

*Village*

*Of*

*Nyack*

*Incorporated February 27, 1883*

*North Broadway  
New York 10960-2697*

*www.nyack-ny.gov*

*Mayor*

*Jennifer Laird-White*

*Trustees*

*Elijah Reichlin-Melnick*

*Louise Parker*

*Marie Lorenzini*

*Donna Lightfoot Cooper*

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*Village Administrator*

*James C. Politi*

*Village Clerk*

*Mary E. White*

*Village Attorney*

*Walter R. Sevastian*

## **REQUEST FOR PROPOSAL**

**Contract # D214134**

**CONSULTING SERVICES**

### **PREPARATION OF VILLAGE OF NYACK FOR DEVELOPMENT OF A GREATER NYACK BICYCLE/PEDESTRIAN MASTER PLAN**

The Village of Nyack (“Village”) has been awarded a grant from the New NY Bridge Project’s Community Benefits Program administered by the New York State Thruway Authority (“Thruway”) to develop a Bicycle/Pedestrian Master Plan for the three Nyack river villages and the Nyack School District covering Nyack, Upper Nyack and South Nyack and the unincorporated hamlets of Valley Cottage and Upper Grandview. The Village of Nyack is seeking proposals from a firm or team of planning and design professionals with experience in pedestrian and bicycle transportation planning. The Village of Nyack will be the agency that will administer the Project.

#### **1. Background**

The Nyack river villages attract thousands of cyclists each year. They pedal in from Rockland County, North Jersey and New York City. On a busy summer weekend, as many as 5,000 visitors will bicycle to Nyack. Many other visitors come by car to walk, hike or sight see. The Time Nyack, a new upscale boutique hotel that opened in 2016, has a packed parking lot on most weekends.

The new TZB Shared Use Path (SUP) is expected to create a significant number of new tourists similar to what Walkway over the Hudson experienced when it opened in Poughkeepsie, NY. Even if the SUP attracts a small percentage of the annual visitors to the Walkway, Nyack and its surrounding Villages will see a tremendous upswing in visitors using various modes of travel including cars as well as bicycles. Moreover, Nyack and its surrounding communities need a plan to make it safer for residents to get around today. The proposed Master Plan should use Complete Streets guidelines to make it easier and safer for residents to make local trips on foot or by bike and for students to walk to school where feasible.

In October of 2016, the Village of Nyack Board of Trustees adopted an update of the Village's Comprehensive Plan. The Updated Comprehensive Plan in coordination with community members of the steering committee, as well as the Rockland Bicycling Club, developed an overall concept for the proposed Greater Nyack Bicycle/Pedestrian Master Plan. This has also been supplemented by the following Village of Nyack planning efforts including the Local Waterfront Revitalization Plan (LWRP) update currently underway and the Transportation Alternatives Program (TAP) for North and South Broadway. South Nyack has conducted a planning and economic study of the Exit 10 interchange and its connection to the SUP.

The Village has secured the participation of key partners - the Villages of South and Upper Nyack and the Nyack School District. The Village of Nyack has agreed to be the lead agency to administer the Project and work with our partners, residents and leaders of the Rockland Bicycling Club.

## **2. Proposal Due Date**

Proposals will be accepted up until **4:00 pm, Friday, September 29, 2017**. Five (5) paper copies of submission are required plus one complete submission in a PDF format on a CD.

Please place proposals in an envelope or box clearly labeled **"Consultant Services Response to RFP for Village of Nyack Development of Greater Nyack Bicycle/Pedestrian Master Plan (Project Identification # D214134)"** and send or deliver to:

Mr. James Politi  
Village Administrator  
Village of Nyack  
9 North Broadway  
Nyack, NY 10960

Questions and clarifications regarding this RFP may be made by calling the Village Administrator at 845-358-3581 or emailing to [JamesPoliti@nyack-ny.gov](mailto:JamesPoliti@nyack-ny.gov).

## QUESTION & ANSWER PERIOD

Questions regarding this proposal must be submitted in writing only via e-mail to [JamesPoliti@nyack-ny.gov](mailto:JamesPoliti@nyack-ny.gov). **no later than 4:00 pm on Friday September 15, 2017.**

### **3. Overall Project Description**

The Plan will address key issues for the river villages and school district by providing a roadmap for making our area more walkable and bikeable with safe routes to access school, shopping, dining and recreation for those without cars and those who choose not to drive, and for bringing the thousands of visitors using the SUP safely to our downtowns and points of interest.

