

**The City of Troy, NY
Request for Proposals**

**Master Planning and Associated Design Services Pursuant to Redevelopment of Riverfront
Park**



Submission Due Date: September 8, 2009

Harry Tutunjian, Mayor

This RFP was prepared for the New York State Department of State Office of Coastal, Local Government and Community Sustainability with funds provided under Title 11 of the Environmental Protection Fund

Introduction

The City of Troy intends to engage an appropriately qualified consulting firm to assist with the redevelopment of Riverfront Park (see accompanying aerial map). The project will take place concurrently and be closely coordinated with the redevelopment of the adjoining City Hall site. Sasaki Associates has been selected as the consultant to guide the City Hall site redevelopment process. This project provides an opportunity to improve the connections between the Riverfront Park and Troy's Downtown, improve linkages to the north and south of the Park, remedy the Park's existing design deficiencies and to intelligently program \$1.75 million in funding recently secured for Park improvements.

Brief Overview of Troy

The City of Troy is located along the eastern shore of the Hudson River in Rensselaer County. Shoehorned into a narrow strip of land between the Hudson River and steep wooded hills, Troy is located approximately 10 miles northeast of Albany. The 200-year old city is recognized as a center of education, with Rensselaer Polytechnic Institute, Russell Sage College and Hudson Valley Community College all located in Troy.

The Hudson River comprises Troy's distinguishing natural asset. At 7.5 miles, Troy has more linear frontage on the Hudson River than any community in the New York State's Capital District. With its advantageous location for water-borne freight transport in the 1800s, Troy became the industrial center of the region. Troy served an important role in the manufacture of iron products and the garment and textile industries in the 1800s.

Beginning in the late 1960s, the inner cities of the Capital District entered into a period of sustained economic erosion. Fortunately, Troy's regional economic function further evolved in response to the changes in the macro-environment, becoming an office, distribution and educational/ cultural center, with some of the most significant cultural destinations in the Capital District located in Troy. As the County seat and the home of many county human service agencies and several state agencies, Troy functions as a center of government. Both an Antiques District and a Restaurant District now thrive in downtown.

The Hudson River still retains its role as an important economic generator for the City of Troy. However, that role substantially changed as the river's importance began to lie in its recreational possibilities and in the incalculable and somewhat indefinable quality it imparts to the City, especially the downtown area. Three decades ago, recognizing the changing nature of the River's value, Troy created Waterfront Park, a 4.4 acre bucolic oasis along the river, stretching from City Hall to the Green Island Bridge.

Work Program Summary

A consultant will be hired to:

- Prepare a Master Plan for Riverfront Park.
- Prepare engineering, architectural and landscape architecture plans and specifications for the highest priority projects (identified in the Master Plan) including, but not limited to:
 - streetscaping, roadway and infrastructure improvements and general park landscaping.
 - a Troy Maritime Welcome Center. The Center will provide amenities for boaters such as bathrooms, showers, laundry facilities, and a kiosk containing information about the downtown area. Additional docks, access points to the docks and boater services will be provided along the seawall.
 - a waterfront esplanade. An esplanade will be constructed within Riverfront park and extending from State Street to the existing Troy Town Dock. The esplanade will connect into adjacent City streets and sidewalks to the north and south and provide linkages to possible future extension of the esplanade
 - a bandshell and amphitheater. A new and/or refurbished and expanded bandshell and amphitheater will be constructed to address deficiencies in the existing Riverfront Park bandshell which does not function well for both performers and the audience. The new facility will accommodate larger audiences and draw people to downtown Troy
 - facilities for the Troy Waterfront Farmers Market

The selected consultant will be required to work in close consultation with Sasaki Associates as the projects share not only a common physical interface, but are also mutually confronted with several interdependent design challenges, including, but not limited to parking and circulation. The selected consultant must be responsive to the specific site concerns that will be articulated by Sasaki Associates.

Nature of Desired Response

The City of Troy is fully aware of the challenges associated with undertaking this project and fully realizes that significant ingenuity will be required to meet these challenges and yield a product that is commensurate with the expectations of the citizens of Troy. Accordingly, the City of Troy strongly encourages creativity in response to this RFP. We have provided the fundamental outline of the work program, but competitive respondents are expected to elaborate beyond the programmatic details we have provided. Furthermore, respondents are expected to furnish detailed pricing information by component tasks, provide detailed project schedules and indicate how they will successfully coordinate with the parties vested in this initiative including, but not limited to, the City of Troy, the New York State Department of State (DOS), a Project Advisory Committee and the general public.

