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REQUEST FOR PROPOSALS

Planning & Design for Freemans Bridge Gateway Revitalization

Response Deadline: November 15, 2017 @ 2:00 P.M.

PLANNING & ENGINEERING SERVICES

Qualified individuals, professional service firms, and/or consultant teams that are, or include, NYS Certified MBE or WBE firms or individuals are strongly encouraged to submit proposals in response to this RFP.

October 2017

REQUEST FOR PROPOSALS

Planning & Design for Freemans Bridge Gateway Revitalization

Issued by:

**Town of Glenville
Economic Development & Planning Department
Municipal Center, 18 Glenridge Road
Glenville, New York 12302
October 2017**

Introduction

The Town of Glenville is issuing this Request for Proposals (RFP) to qualified individuals, professional service firms and/or consultant teams to undertake planning, feasibility and preliminary design work for the redevelopment and revitalization of the Freemans Bridge-Mohawk Riverfront gateway area. The Freemans Bridge-Mohawk Riverfront gateway study area extends from Freemans Bridge, over the Mohawk River, to the intersection with Maple Avenue. The study area contains approximately 45 acres of adjacent properties.

This project is being funded by a New York State Department of State Local Waterfront Revitalization Program grant under Title 11 of the Environmental Protection Fund. Significant added support will be provided by the Town of Glenville. The study has a fixed budget of \$65,000 for consultant services. The Town of Glenville will administer the consultant contract and will jointly manage the study with the New York State Department of State.

This project is subject to Article 15-A of the Executive Law which includes, but is not limited to, those provisions concerning the maximizing of opportunities for the participation of minority and women-owned business enterprises. As such, an overall 30% M/WBE participation rate has been established for this project, with goals of 15% for Minority-Owned Business Enterprises (“MBE”) and 15% for Women-Owned Business Enterprises. M/WBE and/or combinations of offerors are strongly encouraged to submit proposals.

Project Background

This project will utilize New York State Department of State Environmental Protection Fund Local Waterfront Revitalization Program (LWRP) & Town of Glenville funding for project-specific planning, feasibility and design work associated with the redevelopment and revitalization of the Freemans Bridge-Mohawk Riverfront gateway area along Freemans Bridge Road within Town of Glenville. This riverfront gateway is recognized as a key entry point into the Town of Glenville.

The Freemans Bridge-Mohawk Riverfront gateway is a former commercial/industrial area utilized for manufacturing, recycling, waste disposal and a mix of small retail uses. It is presently in transition from its predominantly industrial past to a mixture of services, retail, entertainment and waterfront dependent uses. The environment consists of several vacant and underutilized properties, numerous curb cuts, large asphalt parking surfaces, overly wide travel lanes, a lack of pedestrian sidewalks and crosswalks; limited landscaping and numerous overhead utility lines. Recent investments within and nearby the riverfront gateway area include the following:

- A \$12,000,000 NYS Superfund reclamation project at 34 Freemans Bridge Road, where clean-up of contaminated soils has resulted in a 13-acre redevelopment site.
- A five-story, 107-room, \$15,000,000 extended stay Homewood Suites Hilton hotel located at 2 Freemans Bridge Road adjacent to the Waters Edge Lighthouse Restaurant and Inn.
- Directly opposite the Mohawk Riverfront Gateway in the City of Schenectady, is the former Alco brownfield redevelopment site where the Galesi Group is constructing Mohawk Harbor, a \$150,000,000 mixed use redevelopment project containing a combination of housing, recreational uses, retail and office space.
- Finally, The Freemans Bridge-Mohawk River gateway is the main travel route from Saratoga County and all points north to the \$300,000,000 Rivers Casino and Resort development along Erie Boulevard in the City of Schenectady and immediately adjacent to the Mohawk Harbor redevelopment.

Even with the impressive amount of redevelopment occurring adjacent to the riverfront gateway area, the corridor retains much of its former industrial appearance. The resultant lack of public infrastructure investment in the riverfront gateway is a significant disincentive to new, private sector investment; contrary to the economic development efforts of the town, county and region.

