



# **REQUEST FOR PROPOSALS**

**Engineering & Design for**

**DEC CSC Safe Routes to School Grant Project**

**Response Deadline: Friday, April 4, 2024 @ 10:00 A.M.**

## **ENGINEERING & DESIGN SERVICES**

*Qualified individuals, professional service firms, and/or consultant teams that are, or include, NYS Certified MBE or WBE firms or individuals are strongly encouraged to submit proposals in response to this RFP.*

**February 24, 2025**

# **REQUEST FOR PROPOSALS**

## **Engineering & Design for Bike Friendly Plan Implementation - Safe Routes to School**

**Issued by:**

**City of Plattsburgh  
Community Development and Planning Office  
City Hall, 41 City Hall Place  
Plattsburgh, New York 12901  
February 24, 2025**

### **Receipt of Proposals:**

Proposers must submit proposals by electronic mail: [planning@cityofplattsburgh-ny.gov](mailto:planning@cityofplattsburgh-ny.gov) no later than **Friday, April 4, 2024 @ 10:00 A.M.** Late proposals will not be considered. Submissions must have the proposal attached as a single PDF document with the subject line **“Proposal Enclosed – City of Plattsburgh CSC Bike Friendly Plan Implementation.”**

### **Proposals should be addressed to:**

**City of Plattsburgh  
Attn: Elisha Bartlett, Senior Planner  
41 City Hall Place  
Plattsburgh, NY 12901**

## **Introduction**

The City of Plattsburgh invites proposals from qualified individuals, professional service firms and/or consultant teams to undertake design and construction inspection services in support of the implementation of the City of Plattsburgh Bike Friendly Plan. This project will utilize New York State Department of Environmental Conservation Climate Smart Communities (CSC) funding and City of Plattsburgh funding to enhance pedestrian and bicycle infrastructure along Oak Street, in front of Oak Street Elementary School, and where possible linking to Thomas Glasgow Elementary School, and Stafford Middle School (the Project Area). The project's objective is to create safer routes for students to commute to school and to reduce greenhouse gas emissions via reduced reliance on automobile transportation within the City of Plattsburgh. The project includes designing and constructing 5' wide sidewalks, painted crosswalks, signage, new signal equipment, and added bike lanes.

This project has been funded in part by The Climate Smart Community Grant Program, Title 15 of the Environmental Protection Fund through the NYS Department of Environmental Conservation. Significant added support will be provided by the City of Plattsburgh. The study has a fixed budget of \$90,000 for design engineering and \$30,000 for construction inspection services. The City of Plattsburgh will administer the consultant contract and will jointly manage the design with the New York State Department of Environmental Conservation.

This project is subject to Article 15-A of the Executive Law which includes, but is not limited to, those provisions concerning the maximizing of opportunities for the participation of minority and women-owned business enterprises. As such, an overall 30% M/WBE participation rate and a 6% SDVOB rate have been established for this project. Minority-Owned Business Enterprises ("MBE"), Women-Owned Business Enterprises ("WBE"), and Service-Disabled Veteran-Owned Businesses ("SDVOB") and/or combinations of offerors are strongly encouraged to submit proposals.

## **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 Administration**

The Consultant shall assist the City of Plattsburgh in project tracking, communications, and reporting to ensure the project is on time and in compliance with the requirements of the DEC grant.

### **Products:**

*1.2.1 1DEC shall be notified by the City of Plattsburgh of any press events, releases, or groundbreaking ceremonies at least one month prior to the event.*

*1.2.2 The following statement shall be included in all press, documents, and exhibits: "This project*

*has been funded in part by the Climate Smart Communities Grant Program, Title 15 of the Environmental Protection Fund through the New York State Department of Environmental Conservation.”*

*1.3.1 The Consultant shall prepare and file quarterly MWBE reports in the New York State Contract System at <https://ny.newyorkcontracts.com/> and submit SDVOB Quarterly Contractor Compliance Reports to [sdvob@dec.ny.gov](mailto:sdvob@dec.ny.gov).*

*1.3.2 The Consultant shall prepare grant progress reports quarterly and submit to the City of Plattsburgh for review and submission to DEC.*

*1.3.4 The Consultant shall prepare and submit a Final Project Summary Report consistent with the guidelines as issued from time to time by DEC to the City of Plattsburgh for review within 30 days of the project end date, or contract end date, whichever is sooner.*

## **Task 2: Project Kickoff Meeting and Timeline/Scope of Work Coordination**

The consultant shall attend an initial Project Kickoff meeting with the City of Plattsburgh (City) and Department of Environmental Conservation (DEC) discuss the project scope, requirements, participants’ roles and responsibilities and to develop the project schedule.