Work Detail

Task 1 Master Plan

1.1 Site Reconnaissance -- Base Mapping

The Consultant shall undertake site reconnaissance for improvements to Riverfront Park, a waterfront esplanade, Troy Maritime Welcome Center and Troy Waterfront Farmers Market to be located in the existing Riverfront Park. Work shall include, at a minimum, identification and mapping of the following:

- Site survey showing extent of project boundary
- Ownership/grant/lease status of all lands to be incorporated into the design
- Manmade structures, buildings; or facilities on or adjacent to the site
- Existing uses on the site
- Above and below-ground infrastructure
- Transportation/circulation systems (truck, car, bus, pedestrian, bicycle, parking, boat etc.) that serve or are located near the site
- Adjacent land and water uses.
- Bulkhead wall evaluation
- Historic and archeological resources
- Soil and, as appropriate, core sampling to determine site stability
- Topography and hydrology - The topography shall include one foot contours intervals with underwater contours to a 10 foot water depth at ordinary low water conditions in the vicinity of the proposed boat launch and concrete retaining wall. The site plan shall also indicate the ordinary high water and ordinary low water mark for this section of the Hudson river.
- Natural resources, including location of mature trees
- View corridors
- Zoning and other applicable designations
- Analysis of site constraints, needs and opportunities

1.2 Issues to be Examined

The Master Plan shall address, but not be limited to, the following issues:

- review of the Troy Downtown Waterfront Master Plan (2005) and other relevant planning documents;
- examination of current uses and their location within the park;
- examination of opportunities to improve pedestrian and vehicular linkages from Riverfront Park to other parts of the waterfront and to the Downtown area;
- examination of the conditions of the bulkhead in the vicinity of Riverfront Park and recommendations for remediation to the bulkhead;
- examination of the impact on Riverfront Park of the redevelopment and the future uses of the City Hall site and the relationship of these uses to Riverfront Park and the Hudson River;

- examination of the current location of the RiverSpark Visitors Center and consideration of alternative locations;
- proposals for the mix of uses in the park and their location within the park;
- proposals for the layout and design of buildings that are to be located in the park;
- proposals for the reconfiguration/relocation of the band shell area and construction of an amphitheater;
- proposals for the relocation of the Troy Waterfront Farmers Market to Riverfront "Park
- proposals for the development of a Troy Maritime Welcome Center and expansion of marina facilities in the park; .
- proposals for vehicular and pedestrian circulation in the park and linkages, including the development of a waterfront esplanade;
- parking requirements in the vicinity of Riverfront Park;
- proposals for linkage and park-related improvements of the existing Fresnos Restaurant site to the Park
- proposals for the configuration of Memorial areas within the park;

1.3 Schematic Designs

Using information from the site reconnaissance and the evaluation of referenced issues, the Consultant shall prepare alternative schematic designs of facilities including for improvements to Riverfront Park, a waterfront esplanade, the Troy Maritime Welcome Center, and the Troy Waterfront Farmers Market, considering and including a summary of the following:

- Review of the Troy Downtown Waterfront Master Plan (2005) and other relevant planning documents.
- Best management practices to be employed to avoid or reduce water quality impairments from upland runoff or in-water activities.

Unless otherwise directed, the consultant shall prepare a minimum of three alternative schematic designs for review by the project advisory committee and DOS.

1.4 Public Participation

In consultation with the DOS, a public information meeting shall be conducted to solicit public input on the schematic designs to assist in selecting a preferred alternative for each facility associated with improvements to Riverfront Park, a waterfront esplanade, the Troy Maritime Welcome Center, and the Troy Waterfront Farmers Market. A written summary of public input obtained at this meeting shall be prepared and provided to the DOS for review and comment.

1.5 Selection of Schematic Design Alternatives and Preparation of Final Schematic Designs

In consultation with the DOS and the project advisory committee, the Contractor shall select one of the alternative schematic designs for each of the proposed improvements to Riverfront Park, a waterfront esplanade, the Troy Maritime Welcome Center, improvements to the bandshell/amphitheatre and the Troy Waterfront Farmers Market as the basis for final schematic designs incorporating elements of or building upon the alternative schematic designs. Each of the final schematic designs shall include a rendered site plan for presentation, elevation views of all proposed structures, two rendered perspective views, and a report explaining the design concepts. Final schematic design and any engineering/construction plans and specifications shall be prepared based on the selected schematic design for each facility.

