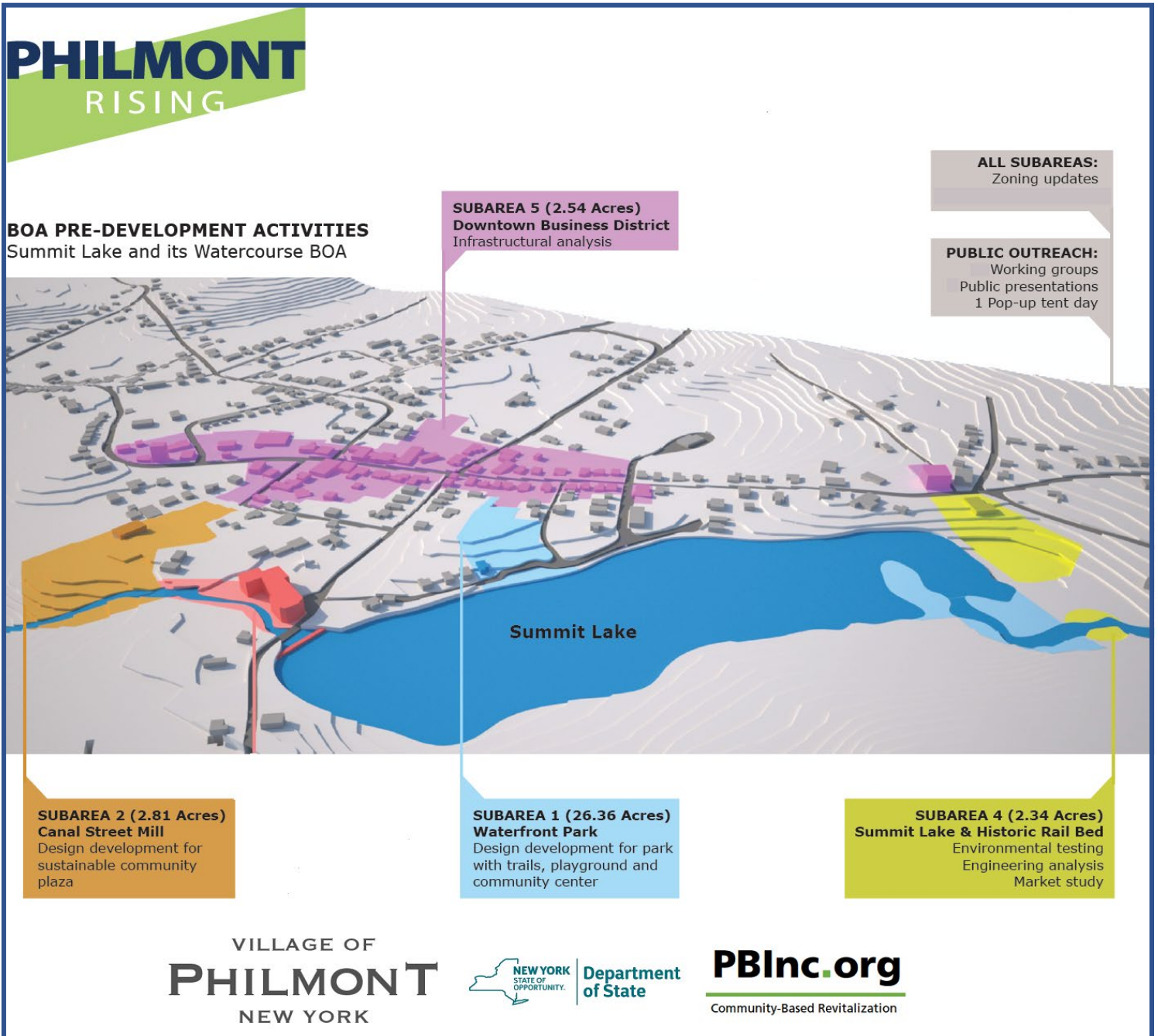


REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

Brownfield Opportunity Area
PRE-DEVELOPMENT ACTIVITIES
to advance the
Summit Lake and Its Watercourse BOA

VILLAGE OF PHILMONT, NY



Funding Provided By:
The New York State Department of State
under the Brownfield Opportunity Areas Program
Contract - C1001687

Release Date May 4 2023

Submissions Due: June 21 2023

IMPORTANT NOTICE:

