

Request for Proposals Consulting Services

Master Plan for Harborside

City of Plattsburgh, NY

Date of Issuance: February 8, 2021

Proposal Deadline: March 8, 2021

Overview:

The City of Plattsburgh is seeking proposals from qualified consultants to prepare a master plan to identify key community and economic growth initiatives and development opportunities in the Harborside region of the City. The plan will include preliminary designs for an Environmental Learning Center, an exercise trail, a year-round multi-use building, and recreational amenities and will provide connections between the Harborside area and redevelopment opportunities on Lake Champlain and in the City's downtown. This project reflects the goals of the City's Draft Local Waterfront Revitalization Program and Downtown Revitalization Initiative Strategic Investment Plan to provide cultural, recreational, and educational amenities that will attract residents and tourists to spend time on the City's waterfront.

Location:

The City of Plattsburgh, herein referred to as the "City", is the county seat of Clinton County, New York and population center of the greater Plattsburgh Micropolitan Statistical Area. The City comprises an area of ~6.564 mi² (including water) and as of the 2010 census, has a population of 19,989. Located ~60 miles south of Montreal, Plattsburgh is a large shopping and vacation location for Canadian tourists and has been fondly referred to as Montreal's suburb. It is accessible by all modes of transportation; Interstate I-87—a major north-south highway—runs parallel just west of the City, Route 9 and Route 22 are additional highways that traverse the City north to south, and a variety of major highways approach the City from the west. Opened in 2006, the Plattsburgh International Airport is located south of the City's Downtown. The airport is classified by the federal government as an essential air service site and has recently completed major expansion. An Amtrak station with service to Montreal, Albany, and New York City is located in the Dock Street corridor. There is also access to Vermont via ferry only five minutes north of the City in Cumberland Head.

The master plan for Harborside will focus on the City owned tax parcels 207.20-1-1, 207.20-1-2.31, 207.20-1-2.32 located in downtown Plattsburgh between Dock Street, the former MLD site, Peace Point, and up to and including the surrounding linkages to the Saranac Bridge.

Background:

The goal of the Master Plan is to coordinate and connect the current DRI development in downtown Plattsburgh with the Harborside area and its two developable parcels. Development of Harborside will build social, recreational, educational and cultural opportunities along the waterfront, help attract developers to the MLD and Dock Street sites, and provide activities and amenities to draw residents and tourists to spend time on Plattsburgh's waterfront. A plan for the Harborside area is listed in the City's LWRP and was selected as one of the five priority areas. Plans for Harborside

include private development opportunities paired with public amenities such as the development of the Plattsburgh Farmer's Market/Community Center, a recreation trail, Environmental Institute, and other recreation opportunities. When fully developed, the Harborside area will be a regionally significant destination on Lake Champlain and a gateway into Plattsburgh's downtown.

Budget:

The overall project budget available for all costs including but not limited to professional planning and contractual services shall not exceed \$109,965.

It is anticipated that completion of each task's deliverable will serve as the basis for payment. The consultant must submit a brief progress report with each invoice describing the progress on each task.

Scope of Work:

The City has received funding from the New York State Department of State and as such the planning process is subject to DOS procedures. Applicants should familiarize themselves with the NYSDOS Local Waterfront Revitalization Program and the program procedures. The consultant should anticipate that the planning process shall include (at a minimum) the following components and may include additional components.

Task 1: Kickoff Meeting

In consultation with the Contractor, the consultant shall hold an initial project meeting with the City and Project Advisory Committee, to review project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps.

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.

Task 2: Preparation of a Community Outreach/Participation Plan

The Contractor or its consultant(s), in cooperation with the project advisory committee, and other partners as appropriate, shall prepare a method and process to encourage community participation in the planning process. Meetings and public engagement shall be scheduled in a manner that maximizes attendance and participation from all interested community members. The Contractor and/or its consultant(s) may utilize the Department's Office for New Americans and their Community Navigators to encourage participation from populations who are frequently underrepresented in this process, including immigrants, refugees, and minorities. The outreach plan shall identify key individuals, organizations, and entities to be involved, and shall identify the roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule

of public meetings and other public engagement activities such as social media, workshops, charrettes, etc. All public meetings will be publicized in the community through press releases, announcements, digital media, municipal website postings, and any other appropriate means. A summary of each public outreach session will be made available in written form and through other appropriate means, such as municipal and/or project-specific websites. The outreach plan shall be submitted to the Department for review and approval. It should be noted that due to the COVID-19 pandemic, the use of virtual meetings may be deemed appropriate. Creative virtual outreach methods are encouraged.