Study Purpose

New York State Department of State Environmental Protection Fund funding, combined with those from the Town of Glenville, will enable the Town of Glenville to retain the services of an experienced consultant, specializing in waterfront revitalization and gateway design for the redevelopment of the Freemans Bridge-Mohawk Riverfront gateway area, extending from Freemans Bridge over the Mohawk River to the intersection with Maple Avenue, a 45-acre study area, approximately 9 of which are within the highway right-of-way. Improvements and streetscape design considerations will include landscaping, signage, bicycling facilities, pedestrian walkways, sidewalks, trails, crosswalks and other pedestrian safety enhancements along the waterfront gateway corridor. Analysis of the project area will include existing zoning regulations to determine gaps and impediments to future development patterns envisioned for the corridor, traffic and crash statistics, complexities at this location related to town and county infrastructure, and the potential replication of regional waterfront revitalization strategies. Preliminary cost estimates and a preliminary phasing plan, along with lists of potential permits required and their associated time frames will be developed.

It is envisioned that this effort will complement and enhance the “Freemans Bridge Road Complete Streets Concept Plan” presently being developed with funding from the Capital District Transportation Committee (CDTC) through its Linkage Program and the Town of Glenville. That

analysis will evaluate the feasibility of incorporating “complete streets” elements into the Freemans Bridge Road corridor.

The consultant will work closely with Town officials, NYS Department of State staff and a Study Advisory Committee to develop an acceptable design scheme that enhances the safety, appearance and economic vitality of the riverfront gateway area. This will include a visioning process that results in two (2) alternative schematic design plans, from which one final preliminary design will be selected. The preferred final preliminary design alternative will then be delivered with detailed preliminary engineering/construction plans and cost estimates at a level of sufficient detail to enable the Town of Glenville to utilize as the basis for subsequent project funding applications.

Study Area

The riverfront gateway project area extends from Freemans Bridge (over the Mohawk River) to the signalized intersection with Maple Avenue (Schenectady County Route #29), an approximate distance of 2000 linear feet then and east along Maple Avenue. The entire project study area consists of an additional forty-five (45) acres and is depicted in the image on the final page of this RFP, outlined in red.

Scope of Work

The consultant will be required to complete the scope of work as outlined below. If, based on consultant knowledge or experience, the consultant believes the required scope of work should be changed in any way; the suggested changes should be outlined in the letter of interest (as described in the Submission Instructions section of this RFP). Consultants will not be required to reproduce or recreate this scope of work in their letters of interest. Only modifications to what is requested will be required and considered in consultant evaluations.

Task 1: Project Coordination & Initial Project Advisory Committee Meeting

(approximately 5% of effort)

The consultant shall attend an initial Study Advisory Committee (SAC) meeting to set the stage for the development of the project. At this meeting, key transportation, land use and design issues regarding the Freemans Bridge-Mohawk River Gateway Study Area will be identified by the consultant and discussed with the SAC (see Study Advisory Committee section below). The project scope, requirements, participants’ roles and responsibilities and the project schedule will be reviewed and refined, as necessary. Finally, existing site conditions, new information needs and next steps will also be discussed.

The consultant will be expected to coordinate with the Freemans Bridge Road Complete Streets Concept Plan project, a planning effort presently underway and funded through the Capital District Transportation Committee’s (CDTC) 2015-2016 Community and Transportation Linkage Planning Program. It is expected that the Freemans Bridge Road Complete Streets Concept Plan project team will share project information with the Gateway Revitalization project team. The consultant selected to undertake this Gateway Revitalization project planning effort will be expected to attend up to two (2) Complete Streets Concept Plan planning project meetings, as they are scheduled.

The Town of Glenville shall prepare and distribute brief meeting summary notes clearly indicating the agreements and understandings reached at the initial project meeting. Work on subsequent tasks shall not proceed prior to Department of State approval of the proposed approach as outlined in the meeting summary.

Products: *Consultant attendance at the initial project meeting with appropriate parties.* Written meeting notes outlining agreements and understandings reached, to be completed by the Town of Glenville and approved by New York State Department of State. Glenville will post meeting notes on the project website/webpage.

Task 2: Existing Conditions Inventory and Site Reconnaissance (approximately 10% of effort)

A substantial volume of information either has been generated or is currently being produced in relation to the Gateway Revitalization study area through the efforts of the Freemans Bridge Road Complete Streets Concept Plan project. The consultant will review and analyze this inventory of existing information, including but not limited to the following:

- Existing and proposed transportation/circulation facilities (i.e.: roadway, car, pedestrian, bicycle, freight, ferry, train and transit facilities) that serve or are located near the site
- Traffic and crash data and analysis
- Current Zoning and other applicable designations
- Current Land Use
- Ownership/grant/lease status of all lands to be incorporated into the design
- Tax Parcel Data
- Flood hazard area mapping
- Information on Current and Proposed Development Projects.

