

Request for Proposals

City of Plattsburgh

Downtown Revitalization Project – Durkee St.

October 2015

Introduction:

The City of Plattsburgh is seeking proposals from qualified firms or consultant teams for assistance in the completion of a feasibility study for the Durkee St. development area. Durkee Street is located on the west side of a 5 acre site in the southeast corner of Plattsburgh's downtown district. The site is currently home to a 380 vehicle municipal lot, the 4 story Gateway Office Building (14 Durkee Street), the Farmer's Market, the Westelcom Park which connects the Durkee Street area to the Arts Corridor and the former Highway Oil site. The proposed project will provide the City with the answers to environmental issues surrounding Highway Oil and provide us with the market analysis to recruit private investors to the project.

In 2003, the City commissioned a design study on the property, Durkee Street Redevelopment Conceptual Design Report (Freeman, French & Freeman) and in 2009 a Streetscape and Design Guidelines Cultural Arts Corridor and Durkee Street Redevelopment Concept Design Report (Fred Keil) for the downtown area that includes a section on Durkee Street. These two reports, in conjunction with the public private partnerships that brought the 4 story, 20,000 square foot building to the site in 2006 and the renovation Farmer's Market structure in 2004, comprise Phase I of the Durkee Street Project. The designs from Phase I for the Durkee Street project include: multi-story parking garage with the capacity for 400 cars, a two story commercial building, closing Durkee Street to vehicular traffic in order to make a pedestrian mall, waterfront access to the Farmer's Market, an expansion of the Farmer's Market, public activity space. Though not in the original designs done in 2003 and 2009, traffic calming with turnarounds available at both ends should also be considered.

The City has funding to hire a consulting firm to conduct a feasibility study and review and update the two previous designs for the site. The feasibility study will yield: site inventory and action plan, recommendations for the Highway Oil Building, market analysis, identify funding opportunities and strategies for implementing the plan, prepare conception designs and schematics for 3 alternatives, review specific technical and organizational issues needed in order to move forward with the process, including the public participation events.

The project is being funded in partnership with Empire State Development grant funds awarded through the NYS Consolidated Funding Application. The project has a budget of up to \$81,000 for consultant services.

Key Project Outcomes:

Upon completion of this project, the City of Plattsburgh will have:

- 1) Site inventory and Action Plan
- 2) 3 rounds of public participation
- 3) Phase 1 environmental assessment for Highway oil building
- 4) Phase 2 environmental assessment for Highway Oil building (pending finds in phase1)
- 5) Recommendation for the former Highway Oil site
- 6) Market analysis of the Durkee St development including municipal lot, Farmer's market and former Highway Oil site
- 7) Identification of funding opportunities and strategies for implementing the action plan
- 8) Conceptual designs and schematics for 3 alternatives

Compensation:

The contract amount for the proposed work will not exceed a maximum of \$81,000 for the project completion, including all expenses. Completion of each task's deliverable will serve as the basis for payment. The consultant must submit a brief progress report with each invoice describing the progress on each task.

Scope of Work:

Consultants should review the City's previous planning efforts, which are available at <http://www.cityofplattsburgh-ny.gov/Departments/vision> to be sure that their responses are informed by previously completed planning efforts as well as the Local Waterfront Revitalization Plan (LWRP) that is being completed. The LWRP is being developed through funding provided by the NYS Department of State under Title 11 of the Environmental Protection Fund.

Consultants will be required to complete the scope of work outlined in this RFP. If, based on the consultant's knowledge and experience, the consultant believes the required scope of work should be changed in any way; the suggested changes should be outlined in the Letter of Interest as described in the Submission instructions section of the RFP.

Please do not reproduce or recreate this scope of work in the Letter of Interest; only modifications to what is requested will be required and considered as part of the consultant evaluations. A sequenced plan with costs specified for each task should be included.

Work Tasks

Task #1: Site inventory and Action Plan

In consultation with the appropriate City departments, the consultant shall conduct a careful site analysis of the development area which includes the 380 vehicle municipal lot, the 4 story Gateway Office Building (14 Durkee Street), the Farmer's Market and the former Highway Oil building and the adjacent Westelcom Park which provides a connection to the Arts corridor in downtown. The site analysis should consider the following (but not limited to): Subsurface features (geology, hydrology); Natural Surface features including access to the Saranac river adjacent to the property; current infrastructure and land use; historic notes (if applicable) and traffic flow (both pedestrian and vehicular); aesthetic factors. In addition, the contractor will develop an action plan to help guide the process to develop the area.

