement and payment section), and cost estimates including all project alternatives. The city will prepare the contract documents (also known as the 'front end'). Final construction documents must be certified by a licensed professional engineer, architect or landscape architect and the appropriate seal must be affixed to these documents. Consultant is responsible for modifying final plans if revisions are required to obtain permits.

Products: Final construction documents and final cost estimate completed by a certified and licensed professional engineer, architect or landscape architect.

Task 13: Permits

The consultant will prepare the necessary permit(s) 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 consultant will submit all applications to the City for review by the DOS.

Potential permitting and approval agencies include:

-) federal agencies such as the United States Army Corps of Engineers;
-) the Department of State, 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 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;
-) The City of Peekskill's Floodplain Development Permit to demonstrate that the project is in compliance with 6 NYCRR Part 502, "Floodplain Management Criteria For State Projects".

Copies of all required permits and approvals will be submitted to the City upon receipt.

Products: All required permit applications, permits, and approvals received.

Task 14: M/WBE Utilization and Reporting

In accordance with New York State Executive Law Article 15-A, the New York State Department of State (Agency) has established the Minority Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) participation goals of 30% of the state funding amount (\$25,500), 15% for MBE participation and 15% for WBE participation. The consultant must secure participation by M/WBEs to satisfy those goals and fulfill all other Agency requirements as applicable.

The consultant must submit a utilization plan that identifies which MWBE firm(s) are included in the project, their associated Federal Tax ID numbers, a detailed description of the work, and the associated dollar value for the description of work to meet the state mandated goal of 30%.

The consultant will prepare a detailed record of every payment for all MWBE firms associated with the project and submit to the City for review each month.

Products: Reporting documents, ongoing during life of contract.

III. WORK PRODUCT SUBMISSIONS

All work products must be labeled with the NYS Comptroller's Contract #C1001660 and the NYS DOS attribution statement "*This (document, report, map, etc.) was prepared for the New York State Department of State with funds provided under Title 11 of the Environmental Protection Fund.*", and, where applicable, the related task number.

The consultant will submit all items as described below as well as submitting each item, labeled, on a USB flash drive as both a Microsoft Word document and as a PDF (300 dpi or greater) unless otherwise stated:

-) Public Information Meeting presentation and meeting summaries.
-) Survey: Four (4) signed and sealed paper copies
-) Site Reconnaissance Report, including archaeological testing, if required
-) Schematic Designs, preliminary cost estimates and best management practices
-) Construction Requirement Analysis
-) Draft and Final Designs: Twelve (12) paper copies at Arch D scale (11"x17" acceptable if legible). Include ArcGIS shapefiles of all proposed features.
-) Final Construction Documents: Four (4) full-size, signed and sealed paper copies, twelve (12) copies at 11"x17". Include ArcGIS shapefiles of all proposed features.
-) Permit applications and permits: Two (2) paper copies
-) MWBE Utilization Plan and Reporting Documents

IV. RFP SCHEDULE

The anticipated schedule for the RFP is below:

- o Availability of RFP: May 4, 2020
- o All questions due by email: May 15, 2020, 4PM
- o Proposals due by mail: May 29, 2020, 11AM
- o Interviews conducted: Week of June 8, 2020
- o Recommendation to City Council: Week of June 15, 2020
- o Contract Award: June 29, 2020
- o Project Start: July 2020

Other key anticipated dates:

- o June 2021: Construction docs and budget completed and permits issued

- July 2021: New York State Consolidated Funding Application submitted by the City for construction funding

V. RFP SUBMISSION PROCEDURE

A. Procedure

Applicants will submit four (4) full copies (with original signatures) and one (1) USB flash drive of their proposal by Friday, May 29, 2020 at 11:00 AM. Any submission sent by fax, email, or other form of transmission, or received after the deadline, will not be accepted. Submissions will be sent to the following:

Office of the City Clerk
City of Peekskill
840 Main Street
Peekskill, NY 10566

For questions about this RFP, please contact Jesica Youngblood, City Planner in writing at jyoungblood@cityofpeekskill.com. All questions or requests for additional information must be in writing and include your name, company affiliation, address, phone number, and email address. The City of Peekskill is not responsible for any failure in the delivery of an inquiry.

B. Required Materials

The following requirements must be included in the proposal submission:

-) **Cover Page:** Signed, company letterhead with “MacGregory Brook Trail Stabilization RFP” in the title. As part of the request for proposals (RFP) submission, the consultant will provide an Executive Summary clearly indicating understanding of this RFP’s purpose; the consultant’s experience and ability to fully execute the requirements of this RFP; staffing needs; and proposed fee schedule (See Section VII.)
-) **Project Approach:** Describe intended approach to meet the objectives of this RFP.
-) **Project Experience Profile:** Provide a description of previous and similar project examples, including a description of the project, budget, year completed, and required permits. If a sub-consultant is part of the team, a list of their approach and experience with project experience is also required.
-) **Personnel Descriptions:** A description of each consultant’s team members (sub-consultants, if used), who will be involved with this project and a description of their role in the project. This description should identify the Project Manager and the primary contact person overseeing daily operations.