The Town of Glenville shall provide the consultant with any available pre-existing information that will assist in completion of the project (See list of available documents on final page of RFP). It is anticipated the consultant will review available planning documents and suggest additional improvements with respect to existing and future potential land uses, design, traffic flow and safety for all users.

The consultant will be expected to produce the following maps/visuals and summarize the existing conditions, as applicable:

- Project study area boundary map.
- Analysis of site constraints, needs and opportunities
- Manmade structures, buildings, or facilities on or adjacent to 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

- Above and below ground infrastructure, including stormwater treatment structures.

The consultant shall conduct site-specific reconnaissance, as necessary, in preparation for preliminary design.

A Study Advisory Committee meeting (meeting #2) will be scheduled after the completion of Task 2 for review/discussion of the products developed. At the meeting the consultant will gather input on how the existing conditions information, goals, objectives, planning principles, and gateway vision could best be presented to the public. The first public workshop is expected to be scheduled at this meeting.

Products: The Consultant shall prepare a Study Area Base Map(s), digital photographs with captions, and a written narrative summary describing the Gateway Revitalization study area's existing conditions, current land uses, significant constraints and other appropriate information (or lack thereof) identified during the project kick-off meeting and site reconnaissance. The Town of Glenville will prepare and disseminate SAC meeting #2 summary notes and post them to the project website/webpage.

Task 3: Public Workshop #1 (approximately 5% of effort)

The consultant will conduct two (2) public workshops and a public presentation (a total of three (3) public meetings) that will involve residents, targeted stakeholders and business/property owners within the project study area and adjacent corridor. The first public workshop is detailed in this section; the second public workshop is detailed in Task 5, while the public final presentation is described in Task 7.

Involvement of the public in this planning process is critical to its success. The consultant will participate in the first public workshop to gather input and inform citizens, elected officials, staff, stakeholders, property owners and other interested agencies about the Gateway Revitalization project. The first workshop will offer the opportunity for citizens to share their experiences, thoughts and vision(s) for the Gateway and its revitalization.

It is anticipated that this first meeting will be an interactive workshop in which participants can mark-up maps indicating such items as their vision for undeveloped adjacent properties or potential redevelopment scenarios, locations and types of amenities, preferred Complete Streets treatment(s), destinations they want to go to by bicycle, vehicle, walking and/or transit, safety issues or areas of concern, etc.

The Consultant will use the draft products developed in Task 2 as a basis for initial ideas on Gateway design themes, redevelopment potential, filling gaps in respective vehicular, pedestrian, bicycle and transit facility networks. The consultant will assist in identifying challenges and opportunities associated with the above, as well as potential methods of prioritizing improvements.

Advertising for the public workshop and securing appropriate meeting space will be a collaborative effort between Town of Glenville staff and the selected consultant. The consultant will be responsible for facilitating the discussion and engaging the public at the workshop and will prepare

necessary meeting materials such as poster size visuals of the study area, maps and associated pertinent data/materials.

Products: Public information meeting held with the Consultant responsible for facilitating the meeting's discussion and engaging the public at the workshop. The consultant shall prepare necessary meeting materials such as poster size visuals, maps and associated pertinent data/materials of the study area; and provide the Town of Glenville with electronic file(s), suitable for uploading to the project website/webpage, of all workshop materials, handouts and PowerPoint presentations. The Town of Glenville will develop a one-page flier to advertise the meeting with a link to the project website/webpage. Workshop notes and a summary of public comments from the workshop, including the number and nature (ex: resident, business and/or property owner, etc.) of attendees, will be prepared by the Town of Glenville for distribution to the New York State Department of State and the Study Advisory Committee. Glenville will post meeting notes on the project website/webpage.

Task 4: Develop Preliminary Design Plans/Schematic Designs (approximately 35% of effort)

Using the recommendations outlined in past planning efforts, the results of Task 2, the input received in Task 3 as a baseline, information/recommendations/conclusions contained in the Draft Freemans Bridge Road Complete Streets Concept Plan, Stormwater Best Management Practices to be employed to avoid or reduce water quality impairments from upland runoff activities; the Consultant shall develop and prepare a minimum of two (2) alternative preliminary designs of the Gateway Revitalization study area corridor for review by the Study Advisory Committee and the New York State Department of State. The plans will identify and evaluate a full range of potential improvements to the Gateway Revitalization study area, that are appropriate for all users, which meet the key objectives identified for this project.