Overall quality of life will be improved by implementing the Plan's recommendations, resulting in: healthier communities through decreasing car trips and GHGs; fostering more active lifestyles for our residents; attracting young adults who are adopting this lifestyle to live and work in the area, contributing to economic development.

The Plan will build upon the work done by the Updated Comprehensive Plan, the Local Waterfront Revitalization Program - both of which focus on making Nyack more walkable and bikeable - and to coordinate with the recommendations and implementation of the bike lane and streetscape improvements as part of the NYSDOT TAP for North and South Broadway. These planning efforts will help guide the development of the Plan's recommendations for short and long-term actions.

Additionally, the Plan will look to optimize connections to the extensive bike path system developed by Orangetown and those planned by South Nyack to access the SUP for both recreation and commuting. With a plan in place to make the communities of the Nyack School District more bikeable and walkable, the District and municipal officials will be able to sponsor educational programs and events to encourage biking and walking for its 2,994 students and their families. The Villages of Nyack, and South and Upper Nyack will be able to be proactive in implementing projects to connect users of the SUP with the downtowns, integrating their experience with the SUP to the many sites and activities the villages have to offer.

### **4. Project Goals**

The Plan will address three needs identified by the river villages and the school district as crucial to improving and sustaining overall quality of life. These include:

- a) Ensuring health and safety of residents;
- b) Making the river villages more walkable and bikeable;
- c) Mitigating the impact of the large numbers of cyclists expected on the SUP so as to provide them with an enjoyable, safe experience and create economic opportunity for our area.

The issues underlying these needs are as follows:

### **Safety and Health Issues**

Many children are driven to schools in the Nyack District because key access streets and crossings are not safe for young bikers and walkers because of the condition of streets and sidewalks and the predominance of speeding traffic on certain streets. For the substantial number of low and moderate-income Nyack residents who do not own a car and are not served by school bus service because of proximity, getting their children to school can be a hardship either to take time off from work to accompany them or for cab fare. Existing conditions of streets and walks as well as the lack of traffic calming improvements in certain areas also inhibit adults from walking and biking for shopping and recreation. Inhibitors to walking and biking mean air pollution continues to threaten residents in a county with extremely high rates of air pollution. For the thousands of cyclists who come through the river villages on weekends, the lack of a designated bike lane connecting the villages causes accidents, traffic congestion and often makes locals antagonistic to cyclists and vice-versa. The many more thousands of cyclists expected on the SUP will critically exacerbate this situation.

The Plan will identify opportunities to improve infrastructure, provide designated bike lanes to make walking and biking safer. As improvements are implemented, an offshoot of the project will be an app to keep cyclists informed of safe routes and optimum connectors for visiting the area.

## **6. Scope of Work**

The project will be conducted over a period of 8 months after the selection of the consultant. The Final Master Plan will be required to be delivered on or before June 8, 2018. The Thruway Agreement with the Village will be terminated on July 3, 2018 when the grant program is ended. The Thruway Agreement stipulates that there will be no disbursements provided after this termination date.

The following scope of work provides an outline of services that are expected to be offered as part of the development of the bicycle/pedestrian master plan.

### **Task 1 — Inventory and Assess Conditions of Existing Study Area Streets, Sidewalks and Bicycle Facilities**

The consultant will assess streets, sidewalks, intersections, and vehicle traffic patterns in the Nyacks and the two hamlets of the Nyack School District- Upper Grandview and Valley Cottage- that serve as the main connectors to the downtowns, to the schools and to the future New NY Bridge SUP. The consultant shall also review an inventory of existing and proposed bicycle lanes and facilities including planning documents from the Village of Nyack as well as South Nyack's Exit 10 and SUP Planning studies and any information from Upper Nyack and the Nyack School District. Consultant will also review existing Orangetown extensive bike path system. This information will be used to evaluate existing sidewalk conditions and optimize a bicycle

and pedestrian network. The consultant will analyze issues that pose obstacles for biking and walking in the Study Area.

Deliverable: Report detailing existing conditions and obstacles to walkability and biking. Include Map of existing sidewalk conditions and existing/proposed bicycle facilities and network in hard copy and electronic format.

### **Task 2 — Meetings with Task Force**

A Master Plan Task Force composed of Village and School District officials, members of the PTA, biking advocates and interested residents to work with the consultant on inventorying streets and existing conditions, developing recommendations to encourage biking and walking and making them safer, and informing the public about the progress of the plan. It is anticipated that the consultant will meet with the Task Force at key points in the planning process (4-6 meetings).