Product: City will have a full site inventory of the Durkee Street development area as outlined above with specific steps identified to develop the area.

Task #2: Phase 1 environmental assessment for former Highway Oil site

A Phase I assessment will consist of these five basic components: (1) a review of local, state, and federal government environmental records; (2) a review of historical sources pertaining to past site uses and environmental issues; (3) interviews with owners, occupants, and other individuals in regard to property history, property use, and environmental issues; (4) a site reconnaissance to identify present and past uses and recognized environmental conditions, if present; and (5) preparation of a written report describing the Phase I procedures, findings, and conclusions.

Product: Will produce a written report for the Phase 1 environmental assessment conducted at the site

Task #3: Market analysis of the Durkee St lot including municipal lot, Farmer's Market, former Highway Oil site

- 1) Downtown Overview – Description of the study area; identification of potential future development opportunities; summary of Downtown Plattsburgh's public infrastructure (parking, streetscape, signage and wayfinding, and transportation; stakeholder comments about the regulatory environment in Downtown Plattsburgh as it affects investment, development and location decisions (zoning, historic overlays, the project approvals process, concentration of social services).
- 2) Downtown Market Analysis – Analysis of the downtown market; consumer market segmentation and demographic analysis; business mix analysis; an analysis of downtown Plattsburgh's competitive position in the regional market; possible mixed use buildings needed; identify gaps in business environment in downtown Plattsburgh; need for Downtown hotel
- 3) Recruitment Strategy -- voids in the existing mix; retail recruitment opportunities/target retail categories; recommendations for downtown to recapture sales; identify opportunities for recreation, Public gathering space, Saranac River Trail, possible Hotel.
- 4) Implementation Plan -- Implementation strategies and projected timetable for implementation over the short-term (first 18 – 24 months), medium-term (two to three years), and long-term (three years and beyond)

Product: Written market analysis report will be created and provided to the City

Task #4: Phase 2 environmental assessment for Highway Oil building

Pending the findings of Task 3 (Phase 1 environmental assessment), a Phase 2 assessment may be needed. Phase 2 assessment will address any issues found in Phase 1. The primary objective of conducting the Phase 2 assessment is to evaluate the recognized environmental conditions identified in the Phase I environmental site assessment to provide additional information regarding the nature and extent of possible contamination identified in the Phase I.

The successful consultant will familiarize themselves with the Durkee Street Remedial Investigation Reports to date and incorporate data to the maximum extent practicable.

Product: Phase 2 environmental assessment written report with findings and outline of remediation recommendations will be provided to the City.

Task #5: Recommendations for Durkee Street Development area to include the former Highway Oil Site

Based on the work done during the site inventory and phase 1 & 2 environmental assessments as well as the site inventory and Market analysis, the consultant will produce recommendations on development activities for the Durkee Street development area.

Product: A written report outline possible development projects for the Durkee St development area will be produced and provided to the City.

Task #6: 3 rounds of public participation

The consultant with guidance from the Durkee Street Advisory Committee and other appropriate partners shall organize and carry out 3 rounds of public participation for the project. The City should plan to hold one community wide in-person workshop at the beginning of the process. The other 2 rounds of public participation may be other than in person meetings as appropriate in order to get the most from the public participation for the project. Respondents are encouraged to propose other forms of public outreach as fitting to the scope of the project.

Product: Written report of the activities and findings from public participation activities

Task#7: Identification of possible funding sources and strategies for executing the action plan

The consultant will perform a search of available funding sources, both grants and foundations, that will help move the project forward. The funding source will be identified, any stipulations to funding will be identified and pertinent contact information for the funders will be provided. Organization providing the funding, types of projects funded, eligibility, funding max, and deadlines should also be included where available.

Product: An index of possible funding sources, to include the information outlined above, that the City can use in order to pursue funding to help further the project.

Task #8: Conceptual designs and schematics for 3 alternatives

The Contractor will provide 3 conceptual designs and appropriate schematics for the project. This will include a review and update of the previous concepts: 2003 Durkee Street Redevelopment Conceptual Design Report (Freeman, French & Freeman) and 2009 a Streetscape and Design Guidelines Cultural Arts Corridor and Durkee Street Redevelopment Concept Design Report (Fred Keil).

Product: Three (3) conceptual designs with appropriate drawings and schematics will be created and provided to the City

Administration:

Funding deadlines require that the City of Plattsburgh complete this project in a prompt and efficient manner. The project should run no greater than **9 calendar months** from the date of contract execution.