The alternative preliminary designs shall include the following components:

- Analysis of all data previously collected for the study area,
- Analysis of study area roadways for potential addition of bicycle, pedestrian and transit facilities,
- Incorporation of the projects goals, objectives, planning principles and vision for the study area developed in Tasks 1-3.
- Specific design recommendations for the Gateway Revitalization study area corridor along Freemans Bridge Road, including the intersections with Sunnyside Road and Maple Avenue. Typical cross-sections should be included based upon roadway classification utilizing currently available resources as appropriate (i.e. New York State Highway Design Manual, AASHTO Guide for the Development of Bicycle Facilities 2012, the NACTO Urban Street Design Guide and Bikeway Design Guide, etc.).
- Specific design recommendations for gateway improvements along this portion of the Freemans Bridge Road corridor (bridge over Mohawk River to intersection with Maple Avenue).
- Recommendations for multi-modal connections, including potential locations for new connecting collector streets.

- Access management opportunities, including prospective areas for driveway consolidation.
- Multi-modal planning-level operational analysis, including level-of-service, sufficient to meet the decision-making needs of the roadway owners.
- Preliminary intersection designs with renderings of proposed designs.
- Clear delineation of trade-offs amongst the various modes of transportation treatments, displayed in a matrix format, using measure-of-effectiveness as the basis for comparison.
- Identification of potential locations for green infrastructure stormwater management practices and types of treatment practices.
- Preliminary cost estimates to aid with decision-making.
- Implementation strategy defining short, medium and long term implementation opportunities.
- Identification of potential funding sources.
- Recommended changes to existing Town Standards, Codes and/or Ordinances, and review/approval processes need to implement proposed plans.
- Explanation of methodology to prioritize improvements to facilities.

As draft preliminary designs are first being developed, the consultant is to prepare for and attend a meeting with the Town of Glenville, CDTC, NYSDOT Region I staff and Schenectady County Department of Engineering and Public Works staff, to provide NYSDOT and Schenectady County officials the opportunity to review and comment on the preliminary designs related to Freemans Bridge Road (NY 911F), Sunnyside Road and Maple Avenue (County Routes # 12 & 29 respectively), before the preliminary designs reach the final draft stage. Furthermore, if any preliminary designs appear to impact large areas of privately-owned property, the consultant will be available to prepare for and attend up to three (3) meetings with potentially affected property owners or their representatives.

A Study Advisory Committee meeting (meeting #3) will be scheduled before the completion of Task 4 for review/discussion of the products developed. Necessary revision(s) to draft products will be made and completed by the Consultant prior to Public Workshop #2.

Products: The Consultant shall prepare three (3) draft alternative preliminary design plans/schematic designs with preliminary (planning-level) cost estimates. Based upon Study Advisory Committee, Town and New York State Department of State feedback, the Consultant shall prepare necessary revision(s) to draft products prior to Public Workshop #2. The Consultant shall provide the Town of Glenville with electronic files of the three (3) draft alternative preliminary design plans/schematic designs for the Town to upload onto the project website/webpage following PAC review and approval, and at least two (2) weeks prior to public workshop #2. All draft and final design products shall include New York State Department of State funder attribution as it appears in the Grant Requirements section of this RFP, along with the NYS DOS logo, which is subject to NYS DOS approval prior to distribution. The Town of Glenville will prepare and disseminate SAC meeting #3 notes and post them to the project website/webpage.

Task 5: Public Workshop #2 (approximately 5% of effort)

In consultation with the Town of Glenville and the New York State Department of State, the Consultant will conduct a second public workshop/informational meeting to review, solicit public input and receive comments on the draft preliminary design plans/schematic designs and to assist in selecting a preferred alternative. The Consultant will facilitate the workshop in a way which maximizes public interaction and comment for use in finalizing the preferred design alternative. The second public workshop/meeting will incorporate suggestions received from the first public meeting and present draft Gateway Revitalization design plans, renderings and preliminary cost estimates.

Advertising for the public workshop and securing appropriate meeting space will be a collaborative effort between Town of Glenville staff and the selected consultant. The consultant will be responsible for facilitating the discussion and engaging the public at the workshop and will prepare necessary meeting materials such as poster size visuals of the study area, maps and associated pertinent data/materials.

Written meeting notes summarizing the public input obtained at the informational meeting shall be prepared by the Town of Glenville and provided to the New York State Department of State for review and comment.