A restricted period is currently in effect for this Procurement, and it will remain in effect until approval of the Contract. Proposers are prohibited from contact related to this procurement with any Village of Philmont or Philmont Beautification, Inc employee other than the designated contacts listed below refer to:

Designated Contacts for this Procurement:

For Project Specific Clarifications: Sally Baker, PBI, Project Management

For Public Procurement Process Clarifications:Rob Fitzsimmons, Esq., Village of Philmont

PURPOSE

The Village of Philmont, NY is requesting proposals from qualified entities to advance the Summit Lake and Its Watercourse Brownfield Opportunity Area (a Designated BOA) through pre-development activities including design development plans for the waterfront park, and for a downtown parking area and community plaza, including studies, and zoning updates, consistent with the objectives for desired redevelopment of selected sites within the context of Summit Lake, a 24 acre, publicly owned body of water, a critical public amenity, and as such a center catalyst of the SLWBOA as a natural resource.

NYS-certified Minority-Owned Business Enterprises and Women Owned Business Enterprises are encouraged to submit proposals. This initiative is made possible through funds provided by the New York State Department of State, under the Brownfield Opportunity Areas Program, Contract number C1001687.

Project Name: Village of Philmont Rising

The BOA Pre-Development Activities scope of work included in this RFP is interrelated to two separate projects currently being implemented under separate contracts in the Village of Philmont consisting of a LWRP Watershed Management Plan for the Agawamuck Creek Watershed, and a Smart Growth Community Planning and Zoning project aimed at Village of Philmont updates to the 2003 Comprehensive Plan.

SCOPE OF WORK

The selected consultant will complete all tasks below in accordance with the Village of Philmont DOS Department Contract C1001687. Please note that the task numbers listed below generally correspond to the DOS Contract and that Tasks not included in sequential order below have been completed in advance of this RFP publication. The selected consultant must comply with all terms and conditions of the DOS Contract for this work, including the M/WBE requirement.

The selected consultant is required to develop the components and Work Plan Tasks listed below by interfacing with the BOA Grant Committee and community-based Subarea Working Groups collectively serving as the Project Advisory Committee (PAC) and Philmont Beautification, Inc. serving as Project Management that will make recommendations of final products and design concepts for Subarea 1 and Subarea 2 to the Village of Philmont Board of Trustees.

Additionally, all products are to be satisfactory and will require approval by the Village of Philmont BOA Grant Committee, Philmont Beautification, Inc., serving as Project Management, and the DOS Office of Planning, Development & Community Infrastructure Brownfield Opportunity Area (BOA) Program. Revisions will need to be done to meet this satisfactory approval.

Component 1: Development Plans for Strategic Sites

The selected consultant will develop detailed development plans for four strategic BOA subareas within the Summit Lake Watercourse BOA. These development plans will include various activities based on specific revitalization goals for each strategic subarea. These activities include design development, schematic designs, cost estimates, engineering, site, and infrastructure analyses, and market studies to assess viability. This is the next step in advancing redevelopment of these underutilized, brownfields sites into catalytic properties for revitalization.

The subareas, sites, and specific deliverables include:

Design Concepts for Waterfront park, playground, and community center on the bank of Summit Lake (Subarea 1)

The Contractor will develop draft and final design concepts for this subarea, as well as estimated construction costs. See preliminary planning concept: <https://pbinc.org/philmont-rising-boa-projects/>

Final Products:

- Plans and specifications advancing an existing concept plan for the area including final design concepts, elevation drawings, section drawings, perspective drawings to convey how this strategic site, streetscape, and other areas of interest have the potential to appear after development or improvements are completed.
- An order-of-magnitude estimate of probable construction cost for the selected final Preliminary Design plan.

Design Concepts and Market Study for Canal St. Parking Lots and Community Plaza (Subarea 2)

The selected consultant will develop draft and final design concepts for this subarea, as well as estimated construction costs. The selected consultant will also complete a market study to assess viability of Canal St. Artisan Plaza Commercial Building to house a makerspace or new commercial artisan building with workforce development (adult & youth) to be located in the Canal St. Artisan Plaza. See preliminary planning concept: <https://pbinc.org/philmont-rising-boa-projects/>

Final Products:

- Plans and specifications advancing an existing concept plan for the area including final design concepts, elevation drawings, section drawings, perspective drawings to convey how this strategic site, streetscape, and other areas of interest have the potential to appear after development or improvements are completed.

- An order-of-magnitude estimate of probable construction cost for the selected final Preliminary Design plan.
- A complete market study narrative and maps for the feasibility of a makerspace or new commercial artisan building with workforce development capacity.

