



VILLAGE OF TANNERSVILLE

Request for Proposals for Design, and Engineering Services

[Abstract](#)

The Village of Tannersville is requesting proposals from engineering firms to provide designs and construction phase services for Village public parks projects to further implement our Gooseberry Creek Revitalization Strategy. The projects may be self-funded or funding for the projects may be obtained from New York State Department of State, or other funding sources as may become available.

REQUEST FOR PROPOSALS FOR PUBLIC PARK, TRAIL, & PUBLIC WORKS ENGINEERING SERVICES

Proposals will be accepted until 12:00 PM, Friday, March 26, 2021

The Village of Tannersville (the Village) is requesting proposals from engineering firms to provide designs and construction phase services for Village public parks projects to further implement the Gooseberry Creek Waterfront Strategy. The projects may be self-funded or funding for the projects may be obtained from New York State Department of State (the Department), or other funding sources as may become available.

1. Project Description

The Village of Tannersville will implement the Gooseberry Creek Waterfront Strategy by developing a trail along Sawmill Creek connecting Main Street to Rip Van Winkle Lake and creating accessible and age-friendly recreation amenities at Gooseberry Park. The project will include design and construction of park improvements including a kayak launch, fishing pier, playground, splash pad, pavilion, site furnishings, and landscaping. These improvements will be paid for by funding from New York State Department of State and matched with NYS DOH and EFC funding for the construction of a Water Quality Treatment Works at Upper Lake Road.

2. SCOPE OF SERVICES and TASK SPECIFIC DELIVERABLES

The individual or firm selected will provide professional engineering services relative to public parks and Gooseberry Creek Waterfront Strategy projects undertaken by the Village. The services provided by the individual or firm selected may include, but may not be limited to the following services:

1. Preliminary studies and reports
2. Preliminary design
3. Final design and construction documents
4. Bidding and negotiation assistance
5. Construction administration
6. Construction observation
7. Environmental review assistance (SEQRA and NEPA)
8. Permitting assistance
9. Topographic survey and mapping
10. Other associated engineering & planning services, including meeting coordination
11. Following tasks assigned in the DOS project work plan:

Gooseberry Creek Revitalization Strategy Implementation Phase II

DOS Task 1: Project Initiation Meeting

The Village, the Department, the selected consultant, and any partners responsible for managing the project, shall hold an initial meeting to review and agree upon the project scope and schedule, project requirements, roles and responsibilities, the selection process for procuring consultants, State Environmental Quality Review Act (SEQRA) compliance requirements, MWBE requirements, ADA requirements, the number of 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 shall be discussed during the project initiation meeting. The selected consultant or a designated project partner, shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements 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 initiation meeting held with appropriate parties. Written meeting summary outlining agreements reached.

DOS Task 2: Project Advisory Committee

The Village shall establish a project advisory committee to oversee all aspects of the project in cooperation with municipal officials and the project consultant(s), if applicable. The committee shall be representative of project stakeholders, including representatives of State and municipal agencies with jurisdiction over project activities or the project area, and non-governmental and community-based organizations. A draft list of proposed members shall be circulated to the Department for review and approval prior to establishment of the committee.

Products: Draft and final list of proposed members of project advisory committee. Project advisory committee established.

DOS Task 6: Project Advisory Committee Meetings

In consultation with the Village and the Department of State, the selected consultant shall hold 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 consultant(s) which would assist in completion of the project.

The Project Advisory Committee shall meet regularly over the course of the project to guide project development and review findings and documents. Following each meeting, the consultant(s) shall prepare and distribute a brief meeting summary including attendees, main topics discussed, decisions agreed upon by committee, and action items.

Products: Project Advisory Committee meetings. Written meeting summary of each meeting.

DOS Task 7: Site Reconnaissance and Schematic Designs

A. Site Reconnaissance

The selected consultant shall conduct site-specific reconnaissance, in preparation for design. Work may 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 below ground infrastructure, including stormwater treatment structures
- 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 the project initiation meeting. Maps and relevant data and information, submitted in either ArcGIS format, or similar product acceptable to the Village and Department of State.

B. Schematic Designs

The selected consultant shall prepare alternative schematic designs of the facility or facilities, considering and including a summary of the following, as applicable:

- 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 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.

In consultation with the Department of State, the project advisory committee, the Village shall select the preferred schematic design as the basis for final design and engineering/construction plans and specifications, or shall work with the consultant(s) to develop a final schematic design incorporating elements of or building upon the alternative schematic designs. The selected consultant shall prepare design, architectural, landscape architectural, or engineering construction plans and specifications based on the selected schematic design.