Study Advisory Committee meeting #4 will be scheduled after the completion of Task 5 for review/discussion or the public workshop results.

Products: Public information meeting held with the Consultant responsible for facilitating the meeting's discussion and engaging the public at the workshop. The Consultant will have prepared necessary meeting materials such as poster size visuals of the study area, maps and associated pertinent data/materials; and provide the Town of Glenville with electronic file(s), suitable for uploading to the project website/webpage, of all workshop materials, handouts and PowerPoint presentations. Meeting notes that summarize public input from the informational meeting to be prepared by the Town of Glenville and submitted to the New York State Department of State and posted on project website/webpage.

Task 6: Develop Preferred Design Alternative – Preparation of Preliminary Plans, Cost Estimates Specifications and Preliminary List of Anticipated Permits (approximately 35% of effort)

In consultation with the New York State Department of State, and the Study Advisory Committee; the Town of Glenville shall select one of the alternative schematic designs as the basis for the preferred design alternative. The consultant shall then prepare preliminary engineering/construction plans, specifications and cost estimates for the preferred design schematic; along with a preliminary list of potentially required permit approvals needed to advance the preferred design toward construction.

As final preliminary designs are first being developed, the consultant will be available to prepare for and attend meeting with the Town of Glenville, CDTC, NYSDOT Region I staff and Schenectady County Department of Engineering and Public Works, if needed. The meeting will

provide NYSDOT and Schenectady County officials the opportunity to review and comment on preliminary designs related to State and county owned roads, with the goal of developing a final study and preliminary design plan that is acceptable to all affected parties.

Study Advisory Committee meeting #5 will be scheduled after completion of Task 6 for final review and discussion of next steps toward developing and implementing the recommended improvements.

Products: Preferred design alternative selected. *The Consultant will complete any necessary revisions to draft preliminary engineering/construction plans and cost estimates for the preferred design alternative along with the preliminary list of required permit approvals to advance preliminary design toward construction. Two (2) digital copies and four (4) color hardcopies of the final documents with all necessary figures, photos, sketches, PowerPoint presentations are required and shall include New York State Department of State funder attribution as it appears in the Grant Requirements section of this RFP, along with the NYS DOS logo, whether for internal or public dissemination. The Consultant shall provide the Town of Glenville with electronic files of the final selected alternative preliminary design plans/schematic designs, cost estimates and list of permit approvals for the Town to upload onto the project website/webpage. The Town of Glenville shall prepare SAC meeting #5 notes, submit those notes to the New York State Department of State and post materials to the project website/webpage.*

Task 7: Final Public Meeting & Presentation (approximately 5% of effort)

The final public meeting will feature a presentation by the consultant where the preferred final preliminary design alternative will be presented to the Glenville Town Board. This formal presentation will provide the public and elected officials with information pertaining to how the preferred final preliminary design alternative was formulated based upon results of findings made throughout the study period. The consultant's presentation shall feature any recommendations and/or conclusions formed as a result of this study. The consultant shall utilize visuals of the study area, maps and associated data/materials collected during the study to validate study findings relevant to the selection of the preferred final preliminary design alternative.

Products: *Consultant will develop visuals of the project study area, maps and associated pertinent data/material for use and display at the Final project presentation. The Consultant shall provide the Town of Glenville with electronic files of the final presentation materials for the Town to upload onto the project website/webpage. All draft and final design products shall include New York State Department of State funder attribution as it appears in the Grant Requirements section of this RFP, along with the NYS DOS logo, as mentioned previously in Task 4. The Town of Glenville will develop a one-page flier to advertise the meeting and post on the project website. The Town of Glenville shall prepare Final presentation meeting notes, submit those notes to the New York State Department of State and post materials to the project website.*

Products

The Consultant will be responsible for providing the following products as outlined in the Scope of Work above.