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

Task 3: Review of Community Planning and Waterfront Revitalization Initiatives

In an effort to identify and understand community and waterfront revitalization issues and needs, the Contractor or its consultant(s) shall identify and review completed and ongoing planning projects and waterfront and community revitalization initiatives, as well as regional or intermunicipal priorities. It should be noted that the City of Plattsburgh is undertaking a number of simultaneous redevelopment projects and planning efforts in the Harborside area that must be considered and incorporated into the final plan and recommendations. The Contractor or its consultant(s) shall prepare a summary document on these initiatives. The draft summary report shall be submitted to the Department for review and approval prior to its finalization.

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

Task 4: Site Reconnaissance and Mapping

The Contractor or its consultant(s) shall conduct site reconnaissance and mapping for the Harborside area. It should be noted that the City of Plattsburgh will be undertaking the subdivision of Harborside within the next 6 months and mapping information will be available for reference. Work shall include, at a minimum, identification and mapping of the following:

- Identification and mapping of the project boundary
- Ownership (public, private, non-profit) of all lands in the project area
- Manmade structures, buildings, or facilities in the project area
- 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 in or near the project area
- Land and water uses
- Historic and archeological resources
- Soil and, as appropriate, core sampling to determine site stability (if applicable)
- Topography and hydrology
- Natural resources, including location of mature trees
- View corridors
- Zoning and other applicable designations
- Analysis of constraints, needs and opportunities in the project area

Products: Written profile of existing conditions describing the above information along with relevant maps, and any other appropriate information identified during the project kick-off meeting.

Task 5: Community Workshops

The Contractor or its consultant(s) shall conduct a series of community workshops at times and locations identified through the project initiation meeting and public participation plan.

The community workshops will be used to:

- Introduce this planning initiative and goals for outcomes
- Present a summary of completed and ongoing community and waterfront planning projects and revitalization initiatives, as well as regional initiatives where relevant and of strategic value;
- Present a preliminary inventory and analysis of existing conditions;
- Identify important issues and opportunities;
- Enable participants to reveal the ways in which they use and value community resources;
- Establish a working consensus on a vision for the plan;
- Explore alternative scenarios for development, incorporation of resilience strategies and conservation;
- Establish short- and long-term priorities,
- Identify projects and actions to implement those priorities;
- Identify potential obstacles;
- Develop strategies for continuing public participation throughout the implementation process;

All public meetings will be publicized through a variety of appropriate means, including press releases, announcements, digital media, municipal website postings, etc. Potential meeting dates shall be discussed with the project advisory committee and the Department at least two weeks prior to any meeting or workshop.

The Contractor and its consultant(s) shall prepare a draft report on each workshop that will provide an overview of public input received, reflecting key issues, ideas and views expressed.

Products: Written report of workshop activities including any presentations or handouts, feedback and findings submitted to the Department for review and approval, prior to public posting.

Task 6: Identification of Priority Waterfront and Community Revitalization Projects

Based on the review of completed and ongoing planning projects and waterfront and community revitalization initiatives; the assessment of the community's natural, cultural, economic and recreational resources; and public workshops, the Contractor or its consultant(s) shall identify and describe priority short- and long-term projects necessary to advance implementation of the waterfront revitalization goals identified by the community.

For selected priority projects, the Contractor or its consultant(s) shall provide a narrative

description, illustrations and concept drawings, actions or processes necessary for their implementation, and projected cost estimates, and timeframes.

Examples of actions for recommendation may include:

- Remedial investigations and action plans for contaminated sites;
- Shoreline or bulkhead assessments for stabilization and incorporation of resilience strategies;
- Assessment of reuse potential for underutilized or abandoned structures and properties;
- Preparation of site- or project-specific plans, strategies and feasibility studies;
- Preparation of design standards and guidelines for future development;
- Activities required to obtain necessary permits;
- Drafting new local laws or revising existing ones;
- Strategies for project marketing and financing.