Products: Preferred schematic designs.

DOS Task 8: Public Meeting

In consultation with the Village and the Department of State, a public information meeting shall be conducted to solicit public input on the schematic designs to assist in selecting a preferred alternative. A written summary of public input obtained at this meeting shall be prepared and provided to the Village and the Department of State for review and comment.

Products: Public information meeting held. Minutes/Summary of meeting prepared including any presentations or handouts and submitted to the Village and Department of State.

DOS Task 9: Construction Requirement Analysis

The selected consultant shall prepare an analysis of all federal, state and local requirements for the selected schematic design alternative, including necessary permits, reviews, 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 of State for review. A pre-permitting meeting with the Department of State 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 of State approval of the construction requirement analysis and the pre-permitting meeting, if necessary.

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

DOS Task 10: Environmental Quality Review

The selected consultant 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 supplemental agreement will be negotiated for the preparation of a Draft Environmental Impact Statement. Estimated costs for a DEIS do not need to be included in responses to this RFP.

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

DOS Task 11: Design Development

The selected consultant shall prepare draft and final designs based on the selected schematic design. The designs shall 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 shall be provided to the Village, the Department of State and the project advisory committee for review at least two weeks prior to the due date for comments. Comments must be addressed to the satisfaction of aforementioned parties in subsequent revisions of the products and the final design.

Products: Draft and final designs and supporting materials.

DOS Task 12: Certified Construction Documents

The selected consultant shall prepare the final construction drawings, plans, specifications, and cost estimates. The final construction documents shall be provided to the Village, the Department of State and the project advisory committee for review at least two weeks prior to the due date for comments. Construction shall not commence prior to addressing the comments. 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.

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

DOS Task 13: Permits

After the final design and construction documents have been approved by the Department, the selected consultant shall prepare the necessary permit or other approval applications and obtain the required permits or approvals. A pre-application meeting with the Village and the Department of State 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 Village selected consultant shall submit all applications to the Department of State for review and comment.

Potential permitting and approval agencies include:

- federal agencies such as the United States Army Corps of Engineers;
- 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: town boards, boards of trustees, or city councils; planning commissions, boards or departments; and/or building or health officials.

Prior to construction the Village 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 the Village and the Department of State upon receipt.

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

DOS Task 14: Bid Process and Selection of Construction Subcontractor

After the final design and construction documents have been approved by the Department of State, the Village or its selected consultant shall assist with preparing and distributing a bid invitation to select a construction subcontractor or subcontractors. The bid invitation shall require the respondents to demonstrate their ability to satisfy any applicable MWBE requirements. Prior to distributing the bid invitation, the Village or its consultant(s) shall submit the bid invitation to the Department of State for review and comment.

The Village with assistance from the selected consultant shall select the construction subcontractor(s) from the bid respondents and shall prepare a draft contract or contract(s) to conduct the work with the selected construction subcontractor(s). The contract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of project completion, a payment schedule (payments should be tied to project milestones), the project cost and MWBE requirements. The Village must certify to the Department of State that applicable public bidding procedures of General Municipal Law were followed for the selection of all construction or other subcontractors. To demonstrate good faith actions to achieve MWBE contract

participation goals, the Village must actively solicit bids for contracts and subcontracts from qualified State certified MWBEs which can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>). The Village must retain records of the procurement process including direct solicitation to MWBEs and the results thereof and maintain records of actions that its subcontractors have taken toward meeting MWBE contract participation goals

The Village shall submit the draft subcontract(s) to the Department for review and approval, and shall incorporate the Department's comments in the final subcontract(s). A copy of the final, executed subcontract(s) shall be submitted to the Department.

Products: Bid invitation prepared and assistance provided to the Village for bidding and negotiation. Documentation of procurement including direct solicitation to MWBEs and actions taken toward meeting the Village's MWBE contract participation goals.

DOS Task 15: Installation of Project Sign

Prior to the start of construction, the selected consultant shall assist the Village to design and install a sign satisfactory to the Department identifying the Department's funding of the project. The project sign shall remain in place for the useful life of the improvements undertaken. To assist communities in fulfilling this requirement, the Department has developed an attractive low-cost informational sign. A Sign Order Form is available upon request from the Department.

Products: Department approved sign design, and photo-documentation that sign is installed in project area.

