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Town of Glenville

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REQUEST FOR PROPOSALS

Town of Glenville

Greenway Strategic Development Plan

Response Deadline: May 23, 2019 @ 3:00 P.M.

PLANNING & ENGINEERING SERVICES

Issued by:
Town of Glenville
Municipal Center, 18 Glenridge Road
Glenville, New York 12302

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 to develop multi-use pedestrian and bicycle trail system routes within the Town of Glenville.

This project is being funded by the Town of Glenville and New York State Empire State Development. Significant in-kind staff support will also be provided by the Town of Glenville. The study has a fixed budget of \$60,000 for consultant services. The Town of Glenville will administer the consultant contract and will jointly manage the study with New York State Empire State Development.

Project Background & Purpose

This project will utilize several adopted planning documents (see list of Existing Planning Documents below at end of this RFP) as the basis for preparation of a Glenville Greenway Strategic Development Plan. It is envisioned that this plan will establish the basis for implementation of a town-wide multi-use trail system linking employment, cultural, residential and recreational points of interest within Glenville to other similar venues in Schenectady, Saratoga and Montgomery counties. Available information contained within numerous adopted plans, studies and reports, along with personal information from Study Advisory Committee members and the public, will be utilized by the selected consultant to develop potential future Greenway Trail routes. Additionally, the consultant will be expected to prepare the following: trail segment cost estimates, a potential phasing plan, estimated figures for trail maintenance, potential funding sources, anticipated permitting requirements and draft language for including trail connections and development requirements within Glenville's Zoning Ordinance and Subdivision of Land regulations.

Study Area

The study area includes the geographic boundaries of the Town of Glenville. However, given the town's historic settlement pattern and realizing trail system linkages must occur with adjacent communities, a majority of the consultant's time will be spent within the developed portions of Scotia-Glenville with additional analysis required where trail connections enter adjacent communities.

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 Study Advisory Committee (SAC) Meeting

The consultant shall attend an initial Study Advisory Committee (SAC) meeting (see Study Advisory Committee section below) to set the stage for the development of the Greenway Strategic Development Planning project. At this meeting, existing bicycle and pedestrian facilities and proposed facilities will be identified, along with the project scope, requirements, participants' roles and responsibilities. The project schedule will be reviewed and refined, as necessary. Finally, any new information needs and next steps will also be discussed.

The Town of Glenville will prepare and distribute brief meeting summary notes clearly indicating the agreements and understandings reached at the initial project meeting.

Products: *Consultant attendance at the initial project meeting with appropriate parties.*

Task 2: Existing Conditions Inventory and Site Reconnaissance

Substantial background information has been generated and is available in adopted town, county and regional planning documents. The Town of Glenville will provide the consultant with any available pre-existing information to assist with completion of this task. The consultant will review and analyze these materials and in conjunction with information obtained from Task 1, prepare a conceptual Greenway Trail map linking existing local and regional trails with existing residential areas, employment opportunities/centers, cultural, historic, natural and recreational areas within Scotia-Glenville, Schenectady County and adjacent communities within the region.

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

- Town-wide map illustrating existing trails, bicycle and pedestrian facilities within Scotia-Glenville and adjacent communities.
- Town-wide map illustrating preliminary trail routes.
- Spreadsheet containing names of residential neighborhoods, employment opportunities/centers, cultural, historic, natural and recreational areas to be considered in trail route planning.
- Spreadsheet listing preliminary trail route facilities needed for connections such as for transit stops and/or parking facilities, along with proposed locations.

The consultant may conduct site-specific reconnaissance, as necessary, in preparation for preliminary trail route layout.

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 concerning existing conditions, project goals, objectives, planning principles, and conceptual Greenway Trail routing, and consensus regarding the best methods to present the aforementioned material to the public. The first public workshop is expected to be scheduled at this meeting. The Town of Glenville will prepare and disseminate SAC meeting #2 summary notes.

Products: The Consultant shall prepare a map of Scotia-Glenville illustrating existing trails, bicycle and pedestrian facilities and a second map illustrating preliminary trail routes; a spreadsheet containing a list of residential neighborhoods, employment opportunities/centers, cultural, historic, natural and recreational areas, and proposed locations. Other appropriate information (or lack thereof) identified during the project kick-off meeting and reconnaissance.

Task 3: Public Workshop

The consultant will conduct one (1) public workshop and a public presentation (a total of two (2) public meetings) that will involve residents, targeted stakeholders, business/property owners and elected officials. The first public workshop is detailed in this section, while the final public presentation is described in Task 6.

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 Glenville Greenway Strategic Development Planning project. The first workshop will offer the opportunity for citizens to share their experiences, thoughts and vision(s) for the Greenway.

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 trail development, locations and types of amenities, destinations they want to go to by bicycle or walking, safety issues or areas of concern, associated trail facilities such as transit connections and parking facilities, etc.

The Consultant will use the draft products developed in Task 2 as a basis for initial ideas on Greenway trail routes and filling gaps in pedestrian, bicycle, transit and vehicular 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. The Town will develop a one-page flier to advertise the meeting. Workshop notes containing a summary of public comments will be prepared by the Town.

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) of all workshop materials, handouts and PowerPoint presentations.

Task 4: Greenway Strategic Development Plan Trail System Layout; Preparation of Preliminary Phasing Plans, Cost Estimates, Draft Zoning and Subdivision Language and Preliminary List of Anticipated Permits

Using the recommendations outlined in adopted planning documents, input received at SAC meetings and the input received from the public workshop (Task 3), the Consultant shall develop and prepare a conceptual Greenway trail system route map for review by the Study Advisory Committee. The conceptual trail route map will identify and evaluate a full range of potential trail route scenarios. From the conceptual trail route map the Study Advisory Committee shall prioritize and select three (3) routes as highest priority for detailed analysis by the consultant.