The Contractor or its consultant(s) shall provide the draft priority project list, project descriptions and implementation action items to the project advisory committee for review and comment. The subsequent draft will be provided to the Department for review and approval, and shall incorporate the Department's comments into the final list.

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

Task 7: Draft Master Plan

The Contractor or its consultant(s) shall prepare a draft master plan reflecting two alternative perspectives for Harborside revitalization that incorporates the above approved products and includes renderings and/or maps of the two alternative perspectives. The final draft master plan will refine and prioritize recommended projects and include actions necessary to implement them. The draft master plan will include a matrix of prioritized next steps for revitalization efforts, including potential funding sources and a timeline for implementation, as well as relevant maps, tables, and data. The Contractor or its consultant(s) shall submit the draft plan to the Department for review and approval.

Products: Draft Master Plan submitted to the Department for review and approval.

Task 8: Environmental Learning Center and Programming Analysis

The Contractor or its consultant(s), the project advisory committee, and other partners as appropriate, shall compile information about the proposed functions of the learning center, identify proposed site(s), and develop alternatives. Subjects to be covered include, but are not limited to:

- Inventory and analysis of potential historic and cultural resources to be utilized;
- The primary and other functions of the facility;
- Related facilities or delivery systems with which the new facility will be coordinated;

- Target population;
- Information delivery systems to be accommodated;
- Types and sizes of gatherings and ideal group size;
- Functions to be served by various spaces and size needs for those functions;
- Seasons of year facility will be used;
- Proposed site(s) and any constraints present;
- Existing models and conceptual designs;
- Proposed construction budget, if known;
- Equipment needs;
- Other information that must be factored into the design of the facility.

At least 3 alternatives addressing the functions of the interpretive center and the site shall be identified, assessed and presented. From this range, the advisory committee will select a preferred alternative.

The Contractor or its consultant(s) shall submit the draft building and programming analysis to the Department for review and approval, and the Department's comments shall be incorporated into the final document.

Products: Draft building and programming analysis submitted to the Department for review and approval.

Task 9: Final Master Plan

The Contractor or its consultant(s) shall prepare the Final Master Plan, incorporating all previous tasks, as well as information received from all public workshops and the project advisory committee. The draft final plan shall be provided to the Department and the project advisory committee for review at least two weeks prior to the due date for comments. Department comments must be addressed to the satisfaction of the Department in subsequent revisions of the final plan.

Products: Final Master Plan submitted to the Department for review and approval.

Task 10: Final Project Summary Report and Measurable Results forms

The Contractor or its consultant(s) shall work with the Department project manager to complete the Final Project Summary Report and Measurable Results forms. Final payment shall not be authorized until these forms have been completed and filed with project deliverables.

Products: Completed Final Project Summary Report and Measurable Results forms submitted to the Department.

I. PROJECT DURATION:

The consultant will be expected to complete the planning process and present the final documents to the City Council within 18 months from the date of contract execution.

II. PROJECT BUDGET:

The cost of the work is estimated at \$109,965 and will be performed by a planning/design consultant. It is anticipated the work can be completed in 18 months. The fee may be negotiated with the preferred firm. If an agreement cannot be reached, the City will negotiate with the next ranked firm and attempt to reach a mutually agreeable fee for the scope of services to be provided.

Consultants must receive written authorization prior to committing time to revising any design plans for the deliverables detailed above. Any work completed without prior authorization from City staff may not be eligible for payment.

Task order above is not entirely indicative of a timeline or order in which deliverables will be requested.

The City recognizes that there are different approaches that can lead to the desired outcomes that have been noted in this RFP. If, based on the consultant's knowledge and experience, the consultant believes the required scope of work should be changed in any way; the suggested changes should be outlined in their response. Respondents to the RFP are required to include a recommended project approach based on their expertise and experience with similar projects. The City and NYSDOS reserve the right to modify the above-mentioned scope of services based on project approaches that may be recommended by respondents, and all RFP document holders shall be notified of such changes.

All documents requested as part of the deliverables, both draft and final products will be submitted to the City with the following considerations:

**All designs are subject to the review, comment, and approval by the City of Plattsburgh and NYS Department of State*

Draft/Final Products:

Draft Product(s) Deliverable Format: three (3) paper copies of each product. In addition, all draft products must be submitted as an electronic copy in Word and Portable Document Format - PDF (created using 300 dpi scanning resolution).