DOS Task 16: Construction, Construction Management and Site Inspection

After receipt of all necessary permits, and upon approval from the Village, the construction subcontractor(s) may begin site preparation and construction work according to the final design and construction documents. The Village or its subcontractor(s) shall notify the Department of State monthly (or more frequently) in writing of work progress, including any delays which have occurred. The consultant(s) shall submit periodic payment applications to the Village tied to project milestones identified in contract and subcontract work plans or during the project initiation meeting. After 70%-90% of the work is completed, the progress notification will include a punch list of any incomplete items and an estimated schedule for project completion.

The consultant(s), shall verify progress and completion of the work through periodic site inspections. The consultant(s) shall submit to the Village and the Department

written summaries of progress including photo documentation and identification of problems to be addressed based on periodic site inspections.

Products: Written summary of periodic site visits including photo-documentation (pre-construction, during construction, and once the project is completed) and identification of any problems that need to be addressed. Punch list and construction completion estimates.

DOS Task 17: Project Completion

Following satisfaction of punch list items, the 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 initiation meeting, the consultant(s) shall submit two sets of as-built plans, certified by a licensed professional engineer, architect or landscape architect. When the consultant is satisfied work is complete, it shall submit a final project report to the Village and the Department of State, 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.

Products: Statement of completion, certified as-built plans, and final project report including photo-documentation (including the photo's GPS location where available)

DOS Task 18: MWBE Reporting

In accordance with Attachment A-1, Part I, Section M, Paragraph 6, the consultant 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. The consultant 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 Village by the State. Upon such notification by the Department, the consultant shall submit required utilization plans through the NYSCS. So long as the Village complies with the reporting requirements stated above in the manner directed by the Department, the requirement of Attachment A-1, Part I, Section M, Paragraph 6 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 the Village 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 the Village'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 Compliance Report (Form F) forms in accordance with Section M, Paragraph 6, of Attachment A-1.

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

DOS Task 19: Project Status Reports

The Village 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 the Department during the life of the contract.

DOS Task 20: Final Project Summary Report and Measurable Results forms

The Village 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 the Department.

3 . Project Responsibilities

The Contractor shall execute a contract with the Village, and ensure the completion of work in accordance with the approved Work Plan and budget.

The Contractor:

- will be responsible for conducting all project work in conformance with the Scope of Work and Work Plan included in the executed contract with the Village.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with subconsultants.
- contractor will receive approval from the Village for any and all consultant subcontracts before beginning project work.
- will be responsible for submission of all products, M/WBE forms, detailed invoices and payment applications and change orders including backup documentation.

- will be responsible for coordinating participation and soliciting comments from local government personnel, project volunteers, and the public.
- will keep the Village and the Department informed of all-important meetings for the duration of this contract.
- will assist the Village with securing all necessary permits and perform all required environmental reviews.
- will ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project.
- will ensure that all products prepared as a part of this contract shall include the NYS Comptroller's contract # as indicated on the DOS contract.
- will ensure the project objectives are being achieved.
- will ensure that comments received from the Department and the project advisory committee, or other advisory group, are satisfactorily responded to and reflected in subsequent work.
- will recognize that payments made for subcontractors work carried out or products produced prior to receiving approval from the Department will not be reimbursed unless and until the Village and the Department finds the work or products to be acceptable.
- will participate, if requested by the Department, in a training session or sessions focused on developing and implementing revitalization strategies. The purpose of the training session(s) is to build knowledge and provide support to community leaders to advance revitalization efforts and complete priority projects.

4 . Project Attribution and Number of Copies

The Village must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project. All final and public facing materials must include the Department of State logo and the following acknowledgment:

"This [document, report, map, etc.] was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund."

The contributions of the Department must also be acknowledged in community press releases and other notices issued for the project, including web site postings and other forms of digital distribution. Project press releases and other notices shall be submitted to the Department for review and approval prior to release, to ensure appropriate attribution.

The Village must submit to the Department all required products, clearly labeled with the NYS Comptroller's contract number as indicated on the Face Page of the DOS Contract and where applicable,

Unless otherwise specified in the Scope of Work and Work Plan tasks, the Village shall submit products in the following formats:

- Draft products: one digital copy of each product must be submitted in Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution and Microsoft Word, if applicable.
- Final products: one electronic copy of each product must be submitted in PDF, created using 300 dpi scanning resolution and Microsoft Word, if applicable. In addition, one paper copy of each final product (including reports, designs, maps, drawings, and plans) must be submitted.
- Electronic data for all Geographic Information System-based mapping products and associated spatial data must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Department), as well as in JPG format.
- Photographs and images must be submitted in JPG format with a minimum resolution of 300 dpi must be dated and captioned with the location and a brief description of the activity being documented and include any associated metadata (including the photo's GPS location where available).