Task 1: Project Coordination & Initial Project Advisory Committee Meeting: *Consultant attendance at the initial project meeting with appropriate parties.*

Task 2: Existing Conditions Inventory and Site Reconnaissance: *The Consultant shall prepare a Study Area Base Map(s), digital photographs with captions, and a written narrative summary describing the Gateway Revitalization study area's existing conditions, current land uses, significant constraints and other appropriate information (or lack thereof) identified during the project kick-off meeting and site reconnaissance.*

Task 3: Public Workshop #1: *Public information meeting held with the Consultant responsible for facilitating the meeting's discussion and engaging the public at the workshop. The consultant shall prepare necessary meeting materials such as poster size visuals, maps and associated pertinent data/materials of the study area; and provide the Town of Glenville with electronic file(s), suitable for uploading to the project website/webpage, of all workshop materials, handouts and PowerPoint presentations.*

Task 4: Develop Preliminary Design Plans/Schematic Designs: *The Consultant shall prepare three (3) draft alternative preliminary design plans/schematic designs with preliminary (planning-level) cost estimates. Based upon Project Advisory Committee, Town and New York State Department of State feedback, the Consultant shall prepare necessary revision(s) to draft products prior to Public Workshop #2. The Consultant shall provide the Town of Glenville with electronic files of the three (3) draft alternative preliminary design plans/schematic designs for the Town to upload onto the project website/webpage following PAC review and approval, and at least two (2) weeks prior to public workshop #2.*

Task 5: Public Workshop #2: *Public information meeting held with the Consultant responsible for facilitating the meeting's discussion and engaging the public at the workshop. The Consultant will have prepared necessary meeting materials such as poster size visuals of the study area, maps and associated pertinent data/materials; and provide the Town of Glenville with electronic file(s), suitable for uploading to the project website/webpage, of all workshop materials, handouts and PowerPoint presentations.*

Task 6: Develop Preferred Design Alternative – Preparation of Preliminary Plans, Cost Estimates Specifications and Preliminary List of Anticipated Permits: *The Consultant will complete any necessary revisions to draft preliminary engineering/construction plans and cost estimates for the preferred design alternative along with the preliminary list of required permit approvals to advance preliminary design toward construction. Two (2) digital copies and four (4) color hardcopies of the final documents with all necessary figures, photos, sketches, PowerPoint presentations are required. The Consultant shall provide the Town of Glenville with electronic files of the final selected alternative preliminary design plans/schematic designs, cost estimates and list of permit approvals for the Town to upload onto the project website/webpage.*

Task 7: Final Public Meeting & Presentation: *Consultant will develop visuals of the project study area, maps and associated pertinent data/material for use and display at the Final project presentation. The Consultant shall provide the Town of Glenville with electronic files of the final presentation materials for the Town to upload onto the project website/webpage.*

The Town of Glenville and New York State Department of State will assume ownership of all materials, studies, surveys, mapping, documents, illustrations, etc., which are produced as part of this project and its planning process.

The contributions of the New York state Department of State must be acknowledged in all community press releases for this project. Press releases shall be submitted to the Town of Glenville and New York State Department of State for review and approval prior to release to ensure appropriate acknowledgment.

The final report will be provided in digital and paper formats. The consultant will provide a total of seven (7) full-color copies to the Town of Glenville for distribution to Town Board members and New York State Department of State staff. Each agency will also receive digital copies of the report. Base files for all graphics, maps, charts, and other materials must also be provided digitally using software that can allow town staff to make modifications or simple edit changes.

Administrative Responsibilities

The Consultant contract will be administered by the Town. The Town of Glenville and NYS Department of State will jointly manage the study.

Study Advisory Committee (SAC)

A Study Advisory Committee has been established consisting of representatives from the Town of Glenville, appointed economic development commissioners, local property and business owners, members of the public, NYS Department of Transportation officials (NYSDOT), Schenectady County, Capital District Transportation Committee (CDTC), Capital District Regional Planning Commission (CDRPC), and Capital District Transportation Authority (CDTA), to guide the study and meet with the consultant on a regular basis. The consultant will be expected to present information related to the study tasks at these meetings as outlined in the scope of work. The consultant will lead a minimum of two SAC meetings, one public information session, one public input session and at least two presentations to the Glenville Town Board as described in the scope of work, all of which will have participation from the SAC.

All deliverables to be reviewed at Study Advisory Committee meetings and public meetings must be received by the Town of Glenville at least one week prior to the Project Advisory Committee meeting. The Town of Glenville will be responsible for distributing deliverables to the Study Advisory Committee via email or via the internet, once electronic files are received from the Consultant. A project website has been developed as part of the public planning & educational component of the Freemans Bridge Road Complete Streets Planning effort. Materials produced in support of this Gateway Revitalization design effort are to be provided to the Town of Glenville in a format which enables the Town to upload the information to the project website. If there is no way to provide the files electronically, the consultant will be responsible for providing hardcopies to the members of the Study Advisory Committee one week prior to the meeting.