-) **References:** A minimum of three (3) professional references for similar project work completed within the past 8 years. Include three (3) separate references for every sub-consultant listed as part of the project team. Provide the name, phone number and email address of each professional contact.
-) **Project and Cost Estimation Accuracy:** Demonstrate the completeness and accuracy of prepared construction documents of previous projects that have been constructed through evidence of minimal change orders. Demonstrate the consultant's (or sub-consultant's, if included) estimating accuracy by providing project cost estimate, low bid, and final construction cost for at least five projects that have been constructed within the past 8 years. Discuss any discrepancies.
-) **Fee Schedule** (Section VII): The Fee Schedule will detail when each task is to be completed and must include a cost per task item. Billing rates for each personnel member must be included in a separate table. Please specify any out-of-scope budget items. If a task is labor-intensive and comprises a significant portion of the budget, the consultant may subdivide the costs for the tasks shown on the attached table. The budget and expense information must include all personnel expenses (name, title, hourly rate, and estimated number of project hours). The same information must be provided for any sub-consultants. Specify the number of meetings included in the total fee. This should include in-person meetings with city staff, advisory committee, Common Council, and public meetings.
-) **M/WBE Participation:** The consultant must demonstrate how they intend to meet the required 30% M/WBE participation requirement pursuant to NYS Executive Law Article 15-A and 5NYCRR Parts 142-144.
-) **Additional Work Products:** If additional work products are proposed by the consultant, provide an accompanying fee schedule in Section VII. The consultant should submit a narrative and whatever drawings, maps, and photos are necessary to explain the additional work that is proposed.
-) **Additional Assistance:** Indicate any additional assistance expected from the City, if any.
-) **Disclosure Requirement:** Provide disclosure statement of existing contracts complementary to the scope of work outlined in this RFP.

VI. RFP REVIEW AND SELECTION PROCEDURE

A. Rating and Selection Criteria:

The City will review proposals, conduct interviews, and hire a consultant to perform the required work, based on the items in this section and detailed below. The contract will be awarded to the responsible Consultant who is the most qualified and whose proposal represents the best value. Past experience, professional expertise, and scope, schedule, budget, and comprehensiveness will be used to evaluate the proposals and select the preferred consultant. NYS DOS must approve all consultants and sub-consultants to be hired by the City.

The City reserves the right to authorize all or part of the work requested in this RFP.

The City will use the following criteria to evaluate submissions:

-) Quality and completeness of the proposal, 20%
-) Approach to completing the Scope of Work, 20%
-) Qualifications and relevant experience; References, 20%
-) Evidence of accurate cost estimating, 20%
-) Additional work products that are included in the \$100,000 budget, 20%

The consultant must meet M/WBE requirements listed in Section II, Task 14 listed above. It is also recommended that the consultant have familiarity with Peekskill's waterfront, completed grant-funded projects, and have experience conducting public meetings and presentations using virtual we-based platforms (e.g. Zoom, Skype, WebEx, etc).

B. Interviews

Interviews will be conducted the week of June 8, 2020. A verbal presentation of the submitted proposal is preferable unless the consultant desires to incorporate additional visual aids.

C. Award

The City of Peekskill will award a contract to the consultant that best meets the RFP's needs and requirements. The City reserves its right to reject any or all proposals in the best interest of the City. The successful candidate must be ready, willing, and able to proceed and sign an agreement satisfactory in form by the City's Corporation Counsel.

D. Insurance

The selected consultant will provide worker's compensation and liability insurance as required, listing the City of Peekskill as an "additional insured."

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VII. SCOPE OF WORK & FEE SCHEDULE

Consultant must complete the following fee schedule table and submit with proposal.

Task #	Task Description	Proposed Fee	Date of Completion (Assume Week 1 is Contract Execution)
7A	Site Reconnaissance & Survey	\$	WEEK ____
7B	Schematic Designs	\$	WEEK ____
1,6, & 8	Project Initiation Meeting, Public Meeting, including project advisory meetings	\$	WEEK ____
9	Construction Requirement Analysis	\$	WEEK ____
11	Design Development	\$	WEEK ____
12	Certified Construction Documents	\$	WEEK ____
13	Permits	\$	WEEK ____
14	M/WBE Utilization	-	ONGOING

Number of Included (or unlimited) Meetings: ____	ONGOING
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Project Fee	\$
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Additional Work Products			
	Product 1	\$	
	Product 2	\$	
	Product 3	\$	
	Product 4	\$	
	Product 5	\$	
	Product 6	\$	

Additional Products Sub-Total Fee	\$
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TOTAL PROJECT FEE	\$
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***There will be no allowance for reimbursable expenses. all costs, including copying, mailings, and travel should be included in the tasks above.

VIII. EXPENSES INCURRED BY RESPONDING CONSULTANT

MacGregory Brook Trail and Shoreline Stabilization Design and Construction Documents RFP

The City of Peekskill is not responsible for any expenses or costs incurred by any responding consultant organization(s) at any time in preparing and submitting a proposal or requested supplemental information in response to this RFP.

ATTACHMENT A – PROJECT AREA MAP