Engineering Site Analysis for Watershed (Subarea 4)

The selected consultant will complete an engineering site analysis of the East Bank of Summit Lake to assess current stability and redevelopment potential. The selected consultant will also conduct a market study to assess the viability of developing a trailhead visitor center at this location.

Final Products:

- A complete narrative of the Engineering Analysis of the East Bank of Summit Lake addressing stability and existing erosion, and all required maps.
- A complete narrative and maps of the feasibility of a trailhead visitor center location and potential wetland center at the inlet of Summit Lake or surrounding area to service the intended incoming Harlem Valley Rail Trail

Infrastructure Analyses for Downtown and Connector Streets (Subarea 5)

The selected consultant will complete site and infrastructure analyses of the connector streets between the waterfront and downtown to determine the best opportunities for multi-modal connections between these areas.

Final Product:

- A complete narrative and maps infrastructure analysis of connector streets between the waterfront and the downtown including Main St from Elm St. to Ark St., Summit St., Ellsworth St., and Elm St connecting to the Canal St. parking lots, and public easement footpath from Elm St to Philmont Library to determine an approach to optimize linkages to proposed water/land recreation areas, scenic landscapes, improved streetscapes, potential new civic areas, gateways, downtown anchors, and improved transportation linkages including transit, pedestrian, bicycle, and trails.

Component 3: Zoning and Property Updates

The selected consultant will complete a zoning and property analysis and recommend zoning updates to local laws to support the development of proposed uses for BOA strategic sites and SLWBOA subareas. These recommendations will be made to a Committee appointed by the Village to review and adopt zoning updates.

Final Product:

- Preliminary draft of new or revisions of existing local laws, regulations, standards, and other zoning updates recommended to assist development in the SLWBOA including the Conservation District, Hamlet I, Hamlet II, Hamlet III, Mill District, Mill District II, Rural, Rural Low Density, and General Business zoning districts.

Component 4: Environmental Testing

The selected consultant will conduct a site inspection and testing for contamination sources at the East Bank and sediment at the location of the inlet of Summit Lake. This will include findings from initial analysis, recommendations for additional subsurface testing, and final testing for subsurface contaminants.

Final Product:

- A complete narrative, maps, and testing results.

WORK PLAN TASKS include the following:

Task 4: Draft Documents for Summit Lake Watercourse BOA, including Design Development Plans, Zoning Analyses, and Environmental Testing.

The selected consultant shall develop draft documents and supporting materials for the Summit Lake Watercourse Brownfield Opportunity Area, as outlined in Components 1, 3, & 4 above. The draft documents for Components 1, 3, & 4 shall be provided to Village of Philmont, Philmont Beautification Inc. serving as Project Management, the DOS Office of Planning, Development & Community Infrastructure Brownfield Opportunity Area (BOA) Program, and the public for review. Comments from the DOS Office of Planning, Development & Community Infrastructure Brownfield Opportunity Area (BOA) Program and the public must be addressed to the satisfaction of DOS Office of Planning, Development & Community Infrastructure Brownfield Opportunity Area (BOA) Program in subsequent revisions of the products and the final design.

Products:

- Draft documents and supporting materials for Components 1, 3, & 4 (see Project Description above for detailed description of components and products)

Task 5: Environmental Quality Review

The selected consultant shall prepare, or cause to be prepared, all documents necessary to comply with the State Environmental Quality Review Act (SEQRA) through determination of significance. If a positive declaration is made, a Draft Environmental Impact Statement shall be prepared.

Products:

- SEQRA documents
- Draft Environmental Impact Statement (if necessary)

Task 6: Final Documents for Summit Lake Watercourse BOA, including Design Development Plans, Zoning Analyses, and Environmental Testing.

Based upon the approved draft documents, the selected consultant shall develop final documents as outlined in Components 1, 3, & 4 above, and other supporting materials. The final documents for Components 1, 3, & 4 shall be provided to the Village of Philmont, Philmont Beautification Inc. serving as Project Management, and the DOS Office of Planning, Development & Community Infrastructure Brownfield Opportunity Area (BOA) Program for review at least two weeks prior to the due date for comments. DOS Office of Planning, Development & Community Infrastructure Brownfield Opportunity Area (BOA) Program comments must be addressed to the satisfaction of the DOS Office of Planning, Development & Community Infrastructure Brownfield Opportunity Area (BOA) Program.