Compensation Requirements

The Town of Glenville will pay the Consultant on a reimbursement basis using invoices. Invoices shall document the number of hours worked, salary rate, and expenses by individual summarized by project task (tasks one to seven in this RFP). Any other direct expenses should also be identified. With each invoice, the Consultant must submit a brief progress report describing the progress on each task. The progress report will serve as the basis for payment.

Grant Requirements

This study will be financed through a grant from the New York State Department of State with additional funding from the Town of Glenville. All documents produced as part of this project must appropriately acknowledge the New York State Department of State grant funding as follows:

“This document was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection fund.”

Additionally, respondents should be aware that the following clauses will be required in the consulting agreement:

The consultant shall comply with all applicable terms and conditions contained in the New York State Master Contract T1000720, including all appendices, between the Town of Glenville and the New York State Department of State. In the event of a conflict between this agreement and the State Master Contract, the terms of the State Master Contract agreement shall control.

Minority-Owned & Women–Owned Business Enterprise Goals (M/WBE)

The New York State Department of State is an Equal Employment Opportunity employer. As such respondents will be required to agree to comply with the Federal Equal Employment Opportunity Act.

Furthermore, the Town of Glenville, through its contract with New York State, is subject to Article 15-A of the Executive Law which includes, but is not limited to, those provisions concerning the maximizing of opportunities for the participation of minority and women-owned business enterprises. As such, an overall 30% M/WBE participation rate has been established for this project, with goals of 15% for Minority-Owned Business Enterprises (“MBE”) and 15% for Women-Owned Business Enterprises. M/WBE and/or combinations of offerors are strongly encouraged to submit proposals.

Submission Instructions

Offerors may be qualified individuals, professional service firms, and/or consultant teams. Responses to this RFP must include all of the following elements (the letter of interest is supplemented by the additional material).

1. ***A letter of interest*** (no more than three pages) that demonstrates the offeror has a clear understanding of the issues associated with this study and communicates the offeror’s ability to complete the scope of work as required. The offeror may propose adjustments to

the required scope of work in this letter if the offeror believes that those adjustments would add value to the study or would be more appropriate for the allotted budget. There is no need to repeat the required scope of work in the letter of interest. The offeror will not be penalized in the selection process for suggesting changes to the scope of work.

2. ***Examples of relevant previous work*** that demonstrate the offeror has the experience, and inter-personal skills to perform the required tasks. Examples of completed work assignments and successful plan implementation projects that demonstrate the experience and ability of the personnel assigned to the study should also be included. ***Extensive experience developing corridor and/or waterfront revitalization design strategies which include appropriate gateway treatments, land use and complete streets fundamentals is required.*** Stressing experience in unrelated activities is not encouraged and may leave the impression that the offeror does not correctly grasp the project's scope. Reference contact information is required.
3. A ***management plan identifying the contractor's personnel*** who will be working on the study ***including resumes***. The project manager should be clearly identified, and reflect a professional experienced in conducting challenging community conversations. If a team of firms is responding to this RFP, include the resumes of all personnel working on the study for the lead firm as well as all sub-consultant firms. Please ensure that the titles of the identified personnel match those on the resumes and in the price proposal described below in number 4. Failure to properly identify personnel significantly reduces the credibility of the proposal.
4. A ***price proposal including all costs anticipated***. Hours and hourly wages by task and by personnel should be included. This should be completed for both the lead consultant and any sub-consultants, if they are utilized for the study. The Town of Glenville and the New York State Department of State have budgeted \$65,000 for consultant services. This figure should be considered the upset amount of the contract.
5. A ***project schedule by task*** should be included (the Town of Glenville and New York State Department of State would like to see this **study completed within twelve (12) calendar months** from the date of contract execution).
6. A statement of the respondent's effort to comply with the State's **Minority and Women Owned Business Enterprise (M/WBE) goals**.

Submission Deadline

Responses to the RFP are due no later than 2:00 P.M. eastern time on November 15, 2017 at the Town of Glenville, Municipal Center, 18 Glenridge Road, Glenville, N.Y. 12302. Five hard copies of the submission and one electronic copy on a CD are required.