Deliverable: Documentation of meetings and summary of key issues.

### **Task 3 — Public Process**

Involvement of the public in the master planning efforts is critical to its success. The consultant will participate in two (2) community workshops to receive input as well as to inform citizens, staff, stakeholders, and other agencies about the Plan.

The first meeting will be an opportunity for citizens to share their bicycling and walking experiences, opinions and advice and also have a chance to learn about the planning process. It is anticipated that this meeting will be an interactive workshop in which participants can mark-up maps indicating such items as the destinations they want to go to by bicycle or walking, the routes they prefer to use for recreation and transportation, the streets they avoid, the types of bicycle and pedestrian facilities they like, safety issues, and where bicycle parking or other amenities are needed.

The second meeting will be a presentation of the draft Bicycle and Pedestrian Master Plan including recommendations for potential bike/walk routes, traffic calming and short and long term recommendations. It will provide the public with an opportunity to review and comment on the draft plan prior to submittal to the Task Force and to the Village and its village partners and School District.

Deliverable: Documentation of meetings, stakeholder comments, and key findings.

### **Task 4 — Develop Draft Bicycle and Pedestrian Master Plan**

The consultant will compile and analyze all data collected and compiled and develop recommendations for improvements that will foster a safe environment for biking and walking; connect children and families safely to schools; connect points of interest; enhance the

experience of visitors to the Nyacks utilizing the SUP and contribute to tourist-related economic development. The Draft Master Plan will evaluate how other communities have developed plans and projects to encourage biking and walking and, where applicable, include them in the recommendations for future action. The Draft Master Plan will also recommend an optimized proposed bicycle network. The Draft Master Plan will also consider Complete Streets guidelines in their evaluation and development of recommendations.

The Draft Master Plan will assess streets in the Nyacks and School District for current potential as bike/walk routes where traffic or safety concerns warrant, including potential for discrete bike paths, and make recommendations to improve sidewalk conditions as well as traffic calming improvements with specific financial techniques for implementation. The Draft Master Plan will also incorporate any recommendations on police enforcement and educational programs on biking safety and events to encourage biking and walking to school.

Deliverable: Draft Bicycle and Pedestrian Master Plan Document and Draft Bicycle and Pedestrian Network Map in hard copy and electronic versions.

### **Task 6 — Produce Final Bicycle and Pedestrian Master Plan Document**

Based on comments from the second community workshop and feedback on the draft version of the Bicycle/Pedestrian Master Plan, the consultant will finalize the Plan and present to the Task Force and provide to the Village and its partners.

The Final Master Plan will identify dangerous intersections, roads, and unsafe situations should be identified with suggestions on how to make them safer. The Final Master Plan will propose recommendations for participating villages to create “complete streets”. The consultant should evaluate the use of improved signage and education programs to create more understanding and fewer conflicts between motorists, cyclists and pedestrians. Infrastructure improvements (bike lanes, bike paths, crosswalk improvements, traffic calming techniques, etc.) should be included with capital costs, timing and priority.

The consultant will present the Bicycle and Pedestrian Master Plan in a public presentation to elected officials at a Village of Nyack Board meeting.

Deliverables — Final Bicycle and Pedestrian Master Plan Document and Final Bicycle and Pedestrian Transportation Network Map. The consultant will provide the Plan and Network Map in hard copy (30 colored copies) and electronic versions

### **Task 7 — Produce an Implementation Plan**

The consultant will identify implementation strategies and priorities for future bicycle and pedestrian facilities, consisting of coordination with new and maintenance projects. The consultant will also recommend changes to existing Village Standards, Codes and/or Ordinances to implement the plan. The consultant will assist in prioritization of recommended improvements (bike lanes, bike paths, crosswalk improvements, traffic calming techniques,

etc.) should be included with capital costs, possible state/federal grants and priority. The recommendations for local capital projects will be based on a short term (5 year) and long term (20 year) implementation timeframe.

Deliverables — Identify project priorities, funding strategies and changes to existing Village Standards, Codes and/or Ordinances in the final Master Plan.

## **5. Project Organization**

Consultant planning services will be procured by the Village of Nyack which will administer the grant. The Village, in cooperation with its partner villages, the School District and the Rockland Bicycling Club, will form a Master Plan Task Force composed of Village and District officials, members of the PTA, biking advocates and interested residents to work with the consultant on inventorying streets and existing conditions, developing recommendations to encourage biking and walking and making them safer, and informing the public about the progress of the plan. The consultant will work closely with Village staff in grant administration; the Village Planner and staff will provide general planning support as necessary.