Final Product(s) Deliverable Format: three (3) paper copies of each product. In addition, all final products (including reports, designs, maps, drawings, and plans) must be submitted as an electronic copy in Microsoft Word and Portable Document Format - PDF (created using 300 dpi scanning resolution) and be submitted on a labeled CD-R type CD or single flash drive.

Electronic Data for all Geographic Information System-Based Mapping Products: must be submitted in either ArcGIS format, or similar product, and comply with the requirements for Contract GIS Products.

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), as well as in JPG format.

Photographs and Images: must be submitted in JPG format with a minimum resolution of 300 dpi and must be dated and captioned with the location and a brief description of the activity being documented.

All work produced for this project, preliminary and final, paper and electronic format shall be property of New York State and can be used by New York State agencies.

Proposal Submission Requirements:

Responses to the RFP shall include:

- A. Letter of Transmittal (1 page) – a letter of transmittal that includes a single contact, mailing address, telephone number, and email address
- B. Introduction/Summary; (2 pages max) – a short introduction and summary of the company/consultant to include a description of what disciplines are included within the firm.
- C. Scope of Work (15 pages max) – include a detailed work program explaining how the consultant proposes to perform the Scope of Work that includes:
 - a. Each task to be completed
 - b. Timeline for each task

- c. Schedule of work products
- d. Proposed budget with:
 - i. Cost breakdown for each work task complete with proposed number of hours to complete each task, assigned staff member, and billing rates
 - ii. Not to exceed fee for services required to fulfill the deliverables described herein
- D. Project Management/Communication (1 page max) – Proposed method of project management and proposed, best means of communication with the City of Plattsburgh about project progress, reviews, and conduct of public meetings
- E. Qualifications and References (10 pages max) – Provide a firm profile that will include the following:
 - a. List of past similar projects completed by firm with one (1) reference for each respective project
 - i. Current contact names and telephone numbers for references
 - ii. Summary of project(s)
 - iii. Public involvement in project(s)
 - b. Project team organizational chart
 - i. Resumes for each team member to be assigned to project
- F. Work Sample: A representative worksample similar to the work being requested. Sample may be provided digitally as PDF or web link can be provided. One (1) sample is required.

Proposal Format:

Submit five (5) complete, hard-copies of the proposal and one (1) electronic copy in a universally, accessible digital format (i.e. CD or flash drive). All submissions become property of the City of Plattsburgh and New York State Department of State upon submission.

Submissions may be hand delivered or mailed to:
 Community Development Office
 City of Plattsburgh
 ATTN: LWRP, Comp Plan, Zoning Ordinance Update
 41 City Hall Place
 Plattsburgh, NY 12901

Schedule

RFP Issued: February 8, 2021

Deadline to Submit Questions: February 19, 2021. Responses to questions will be posted on the City’s website by Friday, February 22nd

RFP Responses Due: March 8, 2021

Evaluation of Proposals: Tuesday March 8 through Friday March 12th

Consultant Selected and Notified: Friday, March 19th

* Note: All dates are tentative and subject to change

Submissions must be received by 3:00PM on Monday, March 8st, 2021

Emailed or faxed submissions will NOT be accepted.

Questions concerning responses to this RFP must be submitted by email to Malana Tamer, tamerm@cityofplattsburgh-ny.gov and received no later than **Monday, February 19th**.

Answers to all questions will be posted on the City's website:

<http://www.cityofplattsburgh.com/Bids.aspx>

Proposal Review Criteria: a selection committee will evaluate the proposals based on the following matrix

Review Criteria	Weight	Max. Points	Points x Weight
Understanding Scope of Work	4	5	20
Past Performance on Similar Projects	3	5	15
Qualifications & Experience of Proposed Staff	3	5	15
Proposed Schedules & Budgets	2	5	10
Ability to complete all project tasks	2	5	10
Overall Strategy and Quality of Proposal	3	5	15
Ability to meet MWBE goals	3	5	15
TOTAL	-	-	100

Proposals will be selected and judged based on the qualification and merit of the proposal. Total proposed cost will be used as a secondary consideration for firms that are ranked similarly.

Cost proposal MUST be submitted in a separate sealed envelope.

Submission of responses by Minority and Women Owned Business Enterprises is strongly encouraged.