Submission Evaluation

A qualified offeror will be selected based on the following criteria:

1. Relevant experience and the successful completion of similar projects (in terms of scope and product) accomplished by the personnel assigned to the project.
2. Qualified personnel assigned to the project. The experience of the Project Manager will be heavily weighed, as will the number of hours by key personnel.
3. Responsiveness to the RFP and understanding of the scope of products.
4. Past performance of the offeror associated with gateway improvement, design, implementation and/or other relevant work is crucial.
5. Amount of work indicated to be accomplished within the budgeted amount for the study (if the offeror proposes adjustments to the scope of work outlined in this RFP).
6. Demonstrated understanding of the context of the study area (knowledge of the Town of Glenville and Schenectady County may be a plus).
7. Ability to meet the proposed project schedule and complete the project within the proposed budget/cost.
8. Method of complying with required Minority and Women-Owned Business Enterprise goals.

Conditions Governing Responses

Only those proposals which contain complete information and are responsive to the RFP will be considered. The Town of Glenville and New York State Department of State reserve the right to:

- Accept or reject any or all submissions associated with this work;
- Request qualified respondents to consider contracting for only certain elements of the project or to consider partnering with other qualified offerors;
- Require qualified respondents to clarify aspects of their understanding of and approach to the study in person or by telephone;
- Waive or modify minor irregularities in proposals received;
- Negotiate with respondents, to best serve the interests of the Town of Glenville and the New York State Department of State;
- Amend specifications contained within this RFP, after its release, with due notification given to all respondents to modify their responses to reflect changes in the RFP's specifications;

- Consider every response as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation;
- Award a contract for any or all parts of a respondent team including award of specific project components to individual team members and to negotiate with the successful respondent(s).
- Submission of a proposal does not guarantee any further consideration.

By submitting a response to this RFP, the respondent agrees that it will not make any claim for or have any right to damages because of any lack of information or misrepresentation of the information provided in the response.

Note: The New York State Department of State must approve all consultants and sub-consultants and review and approve the contract between the Town and the lead consultant. The Consultant shall comply with all applicable terms and conditions contained in the New York State Master Contract T1000720, including all appendices, between the Town of Glenville and the New York State Department of State. A copy of said contract is available upon request.

Freedom of Information Law

Please note that materials submitted to the Town of Glenville and the New York State Department of State are subject to the Freedom of Information Law (FOIL). If respondent provides material(s) of a confidential nature for disclosure to third parties, the respondent should clearly indicate the specific material(s) it considers confidential. Subject to the provisions of FOIL and any other applicable laws, the Town of Glenville and the New York State Department of State may agree to maintain confidentiality of such material(s) if requested. The Town of Glenville and the New York State Department of State assume no responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.

Notification of Award

The successful respondent will be notified by phone, followed by written confirmation. Each respondent whose proposal is not accepted will be notified in writing.

The Town of Glenville and New York State Department of State will authorize the award of a contract to the successful respondent. In the event that a contract cannot be finalized within thirty (30) days of the award, the Town of Glenville and New York State Department of State reserve the right to enter into negotiations with another respondent.

Inquiries

All inquiries should be made in writing and must cite the RFP section in question. Inquiries should be directed to:

Michael Burns, Planner I @ mburns@townofglenville.org and/or

Fred Landa, Coastal Resources Specialist @ Fred.Landa@dos.ny.gov NYS Department of State, Coastal Management Program.

Inquiry responses will be available on the project website within three (3) workdays.

Liability

Neither the Town of Glenville nor the New York State Department of State are liable for any costs incurred by any individual or firm for work performed in preparation of its response to this Request for Proposals or for any travel and or other expenses incurred in preparation and/or submission of its response or participation in subsequent interviews or presentations. Further, the Town of Glenville and the New York State Department of State are not liable for any costs incurred prior to approval of the contract agreement.

Existing Planning Documents

2017 Town of Glenville Comprehensive Plan Update (underway).

Mohawk River Waterfront Revitalization Plan for Schenectady County (2010).

Freemans Bridge Road Master Plan (2004).

The Town Center Master Plan (2004).

The Freemans Bridge Road Traffic Evaluation (2015). Note: Traffic data contained within the Freemans Bridge Road Traffic Evaluation (turn movement counts, future traffic volumes, traffic operations and capacity evaluations, etc.) should be used as a baseline and updated as needed.

Town of Glenville Complete Streets Toolkit.

Draft Freemans Bridge Road Complete Streets Concept Plan.

Freemans Bridge Road Complete Streets Concept Plan website www.freemansgateway.com

Freemans Bridge - Mohawk River Gateway Study Area



July 24, 2015

1:9,028

- Override 1
- Parks and Open Spaces
- Railroad
- Streets
- Parcels
- Waterbodies