Products:

- Final documents and supporting materials for Components 1, 3, & 4 (see Project Description above for detailed description of components and products)

Task 9: Final Project Summary Report

The selected consultant shall work with Philmont Beautification, Inc. serving as the Village of Philmont Rising project manager to complete the Final Project Summary Report.

Project Attribution and Number of Copies

The selected consultant, must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the DOS Office of Planning, Development & Community Infrastructure Brownfield Opportunity Area (BOA) Program 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 the Brownfield Opportunity Areas Program."

The contributions of the DOS Office of Planning, Development & Community Infrastructure Brownfield Opportunity Area (BOA) Program 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 DOS Office of Planning, Development & Community Infrastructure Brownfield Opportunity Area (BOA) Program for review and approval prior to release, to ensure appropriate attribution.

Unless otherwise specified in the Work Plan tasks, the selected consultant 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).

TERM OF CONTRACT

The contract period for the service contemplated by this RFP will be two (2) years. The Village of Philmont reserves the right to extend the agreement for extension one (1) additional one-year period upon budget approval.

The selected proposer(s) will be required to execute a contract with the Village of Philmont. A sample Village of Philmont Professional Services Agreement is available upon request. The Village of Philmont will have the right to terminate the contract at any time, with or without cause, upon thirty (30) days written notice.

COST PROPOSAL

Please provide a cost proposal for providing all of the services referenced above.

The total project budget is as follows:

Village of Philmont Rising – BOA Pre-development Activities No: C1001687	\$158,058.00
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The requirement for MWBE participation is as follows:

BOA Pre-development Activities (Contract No. C1001687)

MWBE Goals:

State funds subject to MWBE goals	\$188,164.00
MBE Goal: 15%	\$ 28,224.60
WBE Goal: 15%	\$ 28,224.60

SUBMISSION REQUIREMENTS

Interested firms shall submit their qualifications which should include the following:

- A full description of how the chosen firm will complete each item in the Scope of Work, as well as a schedule that lists all milestones for developing and executing project deliverables;
- A narrative explaining the firm’s qualifications for the project, and a summary of the firm’s recent experience in similar projects;
- Include reference links to access as examples of prior BOA Pre-development Activities (or similar scope) the firm or consultant has completed or equivalent projects. Finished products are strongly preferred as examples.
- A description of each staff member or sub-consultant who will be involved with this project and a description of his or her role in the project. The proposer must provide a list of all person(s) who will be assigned work pursuant to this RFP (including subcontractors), as well as their resumes showing qualifications, educational background, training and experience;
- References: names and contact information of previous clients with a detailed description of the type of project completed. The proposer must submit three references from projects of similar scope and nature. Each reference should include a contact person, email address and phone number along with a statement describing the project;
- A budget, including a cost for each task and a lump sum cost for the entire project. In addition, a timeline for the completion of the project by task should be included. A Cost proposal outline must accompany the submission. It should break down each task in the Scope of Work and show the ability to complete all project tasks within the allotted budget;
- A statement of the respondent’s effort to comply with the State’s Minority and Women Owned Business Enterprise (M/WBE) goals of 15% Minority-owned Business Enterprise (“MBE”) participation and 15% Women-owned Business (“WBE”) participation (based on the current availability of MBEs and WBEs); The selected consultant must meet the MWBE requirement; MWBE waivers are not an option.
- The successful firm will be required to provide proof of General Liability Insurance in the amount of not less than \$1,000,000.00 for each occurrence and in an amount not less than \$2,000,000.00 general aggregate.
- Proposals are limited to a maximum of twenty (20) pages, not including proposal compliance documents.

PROJECT SCHEDULE

The following is the anticipated project schedule for key milestones of the Work Plan:

Request for Proposals issued by the Village of Philmont : Thursday 4th May 2023

Proposals Submitted by Qualified Firms: Wednesday 21st June 2023

Firm Selection Wednesday 12th July 2023

Firm Contract Wednesday 26th July 2023

Project Kick-Off Meeting Wednesday 2nd August 2023

with the Project Advisory Committee (PAC) consisting of members of the BOA Grant Committee, the Subarea 1 and 2 community-based Working Groups, and Philmont Beautification, Inc.

The Kick-off Meeting is to be held virtually.

Additional meetings are to be conducted by the consultant as a mix of virtual and in-person meetings.