1.6 Landscape Master Plan and Implementation Strategy

The consultant shall prepare a Landscape Master Plan and Implementation Strategy for the Master Plan that shall include site reconnaissance, schematic designs, summary of public input, identification of potential funding sources, project phasing, and recommended means of site management and operation. The Strategy will identify the priority project(s) that will be designed and constructed as part of the referenced grant award.

Task 2 Construction Requirement Analysis

The consultant shall prepare an analysis of all federal, state and local requirements for each selected schematic design alternative, including necessary permits and approvals, and a description of how these requirements will be satisfied by the design. This analysis shall be submitted to appropriate project partners and the DOS for review. A pre-permitting meeting with DOS and the identified federal, state and local entities may be required to discuss any revisions needed to satisfy regulatory requirements.

Task 3 Environmental Quality Review

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

Task 4 Final Designs and Construction Documents

The consultant shall prepare the final designs and construction drawings, plans, specifications, and cost estimates for selected projects including for improvements to Riverfront Park, a waterfront

esplanade, the Troy Maritime Welcome Center, improvements to the bandshell/amphitheatre and the Troy Waterfront Farmers Market. The final designs and construction documents shall be provided to the DOS and the project advisory committee for review at least two weeks prior to the due date for comments. Final designs and construction documents are subject to approval by the DOS. These documents must be certified by a licensed professional engineer, licensed architect/landscape architect and the appropriate seal must be affixed to these documents.

Task 5 Permits

After the final design and construction documents have been approved by the DOS, the consultant shall prepare the necessary permit or other approval applications and obtain the required permits or approvals. A pre-application meeting with the DOS and the appropriate federal, state and local regulatory authorities may be required to discuss the necessary permit or other approval applications. Prior to filing, the Contractor or its consultant(s) shall submit all applications to the DOS for review and comment.

Potential permitting and approval agencies include but are not limited to:

- federal agencies such as the United States Army Corps of Engineers;
- the DOS, pursuant to the consistency provisions of the federal Coastal Zone Management Act;
- other New York State agencies such as the Department of Environmental Conservation; the Office of General Services pursuant to the Public Lands Law, or similar authorization from the Power Authority (in certain areas of the St. Lawrence Seaway) or Canal Authority (in the State Canal System), in order to use or occupy certain State-owned lands or waters overlying those lands; and the Office of Parks, Recreation, and Historic Preservation or the State Historic Preservation Officer; and
- agencies of the City of Troy.

Prior to construction the consultant shall also demonstrate that the project is in compliance with 6 NYCRR Part 502, "Floodplain Management Criteria For State Projects".

Task 6: Bid Process and Selection of Construction Subcontractor

After the final design and construction documents have been approved by DOS, the consultant shall prepare and distribute a bid invitation to select a construction subcontractor or subcontractors. Prior to distributing the bid invitation, the consultant shall submit the bid invitation to DOS for review and comment.

The consultant shall provide assistance to the City in selecting the construction subcontractor(s) from the bid respondents and shall assist the City in preparing a draft contract or contract(s) to conduct the work with the selected construction subcontractor(s). The contract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of project completion, a payment schedule (payments should be tied to project milestones), and a project cost.

The draft subcontract(s) will be submitted to DOS for review and approval, and shall incorporate DOS's comments in the final subcontract(s).

Project Scheduling and Reporting

The approach outlined in the above breakdown of Tasks and Subtasks shall be addressed in the Response to this Request for Proposals. A project schedule shall be prepared identifying key milestones in order to monitor progress. Specific deadlines for completion of Tasks and Subtasks shall be set throughout the contract schedule to ensure timely completion of the work. Key milestones may be altered only upon written approval by the City of Troy. Review of any request to reschedule major milestones shall be made by the City of Troy only upon the consultant's written request and proper justification. Reporting of these key milestones shall be incorporated, as appropriate, into the Tasks and Subtasks described above. The detailed project schedule and the amount of time needed to complete key tasks shall be provided in the proposal for this project.

Form of Proposal

Respondents should prepare concise but thorough proposals that demonstrate a clear understanding of the issues associated with this project. Firms wishing to be considered should submit one (1) original and five (5) copies of their proposal to the address below. The respondents shall assemble their proposals in the order stated below to help the selection committee review proposals in an efficient manner.