5. SELECTION PROCESS

In consultation with the Department of State, the Village and an appropriate review committee shall review all proposals received as a result of this RFP. At a minimum, the following criteria are used in evaluating consultant responses:

- Quality and completeness of the response.
- Understanding of the proposed scope of work.
- Applicability of proposed alternatives or enhancements to information requested.
- Cost-effectiveness of the proposal.
- Qualifications and relevant experience with respect to the tasks to be performed.
- Reputation among previous clients.
- Ability to complete all project tasks within the allotted time and budget.
- Ability to satisfy MWBE requirements.

The selection of the successful respondent to this RFP will also be based upon the technical skills and relevant experience of the firm and its staff as follows:

1. Technical Capability - The relevant knowledge and training in providing engineering services for public works projects.
2. Experience/Track Record - The number of years and type of experience in working on public parks, LWRP, and public works projects.
3. Experience with projects funded by NYSDOS, NYSEFC, NYSOHCR CDBG, ESD, USDA – RD.

6. SUBMISSION REQUIREMENTS

Interested parties should submit a written proposal to include, but not be limited to:

1. Cover letter.
2. General company brochure (if any) or business informational material including a description of services that the firm renders for its clients.
3. A listing of projects undertaken over the past ten years, including locations, project descriptions, project costs, and other relevant information. This should include general background and experience of your firm, particularly as this relates to municipal grant-in-aid experience
4. Technical expertise of the firm or team in waterfront park master planning and in the development of LWRP planning projects, including a listing of current and recent clients;
5. Experience in administering community development programs.
6. References, including names, addresses, and telephone numbers from at least three current or former clients.
7. MWBE Requirements: Pursuant to NYS Executive Law Article 15-A and 5NYCRR Parts 142-144, for the purposes of this procurement, the NYSDOS establishes an overall goal of 30% (15% MBE goal, 15% WBE goal) for Minority and/or Women-Owned Business Enterprises (MWBE) participation. For the purposes of meeting these participation goals, please identify whether the MWBE will be the consultant, sub-consultant, or if a waiver will be requested.
8. Resumes of staff who would be working on the projects.
9. Schedule of Rates

Note that the Village of Tannersville reserves the right to negotiate pricing with any selected engineering firm.

Incomplete proposals that do not address all of the requested components will not be accepted for review and consideration.

Proposals will be accepted until 12:00 PM, Friday, March 26, 2021 Proposals are to be mailed to or dropped off to the address below:

Robin Dumont
Village Clerk-Treasurer
PO Box 967, 1 Park Lane
Tannersville, New York 12485

Please note that in person submissions must make an appointment in advance and social distancing practices and masks will be required.

VILLAGE STATUS

The relationship between the Village and the Engineering firm will be a contractual one for professional services. The Engineer or firm will not become an employee of the Village.

7. WOMEN AND MINORITY BUSINESS ENTERPRISES

The contract with the engineering firm will not contain any W/MBE set-aside or preference. However, woman-owned and minority-owned businesses are encouraged to submit responses to the RFP. A complete copy of the RFP was sent to the W/MBE firms on the ESDC website: <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>

8. MEDIA

The following public notice is to be published in the Village's official newspaper:

REQUEST FOR PROPOSALS ENGINEERING SERVICES

The Village of Tannersville is requesting proposals from engineering firms to provide engineering services for design and construction phase services for Village public parks, Gooseberry Creek Waterfront Strategy and works projects. Respondents will be reviewed and selected according to the competitive proposal process based technical skills, relevant experience of the firm and of individual project staff, and experience with agencies who fund municipal public works projects.

Interested parties should contact the Village of Tannersville for a complete copy of the Request for Proposals at 518-589-5850 ext. 1 or download from our website, www.tannersvilleny.org. Proposals will be accepted until 12:00 PM, Friday, March 26, 2021. *Women-owned and minority-owned businesses are encouraged to submit responses to the RFP. Proposals are to be mailed to or dropped off to:*

Village of Tannersville
Robin Dumont, Clerk-Treasurer
PO Box 967, 1 Park Lane
Tannersville, New York 12485

Please note that in person submissions must make an appointment in advance and social distancing practices and masks will be required.