## **7. Budget**

The total New York State Thruway Authority award amount for all tasks shall not exceed \$120,000. No more than three disbursement requests will be accepted based on the Thruway Agreement with the final disbursement request no less than 20% of the total grant amount. Consultant shall provide budget and time line for deliverables.

## **8. Submittal Requirements**

In order to assist the Village and its partners with the evaluation of proposals that are received, each proposal shall use the following format:

**A. Statement of Qualifications** - A brief description of the firm submitting the proposal, including: full business name, legal status (corporate, partnership or sole proprietor), number and type of employees, specialties, and longevity. List similar projects and the specific personnel who worked on them and who are proposed to work on this project. Include each past project's name and client, year completed, dollar amount and telephone number of a contact person at the entity where the work was performed who has direct knowledge of the referenced project. It is very important to include project management experience for the proposed project manager.

**B. Project Team Members (Curriculum Vitae)** - List any specialties and or strengths that make the Consultant and the personnel assigned to this project uniquely suited to the task of performing the work as outlined in this RFP. Provide an organizational chart of the employees proposed to work on this project, including Project Manager who would be assigned to this project and who shall be the Village's

main point of contact with the Consultant firm. This shall include a listing of each individual's relevant project experience in regard to the tasks and responsibilities they would perform in this project.

**C. Project Schedule & Details** - The Consultant shall provide a detailed proposed project schedule, identifying the major milestones and depicting the start and completion time for each of the work scope of this RFP. This shall include a detailed description of the Consultant's proposed approach, scope of services, and timeline to complete each task. The Village will make available copies of regulations, ordinances, maps, information regarding infrastructure, and any other studies relevant to the project.

**D. Cost & Payment Schedule** - All invoices shall specify the name and title of Consultant staff providing services, and details as to the services provided. Further, each invoice shall be referenced to the specific work scope item identified or as otherwise specified in the contract for services between the Consultant and the Village. Under the terms of the Agreement, there will be than three disbursement requests accepted. The final disbursement request will in no case be less than 20% of the grant amount. A total, not-to exceed dollar value for any reimbursable expenses associated with each individual work scope item must be specified. A rate for each type of expense, such as mileage, printing expenses, etc. must be specified.

**E. MWBE Requirements** - Pursuant to NYS Executive Law Article 15-A and 5NYCRR Parts 142- 144, for the purposes of this procurement, the NYS Department of State establishes an overall goal of 30% of the contract for Minority and/or Women-Owned Business Enterprises (MWBE) participation. For the purposes of meeting these participation goals, please identify how the MWBE goal is proposed to be satisfied.

## 10. Proposal Evaluation

**Proposals will be evaluated and scored on the basis of the following criteria:**

### **A. Experience and Qualifications of the Respondent (maximum 60 points)**

Consideration will be given to respondents demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP. Proposal responses should demonstrate the following:

- Experience with similar types of multimodal transportation projects including bicycle/pedestrian master plans and familiarity with Complete Streets, traffic calming techniques.
- Experience with projects involving multiple local agencies and partners
- Ability to accomplish tasks in a professional, thorough and timely manner.
- Qualifications of staff and resources assigned to project.



- Inclusion of completed M/WBE utilization and staffing forms.

#### **B. Quality of Proposal and Proposal Completion (maximum 40 points)**

Proposal responses will be evaluated on completeness, clarity/accuracy of the information requested, and proposal presentation. The ability of the Consultant team to clearly articulate the needs of the Village and the capacity of the Consultant to address those needs will also be a factor in the selection process.

#### **11. CONDITIONS AND LIMITATIONS**

The selection and retention of a firm will be contingent upon the availability of the proposed key staff, unless substitutes are approved by the Village of Nyack during negotiations. The top-ranked firms may be requested to prepare and give oral presentations before the Village of Nyack Consultant Selection Committee.

The Village of Nyack expects to select a consulting firm from the proposals submitted, but reserves the right to request substitutions of firms. The Village also reserves the right to reject any or all responses to the RFP, to advertise for new responses, or to accept any response deemed to be in our best interest. A response to this RFP should not be construed as a contract or an indication of a commitment of any kind on the part of the Village of Nyack, nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract.

Sub-consultants, sub-contracting and/or joint ventures are permitted. Upon selection, a Professional Service Contract shall be prepared, negotiated and fully executed before work is initiated.