First public participation/outreach meeting, January 2024

Second Public Participation/Outreach Meeting, September 2024

Final Project Summary Report, March 2025

EVALUATION CRITERIA AND PROCEDURES

A successful respondent should understand the requirements of the RFP and communicate that understanding in its proposal. The Village of Philmont is seeking candidates with strong qualifications in several areas of planning, including working alongside a local community development nfp organization serving as Project Management, concept design, engineering, market studies, zoning analyses, and reaching high levels of community participation for the development of concept designs for Subarea 1 and Subarea 2 selected sites with the participation of two community-based Subarea Working Groups.

The successful candidate will demonstrate prior experience in preparing BOA Pre-development Activities (or similar projects). In addition, the candidate should demonstrate the ability to integrate diverse needs and perspectives. The successful candidate should also present a well-organized approach to preparing the project timeline to include benchmarks for product(s) delivery, two public presentations, and interfacing with the two concurrent planning projects described on page 2 paragraph 4.

The Village of Philmont BOA Grant Committee, BOA Subarea Working Groups collectively serving as the Project Advisory Committee (PAC) and Philmont Beautification, Inc., will evaluate proposals based on their quality, clarity, and demonstrated understanding of the project objectives and the following criteria.

Review Criteria for Proposals: (maximum 100 points, plus an additional 10 bonus points)

- **Scope of Work demonstrating understanding of the project objectives** (*maximum 20 points*)
- **Project Schedule** (*maximum 8 points*)
- **Qualifications** (*maximum 10 points*)
- **Staff or team** (*maximum 15 points*)
- **References for prior BOA pre-development activities (or similar) projects** (*maximum 17 points*)
- **Budget inclusive of team allocation(s)** (*maximum 15 points*)
- **Timeline chart, including project meetings and public presentations** (*maximum 15 points*)

Additional selection criteria include: (additional 10 bonus points)

- Knowledge of the various local, state and federal regulations and regulatory issues,
- Prior experience drafting local laws, GEIS's and ordinances guiding land use and local zoning,
- Familiarity with the Village of Philmont, and,
 - Cost-effectiveness of the proposal,
 - Qualifications and relevant experience with respect to the tasks to be performed,
 - Reputation among previous clients and previous experience,
 - Ability to satisfy MWBE requirements.

SPECIFICATION CLARIFICATION:

All inquiries with respect to this Request for Proposals shall be **in writing** directed to the following **email address**:

For project specific clarifications:

Sally Baker, Project Management, Philmont Beautification, Inc.
contractorbids@pbinc.org

For public procurement process clarifications:

Rob Fitzsimmons, Esq., – Village of Philmont
rjf@fitzattorney.com

All questions about the meaning or intent of the specifications shall be submitted **in writing**. Replies will be posted via the Village of Philmont website:

<https://philmont.org/boa-updates/> along with the electronic version of this RFP. Questions received less than four (4) business days prior to the date of submission of proposals will not be answered. Only questions answered by formal written Addenda will be binding. Oral or other interpretations or clarifications will be without legal effect.

In addition, any changes, additions or deletions to this RFP will also be posted on the Village website <https://philmont.org/boa-updates/> along with the electronic version of this RFP. Respondents are urged to check the Village's website frequently for notices of any clarification of or changes, additions, or deletions to this RFP

SUBMISSION DEADLINE

Responses are due by 12 Noon, Thursday 21st June 2023

Responses received late will not be considered as eligible to be reviewed.

Responses shall include two (2) paper copies to be delivered to:

Village of Philmont Clerk Treasurer (518 672 7032)
Village of Philmont
124 Main Street,
PO Box 822
Philmont, NY 12565

and by email in PDF format. The email must be less than 20 megabytes. Back up materials can be provided by a link to a cloud storage.

Sent to:

Village of Philmont Clerk
clerk@philmont.org

with a cc to:

Sally Baker – Project Management, Philmont Beautification, Inc.
contractorbids@pbinc.org

NOTIFICATION OF AWARD

The Village of Philmont will notify the successful respondent by phone, followed by written confirmation on Wednesday 12th July 2023.

Each respondent whose proposal is not accepted will receive notification by email.

After notification of award, the Village and the successful respondent will work together to develop a contract for the project. The Village of Philmont Attorney will then present the finished contract to the Village Board of Trustees for approval on Wednesday 26th 2023, after which the project can begin. In the event that a contract cannot be finalized within thirty (30) days of the award, the Village reserves the right to enter into negotiations with another respondent.