The consultant contract will be administered by Paul DeDominicas, Director of Community Development. Paul DeDominicas will serve as the point of contact for expressions of interest; follow up questions and as the community's representative/point of contact for the project.

Contact information:

Paul DeDominicas
Director of Community Development
(518)536-7509
dedominicasp@cityofplattsburgh-ny.gov

Durkee Street Advisory Committee:

An Advisory committee will be formed to help guide the overall project and provide feedback throughout the process. The Durkee Street Advisory Committee will be composed of community members, City of Plattsburgh staff and other stakeholders. The Durkee Street Advisory Committee will review the RFP, help with consultant selection and provide insight and oversight to the feasibility study process.

Consultant Contract Requirements:

In addition to requirements detailed in the RFP, respondents should be aware that the following clauses will be required in the consulting agreement:

This agreement may be terminated by either party at any time without cause to be effected by 10 days written notification.

The consultant shall comply with all applicable terms and conditions contained in the Agreement between the City of Plattsburgh and Empire State Development contracts (Project #Z691/CFA#40857). In the event of a conflict between this agreement and the ESD assistance agreement, the terms of the ESD assistance agreement shall control.

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

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

Submission Instructions:

Offerors may be firms, qualified individuals, or consultant teams. Responses to the RFP must include all of the following elements:

- 1) Letter of interest (no more than 4 pages) that demonstrates a clear understanding of the issues associated with the project and communicates a clear ability to compete the scope of work as required.

There is no need to repeat the required scope of work in the letter of interest; any exceptions or suggested changes to this agreement should be clearly identified in the respondent's letter of interest.

A project budget, with lump sum not to exceed the price proposal, for each task as listed in RFP, including all anticipated costs.

- 2) Consultant will provide a detailed schedule assigning durations for the tasks outlined in the scope of work. Schedule should show the durations of individual tasks, the overall durations of each phase and the overall duration of the project.
- 3) A management plan identifying the consultant personnel who will be working directly on the project including resumes. The project manager must be clearly identified. If a team of firms is submitting a proposal please include resumes of all personnel working directly on the program, from both lead firm and all sub-consultant firms.
- 4) Please provide examples of relevant previous work that demonstrates the expertise and skills of the specific individuals selected as part of the project team to perform the required tasks. A one to two page summary of comparable projects should be included, along with appropriate completed work assignments/projects that support summary.
- 5) Firm's effort to comply with ESD MBE and WBE goals.

Submission Deadline:

Proposals are due at the close of business (4:00 pm eastern time) on Friday, November 20th, 2015.

Responses must be returned by email in pdf format and sent to:

Paul DeDominicas, Director of Community Development, at dedominicasp@cityofplattsburgh-ny.gov

Please note: Presentations will be required of qualified finalists. It is anticipated that interviews will be held on *December 7th, 2015*. The City anticipates notifying respondents invited to give presentations by *Thursday December 3rd, 2015*.

Evaluation Guidelines:

The following criteria will be used to evaluate proposals:

- 1) Relevant experience and successful past performance by the respondent on similar projects
- 2) Experience of qualified personnel assigned to the project
- 3) Understanding of scope of work and responsiveness to RFP
- 4) Ability to meet timeline
- 5) Amount of work to be accomplished within budget amount if respondent proposes adjustments to scope of work provided in the RFP
- 6) Extent of participation to MBE/WBE firms

General Conditions to Requests for Proposals:

Modifications to the RFP

Any material clarifications or modifications to the RFP or the selection process will be made in writing and provided to all persons who submit proposals (“proposer”). It is the responsibility of the proposer teams, before submitting a response to the RFP, to ascertain if the City has issued any notices, clarifications, addenda, or other communications to proposers. Oral explanations or instructions from City staff, officials or consultants shall not be considered binding on the City.

Reserved Rights

The City reserves the right to:

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

Hold Harmless

By participation in this RFQ/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 Proposer s 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.

Presentation Guidelines:

Presentations will be required to provide an opportunity to obtain an understanding of:

- The depth of knowledge of the subject matter of the RFP
- The respondents ability to pull together individuals with the necessary skills and expertise to contribute to the successful completion of the project
- The primary features and benefits of the proposal
- The public presentation skills of the proposers

Presentation format is left to the discretion of the proposers. Presentations will be limited to 1 hour, which includes 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.

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.

Inquiries/Questions:

Please direct all questions/inquiries to:

Paul DeDominicas
Director of Community Development
(518)536-7509
dedominicasp@cityofplattsburgh-ny.gov

All inquiries/questions need to be in writing and must site the RFP section.

Liability:

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