The consultant shall provide the following materials for the three (3) highest priority routes selected by the Study Advisory Committee:

- Spreadsheets for each of the three (3) trail segments containing; parcel tax I.D. number, owner(s) name, and known impediments (culverts, streams, wetlands, road crossings, etc.), photo log of trail segment route and preliminary cost estimate for the development of the segment.
- Preliminary list of required permit approvals to advance the first three (3) routes to construction.
- Identification of potential funding sources.
- Spreadsheet containing a listing of the Town's existing trail maintenance personal, equipment, and budget. From the information collected, the consultant shall perform a written analysis of the Town's current trail maintenance budget. Included in this analysis shall be a discussion of any foreseen deficiencies associated with maintaining the Town's existing and proposed trail facilities. Any deficiencies should be specifically identified along with the estimated additional costs associated with obtaining additional equipment, materials, personnel, etc.
- Recommended language changes to existing Town Zoning Ordinance and Subdivision of Land Code, and review/approval processes need to implement proposed plans.

A Study Advisory Committee meeting (meeting #3) will be scheduled before the completion of Task 4 for review/discussion of the products developed. The Town of Glenville will prepare and disseminate SAC meeting #3 notes.

Products: *The Consultant shall provide the town with materials cited above, both in hard copy and electronic format.*

Task 5: Final Public Meeting & Presentation

The final public meeting will feature a presentation by the consultant where the results of the Greenway Strategic Development Planning effort will be presented to the Glenville Town Board. This formal presentation will provide the public and elected officials with information pertaining to how the Greenway Strategic Development Plan 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, maps and associated data/materials collected during the study to validate study findings relevant to the Greenway Strategic Development Plan's trail system layout. The Consultant shall develop a one-page flier to advertise the meeting. The Town of Glenville shall prepare final presentation meeting notes. Any substantive comments received from either the public or members of Glenville's Town Board shall be evaluated by the consultant, SAC and town staff, and if applicable, incorporated into the Final Report before acceptance of the Final Report by the Town and Empire State Development.

Products: Consultant shall develop visuals, maps and associated data/material for use and display at the Final project presentation. Revisions as necessary to Final Report by Consultant before acceptance of Final Report by Town and Empire State Development. The Consultant shall provide the town with nine (9) full-color hardcopies of the final documents with all necessary figures, photos, sketches, and PowerPoint presentations are required. The Consultant shall provide the Town of Glenville with electronic files of the above materials.

Administrative Responsibilities

The Consultant contract will be administered by the Town of Glenville with assistance from Empire State Development, as needed.

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

Study Advisory Committee (SAC)

A Study Advisory Committee has been established consisting of Town of Glenville staff, appointed economic development commissioners, local property and business owners, and members of the public. From time to time, staff from various state and county agencies may be requested to participate (NYS Department of Transportation (NYSDOT), Schenectady County, Capital District Transportation Committee (CDTC), Capital District Regional Planning Commission (CDRPC), and Capital District Transportation Authority (CDTA), etc.), Town staff and SAC will 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 SAC and public meetings as outlined in the scope of work.

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 Study Advisory Committee meeting. Upon receipt from the consultant, the Town of Glenville will be responsible for distributing deliverables to the Study Advisory Committee.

Compensation Requirements

The Town of Glenville will pay the Consultant on a reimbursement basis using Town vouchers and invoices. Invoices shall document the number of hours worked, salary rate, and expenses by individual summarized by project task. 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, which will serve as the basis for payment.

Minority-Owned & Women-Owned Business Enterprise Requirements (MWBEs)

This project must comply with New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144. These requirements include contracting opportunities for *New York State certified* Minority-owned Business Enterprises (“MBEs”) and Women-owned Business Enterprises (“WBEs”), collectively MWBEs. For the purposes of this project, Empire State Development has established an overall MWBE Participation Requirement of 30% (totaling no less than \$15,000). MWBEs 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 project has a budget of \$50,000 for consultant services.
5. ***A project schedule by task*** should be included (the Town of Glenville and Empire State Development 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 stated **Minority and Women Owned Business Enterprise (M/WBE) goal requirements.**

Submission Deadline

Responses to the RFP are due no later than 3:00 P.M. eastern time on May 23, 2019 at the Town of Glenville, Municipal Center, 18 Glenridge Road, Glenville, N.Y. 12302. Five hard copies of the submission 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 Empire State Development 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 Empire State Development;
- 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.

Freedom of Information Law

Please note that materials submitted to the Town of Glenville 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 Empire State Development may agree to maintain confidentiality of such material(s) if requested. The Town of Glenville and Empire State Development 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 Empire State Development 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 Empire State Development 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](mailto:m burns@townofglenville.org)

Liability

The Town of Glenville shall not be held 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 is not liable for any costs incurred prior to approval of the contract agreement.

Existing Planning Documents

Town of Glenville Comprehensive Plan Update (2017).

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

Freemans Bridge Road Master Plan (2004).

The Town Center Master Plan (2004).

Freemans Bridge Road Complete Streets Concept Plan (2018).

Saratoga County Trails (NYS GIS Clearinghouse 2019).

Empire State Trail Plan (2018).

Empire State Trail Design Guide (2017).

Alplaus Hamlet Plan (2019).