- Letter of interest that demonstrates an understanding of the project issues and desired project results
- Lump Sum Proposal Form to be signed, Non-Collusive Bidding Certification to be signed
- Description of the firm's qualifications and areas of particular expertise. Also include a list of relevant projects.
- A scope of work for technical activities associated with the project. This will include, at a minimum, the tasks outlined above (any tasks added to the scope shall have a listing in the Lump Sum Proposal Form).
- A Gantt chart that estimates completion dates of the tasks outlined in the scope of work with milestones.
- An organizational chart indicating key employees to be involved in the project.
- Three project references. Briefly describe each and provide project scope and budget.

Additional Requirements

A. Subcontractors

All subcontractors recommended by the successful proposer will be subject to the prior approval of the City of Troy before award of the subcontract. As prime contractor, the successful proposer will be required to perform a minimum of 50% of the consulting services level of effort.

B. Minority and Women's Business Enterprise/Equal Employment Opportunity Requirements

The successful proposer will be required to make good-faith efforts to subcontract at least 6.0 percent and 6.0 percent of the total contract price to NYS certified Minority Business Enterprise(s) (MBE) and Women Business Enterprise(s) (WBE), respectively.

C. Cost Accounting

The Consultant will be required to practice strict cost accounting procedures. Both the total cost

and the costs associated with each task and subtask must be compiled on a monthly basis and submitted with each payment request. A payment request outline will be provided by the city.

D. Key Staff

The selection and retention of a consultant will be contingent upon the availability of the proposed key staff, unless substitutes are approved by the City of Troy during negotiations. The top-ranked firms may be requested to prepare and give oral presentations before the City of Troy selection committee.

E. Fee Retention

The City will retain 10% of the consultant's fees until completion of the project based on the product deliverables and as decided by the City of Troy.

Consultant Selection

In consultation with the Advisory Committee, the City shall review all proposals received as a result of the RFP. The following criteria will be used in evaluating consultant responses:

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

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

For preparation/certification of final designs and construction documents, and for supervision of construction, a licensed professional engineer or licensed architect/landscape architect is required.

All respondents will be notified of the selection as soon as possible after the submission deadline. The City may conduct interviews with one or more proposers. The City reserves the right to reject all proposals.

Information, Submission and Deadline

One (1) original and five (5) copies of the proposal must be submitted by 4:00 p.m. prevailing time on September 8, 2009.

For More Information Contact:

William Roehr
Deputy Commissioner
Planning Department
One Monument Square
Troy, NY 12180
bill.roehr@troyny.gov

Submit Proposals to:

Michael L. DiNova
Chief Account Clerk
Comptrollers Office
One Monument Square
Troy, NY 12180
Mike.DiNova@TroyNY.gov

LUMP SUM PROPOSAL FORM *(Please fill in Cost and Completion Date Columns)*

Lump Sum Contract

Cost per Task

TASK	TITLE	PRODUCT	COST
1	Master Plan	<i>Plans and associated schematics in hard copy and digital format</i>	
2	Construction Requirement Analysis	<i>Written construction requirement analysis</i>	
3	Environmental Quality Review	<i>SEQRA document and, if necessary, Draft EIS</i>	
4	Final Designs and Construction Documents	<i>Design and construction documents for selected projects</i>	
5	Permits	<i>Applicable permits.</i>	
6	Bid Process and Selection of Construction Subcontractor	<i>Written documentation of process</i>	
	TOTAL	TOTAL	

Gross Amount of Bid for Contract: _____
(Figures)

_____ Dollars
(Words)

and _____ Cents.
(Words)

NON-COLLUSIVE BIDDING CERTIFICATION

1. Every bid herein made to the City of Troy, or official thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening directly or indirectly, to any other bidder or to any competitor; and

3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not submit a bid for the purpose of restricting competition.

B. A bid shall not be considered for award nor shall any award be made where a. 2 and 3 above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall state and furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where a 1, 2 and 3 above have not been met, shall any award be made unless the head of the purchasing unit of the City of Troy to which the bid is made, or the designed determines that such disclosures was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers or proposed or pending publication of new or revised price lists of such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a)

2. Any bid hereafter made to the City of Troy, or official thereof, by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule or regulation, and where such bid contains the certification referred to herein shall be deemed to have been authorized by the board of directors of the bidder and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

_____ DATED	_____ LEGAL NAME: PERSON, FIRM OR CORPORATION
(CORPORATE) SEAL	BY _____ (SIGNATURE) (TITLE)
	_____ SIGNATORY NAME (PLEASE PRINT OR TYPE)