The selection of the consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation.

The selected consultant shall comply with all applicable federal, state, and local laws and regulations in the performance of service.

Conditions to Requests for Proposal:

MBE/WBE Requirements

The City and Department of State have established an overall goal of **30%** for Minority and Women-Owned Business Enterprises (“MWBE”), comprised of specific goals of 15% for Minority-Owned Business Enterprises (“MBE”) participation and 15% for Women-Owned Business Enterprises (“WBE”) participation.

For purposes of providing meaningful participation by MWBEs and achieving the Contract Goals established, the selected consultant must demonstrate in their proposal how they intend to meet the 30% goal and should reference the directory of New York State Certified MBWEs found at the following internet address:

<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>

Where MWBE goals have been established herein, the consultant must document “good faith efforts” to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract. In accordance with Section 316-a of Article 15-A and 5 NYCRR §142.13, the consultant acknowledges that if the consultant is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the DOS contract, such a finding constitutes a breach of contract and the consultant shall be liable to the City for liquidated or other appropriate damages, as set forth herein.

EEO Requirements

The City of Plattsburgh is an Equal Employment Opportunity employer. Successful respondents will be required to comply with the federal Equal Employment Opportunity Act.

Insurance Requirements

Proof of General Liability Insurance, Automobile Liability, Worker's Compensation and NYS Disability Insurance will be required from the consultant prior to commencing any work.

Liability insurance coverage shall be in the amount of \$2,000,000 aggregate (combined single limit or equivalent), with the City of Plattsburgh named as additional insured.

Modifications to the RFP

Any material clarifications or modifications to the RFP or the selection process will be made in writing and provided to all persons who submit proposals (“proposer”). It is the responsibility of

the proposer teams, before submitting a response to the RFP, to ascertain if the City has issued any notices, clarifications, addenda, or other communications to proposers. Oral explanations or instructions from City staff, officials or consultants shall not be considered binding on the City.

Reserved Rights

The City reserves the right to:

- Modify or cancel the selection process or schedule at any time.
- Waive minor irregularities.
- Reject any and all responses to this RFP and to seek new proposals when it is in the best interest of the City to do so.
- Evaluate the proposals as to their veracity, substance and relevance to project and seek clarification or additional information from proposer and independent sources as it deems necessary to evaluation of the response, including evidence of the Proposer's financial status.
- Incorporate this RFP and the selected Proposer's response to this RFP as a part of any formal agreement between the City and the Proposer.

Hold Harmless

By participation in this RFP process, Proposer agrees to hold harmless the City of Plattsburgh, its officers, employees and consultants from all claims, liabilities and costs related to all aspects of the selection process.

Public Information

All documents, conversations, correspondence, etc. between the City and Proposers are public information subject to the laws and regulations concerning disclosure that govern the New York State municipalities, unless specifically identified otherwise.

Expenses

All expenses related to any Proposer's response to this RFP, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of the Proposer. The City will not, directly or indirectly, assume responsibility for these costs. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or outside consultant associated with the project for purposes of influencing consideration of a response to this RFP.

Interview Guidelines

Interviews may be required at the discretion of the City to provide an opportunity to obtain an understanding of:

- The consultant/firm's depth of knowledge of the subject matter of the RFP and understanding of the City's needs

- The overall proposed work plan and approach to project
- The respondents ability to pull together individuals with the necessary skills and expertise to contribute to the successful completion of the project
- The primary features and benefits of the proposal
- The public presentation skills of the proposers

Interview/presentation format is left to the discretion of the City. Interviews will be limited to 1 hour, which includes time for questions.

Notification of Award

The successful respondent will be notified by phone, followed by written confirmation. For those proposals that are not accepted, respondents will be notified in writing, via email.

The City of Plattsburgh will authorize the award of a contract to the successful respondent. In the event a contract cannot be finalized 30 days of the award, the City of Plattsburgh reserves the right to enter into negotiations with another respondent.

Liability

The City of Plattsburgh is not liable for any costs incurred by any individual or firm(s) for the work performed to prepare its proposal or for any travel and/or other expenses incurred in the preparation and/or submission of its proposal or participation in subsequent interviews or presentations. Further, the City of Plattsburgh is not liable for any costs incurred prior to approval of the contract.