The Consultant shall prepare and distribute brief meeting summary notes clearly indicating the timelines, agreements, and understandings reached at the initial project kickoff meeting. Work on subsequent tasks shall not proceed prior to DEC approval of the proposed approach as outlined in the meeting summary.

### **Products:**

*2.1 The Consultant shall prepare written meeting notes outlining agreements and understandings reached, to be completed by the Consultant and approved by New York State Department of Environmental Conservation.*

*2.2 The Consultant will post meeting notes on the project website/webpage.*

## **Task 3.1: Existing Conditions Report**

The consultant shall conduct a comprehensive assessment to confirm existing right-of-way (ROW) boundaries, traffic calming mechanisms, sidewalks including sidewalk conditions, and informal pathways to and from associated schools. This report should include pedestrian and bike counts per Complete Street standards.

### **Products:**

*3.1.1 The Consultant shall prepare an Existing Conditions Report for each site survey detailing the findings and attributions as required. The City and/or Consultant shall coordinate with DEC for review and approval.*

### **Task 3.2: Develop Concept Design Alternatives**

The Consultant shall develop and prepare a minimum of two (2) alternative preliminary/conceptual designs of the Project Area for review by the City of Plattsburgh and the New York State Department of Environmental Conservation. The plans will identify and evaluate a full range of potential improvements to the Project Area that are appropriate for all users, which meet the key objectives identified for this project. The Consultant shall post the design(s) to the City of Plattsburgh's community engagement platform and prepare a press release announcing the status of the project including a link to the community engagement platform.

#### **Products:**

*3.2.1 The Consultant shall prepare a minimum of two (2) draft alternative preliminary design plans/schematic designs. Copies of 30%, 60%, 90% designs for each site submitted to the City. The City and/or Consultant shall coordinate with DEC for review and approval.*

*3.2.2 The Consultant shall upload the design(s) onto the City's community engagement platform following review and approval by the City of Plattsburgh.*

*3.2.3 The Consultant shall prepare a press release announcing the status of the project including a link to the community engagement platform. The City and/or Consultant shall coordinate with DEC for review and approval.*

*All draft and final design products shall include New York State Department of Environmental Conservation funder attribution as it appears in the Grant Requirements section of this RFP, along with the NYS DEC logo, which is subject to NYS DEC approval prior to distribution.*

### **Task 3.3: Establish Greenhouse Gas (GHG) Emissions Baseline Estimate**

The Consultant shall conduct before-and-after surveys of the associated schools to determine the number of students, staff, and faculty, their typical modes of travel, and vehicle types used. This task includes pedestrian/bike counts.

#### **Products:**

*3.3.1 The Consultant shall submit the Greenhouse Gas (GHG) Emissions Baseline Estimate Report to the City, outlining the findings and methodology used. The City and/or Consultant shall coordinate with DEC for review and approval. (also detailed in 7.2 & 7.3 below)*

### **Task 3.4: Final Design and Construction Documents**

In consultation with the New York State Department of Environmental Conservation, the City of Plattsburgh shall select one of the alternative schematic designs as the basis for the preferred design alternative. The Consultant shall then prepare preliminary engineering/construction plans, specifications, certified construction documents and cost estimates for the preferred design schematic for each site; along with a preliminary list of potentially required permit approvals needed to advance the preferred design toward construction.

**Products:**

*3.4.1 The Consultant shall submit final design, specifications, and certified construction documents to the City. The City and/or Consultant shall coordinate with DEC for review and approval.*

**Task 4.1: Draft RFP/Prepare Construction Bid Documents**

The Consultant shall draft the Request for Proposals (RFP) and prepare bid documents, ensuring compliance with Minority- and Women-Owned Business Enterprise (MWBE) and Service-Disabled Veteran-Owned Business (SDVOB) goals.

**Products:**

*4.1.1 The Consultant shall submit the draft RFP/Bid Docs to the City. The City and/or Consultant shall coordinate with DEC for review and approval.*

**Task 4.2: Release RFP/Construction Bid**

The Consultant shall coordinate with the City to release the finalized RFP/Bid documents to solicit proposals from potential contractors.

**Products:**

*4.2.1 The Consultant shall submit the final RFP/Bid and copies of advertisements placed through appropriate media to the City. The City and/or Consultant shall coordinate with DEC for review and approval.*

*4.2.2 The Consultant shall document all “good faith efforts” in the case a waiver is needed.*

**Task 4.3: Select Contractor**

The Consultant shall assist the City in the review of proposals, selection of a contractor, and finalization of the hiring process.

**Products:**

*4.3.1 The Consultant shall submit the applicant list, intent to hire letter, and executed contract to DEC for approval to the City. The City and/or Consultant shall coordinate with DEC for review and approval.*

**Task 4.4: Construction Kickoff Meeting**

The Consultant shall conduct a construction kickoff meeting with the Contractor, grantee, and DEC to outline project expectations and timelines.

**Products:**

*4.4.1 The Consultant shall submit the meeting summary and project timeline/scope of work to DEC for review to the City. The City and/or Consultant shall coordinate with DEC for review and approval.*

### **Task 5.1: SEQRA Review**

The Consultant shall complete the State Environmental Quality Review Act (SEQRA) review process to assess potential environmental impacts associated with the project.

#### **Products:**

*5.1.1 The Consultant shall submit SEQRA documentation to DEC, including all relevant assessments and approvals. The City and/or Consultant shall coordinate with DEC for review and approval, as needed.*

### **Task 5.2: Permits**

The Consultant shall ensure that the Contractor obtains all necessary local, state, and/or federal permits required for project implementation.

#### **Products:**

*5.2.1 The Contractor shall provide the Consultant and City documentation of all applicable permit applications and any related correspondence necessary for DEC to verify project compliance. The Consultant shall assist the City in maintaining a shared file system, and assist in coordination with DEC for review and approval.*

### **Task 5.3: Documentation of Pre-Existing Conditions**

The Consultant shall document the pre-construction conditions along the approximate 0.37 miles of street infrastructure from Riley to Elm Street along Oak Street, past Oak Street school, and leading to the other identified schools. This includes photographic documentation.

#### **Products:**

*5.3.1 The Consultant shall submit photo-documentation of each project site pre-construction to the City. The City and/or Consultant shall coordinate with DEC for review and approval.*

### **Task 5.4: Construction Notice**

The Consultant shall coordinate with the City to provide written notification to DEC, at least 30 calendar days prior to the start of construction and, after construction has commenced, continue to provide updates on the progress within 30 days of contract execution.

#### **Products:**

*5.4.1 The Consultant shall submit the 30-Day Notice Letter and 30-Day Progress Update to DEC for each project site to the City. The City and/or Consultant shall coordinate with DEC for review and approval.*

### **Task 5.5: Sign Installation**

The Consultant shall ensure that the Contractor installs an Environmental Protection Fund (EPF) acknowledgement sign at the completion of construction.

**Products:**

*5.5.1 The Consultant shall submit photographs of installed signs, including close-up and wide shots showing location and context, to the City. The City and/or Consultant shall coordinate with DEC for review and approval.*

**Task 6.1: Construction Oversight**

The Consultant shall prepare biweekly construction reports and photo documentation during the construction phase.

**Products:**

*6.1.1 The Consultant shall submit the biweekly construction reports and photo documentation to DEC for each project site to the City. The City and/or Consultant shall coordinate with DEC for review and approval.*

**Task 6.2: Construction Completion**

The Consultant shall Conduct a final inspection of the completed construction work and provide a certificate of completion, including any necessary as-built plans.

**Products:**

*6.2.1 The Consultant shall submit the final inspection report, certificate of completion, and photo documentation of completed project sites to the City. The City and/or Consultant shall coordinate with DEC for review and approval.*

**Task 7.1: Establish Greenhouse Gas (GHG) Emissions Baseline Estimate**

The Consultant shall establish a baseline estimate of greenhouse gas emissions associated with the project.

**Products:**

*7.1.1 The Consultant shall submit GHG Emissions Baseline Estimate Report to DEC, detailing the methodology and findings to the City. The City and/or Consultant shall coordinate with DEC for review and approval. (should be completed with task 3.3)*

**Task 7.2: Usage Data Collection – Before Project**

The Consultant shall collect data on weekday and weekend usage patterns and user evaluations through questionnaires and interviews of pedestrians before the commencement of construction and prepare a “Before Project Usage Data Summary Report.”

**Products:**

*7.2.1 The Consultant shall submit the Before Project Usage Data Summary Report to the City, summarizing the collected data and evaluations. The City and/or Consultant shall submit to DEC. (see*



Task 3.3 above)

### **Task 7.3: Usage Data Collection – After Project**

The Consultant shall collect data on weekday and weekend usage patterns and user evaluations through questionnaires and interviews of pedestrians after the completion of construction and prepare an “After Project Usage Data Summary Report.”

#### **Products:**

*7.3.1 The Consultant shall submit the After Project Usage Data Summary Report to the City, summarizing the collected data and evaluations. The City and/or Consultant shall submit to DEC.*

### **Task 7.4: Usage Data Analysis & GHG Emission Estimate Report**

The Consultant shall analyze collected data to estimate the impact of the project on greenhouse gas emissions. Provide a final project summary report to the City.

#### **Products:**

*7.4.1 The Consultant shall submit the Final GHG Emissions Project Summary Report to DEC, detailing the analysis results and conclusions to the City. The City and/or Consultant shall submit DEC.*

### **Administrative Responsibilities**

The Consultant contract will be administered by the City. The City of Plattsburgh and NYS Department of Environmental Conservation will jointly manage the study.

### **Compensation Requirements**

The City of Plattsburgh will pay the Consultant on a reimbursement basis using invoices. Invoices shall document the number of hours worked, salary rate, and expenses by individual summarized by project task, including subtasks (tasks one to seven in this RFP). 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. The progress report will serve as the basis for payment.

### **Grant Requirements**

This study will be financed through a grant from the New York State Department of Environmental Conservation with additional funding from the City of Plattsburgh. All documents produced as part of this project must appropriately acknowledge the New York State Department of Environmental Conservation **grant** funding as follows:

*“This document was prepared with funding provided by the New York State Department of Environmental Conservation under Title 11 of the Environmental Protection fund.”*

Additionally, respondents should be aware that the following clauses will be required in the consulting agreement:

The consultant shall comply with all applicable terms and conditions contained in the New York State

Master Contract C01811, including all appendices, between the City of Plattsburgh and the New York State Department of Environmental Conservation. In the event of a conflict between this agreement and the State Master Contract, the terms of the State Master Contract agreement shall control.

**Minority-Owned & Women–Owned Business Enterprise Goals (M/WBE) and Service-Disabled Veteran-Owned Businesses (“SDVOB”)**

The New York State Department of Environmental Conservation is an Equal Employment Opportunity employer. As such respondents will be required to agree to comply with the Federal Equal Employment Opportunity Act.

Furthermore, the City of Plattsburgh, through its contract with New York State, is subject to Article 15-A of the Executive Law which includes, but is not limited to, those provisions concerning the maximizing of opportunities for the participation of minority and women-owned business enterprises. As such, an overall 30% M/WBE participation rate and a 6% SDVOB rate have been established for this project. Minority-Owned Business Enterprises (“MBE”), Women-Owned Business Enterprises (“WBE”), and Service-Disabled Veteran-Owned Businesses (“SDVOB”) and/or combinations of offerors are strongly encouraged to submit proposals.

**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 (10 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 work sample 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.

Sealed Submissions may be hand delivered or mailed to:

ATTN: Elisha Bartlett, Sr. Planner  
 City of Plattsburgh  
 41 City Hall Place  
 Plattsburgh, NY 12901

### Schedule

RFP Issued: Tuesday, March 11, 2025

Deadline to Submit Questions: Friday, March 18th, 2025

Responses to questions will via email to all potential firms: Friday, March 21, 2025

RFP Responses Due: Friday, April 4, 2025 @ 10am

Evaluation of Proposals: Monday, April 7, 2025 - Friday, April 11, 2025

Consultant Selected: Thursday April 17, 2025

Consultant Notified: on or about Monday April 21, 2025

\* Note: All dates are tentative and subject to change\*

Questions concerning responses to this RFP must be submitted by email to Elisha Bartlett, BartlettE@cityofplattsburgh-ny.gov and received no later than Friday, March 18th, 2025

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.

<b>Review Criteria</b>	<b>Weight</b>	<b>Max. Points</b>	<b>Points x Weight</b>
Understanding Scope of Work	4	5	20
Past Performance on Similar Projects	4	5	20
Qualifications & Experience of Proposed Staff	4	5	20
Proposed Schedules & Budgets	4	5	20
Overall Strategy and Quality of Proposal	4	5	20
<b>TOTAL</b>	-	-	100

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**

**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 evaluate 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 respondent's 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**

Neither the City of Plattsburgh nor the New York State Department of Environmental Conservation are 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 City of Plattsburgh and the New York State Department of Environmental Conservation are not liable for any costs incurred prior to approval of the contract agreement.

### **Freedom of Information Law**

Please note that materials submitted to the City of Plattsburgh and the New York State Department of Environmental Conservation are subject to the Freedom of Information Law (FOIL). If the 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 City of Plattsburgh and the New York State Department of Environmental Conservation may agree to maintain confidentiality of such material(s) if requested. The City of Plattsburgh and the New York State Department of Environmental Conservation assume no responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.

**Existing Planning Documents to be provided as additional links:**

1. [City of Plattsburgh- DEC SCS Safe Routes To School project area map](#)
2. [Bike Friendly Plattsburgh Plan](#)
3. [2023 City of Plattsburgh Comprehensive Plan](#)
4. Supplemental subarea concept design for incorporation: [Bailey, Oak, Robinson Intersection Concept Design - by Erdman & Anthony \(prj# 19724.00 - Dec 2023\)](#)