

**VILLAGE OF CANTON
REQUEST FOR PROPOSALS**

**Willow Island Park Enhancements
Local Waterfront Revitalization Program**

Michael E. Dalton, Mayor
Village of Canton
60 Main Street
Canton, NY 13617

Deadline for submission:
March 31, 2022 12pm

I. Summary

The Village of Canton, NY is seeking proposals from qualified firms to design and oversee construction of enhancements to Willow Island Park along the Grasse River. The Willow Island Park Enhancements (WIPE) are based on a master plan to develop an arts-themed public park on Willow Island in downtown Canton. This project will expand the current sculpture garden and repurpose adjacent Village-owned land with a covered outdoor performance space, a playground, restroom facilities, and landscaping. The project is a collaboration of the Town and Village of Canton and a local non-profit, Grasse River Heritage (GRH). Maps of the project site are attached hereto.

This project is being funded, in part, by a New York Department of State Local Waterfront Revitalization Program grant award.

Canton has established a Project Advisory Committee to oversee and guide the project. The selected consultant will work closely with the Committee throughout the duration of the contract.

The selected consultant must comply with all provisions in the contract between the New York State Department of State (NYS DOS) and the Town, including the DOS Minority and Women-Owned Business Enterprises (MWBE) goals. NYS DOS has established an overall MWBE participation goal of 30%, with 15% for Minority-Owned Business Enterprises (MBE) and 15% for Women-Owned Business Enterprises (WBE). Respondents are expected to demonstrate how they anticipate achieving these goals.

All valid submissions must be received by 12pm March 31, 2022.

II. Scope of work, products and deliverables

As enumerated in the NYS DOS Contract Work Plan:

Task 5: Subcontract Preparation and Execution

The Contractor (Town/Village) shall prepare the draft subcontract(s) to conduct project work with the selected consultant(s). The subcontract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of product completion, a payment schedule with payments tied to receipt of products, and project costs. The subcontract(s) shall specify the composition of the entire consultant team, including firm name and area of responsibility, firm expertise, and those professionals from the consultant team or consulting firm that will be directly involved in specific project tasks, including how the identified MWBE goals will be satisfied. The Contractor shall submit the draft subcontract(s) to the Department for review of the subcontract work plan for alignment with the appropriate tasks of the work plan as set forth in Attachment C of the contract with DOS. The Contractor shall incorporate the Department's comments on the subcontract work plan, or scope of services, prior to execution of the final subcontract(s). The Contractor remains responsible for the legal sufficiency of the subcontract(s) in accordance with the requirements in the Master Grant Contract.

Products: Draft and final, executed consultant subcontract(s).

Task 6: Project Advisory Committee Meetings

In consultation with the Department (DOS), the Contractor shall hold a project meeting with the consultant(s) and Project Advisory Committee to: review project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps; and transfer any information to the consultant(s) which would assist in completion of the project.

The Project Advisory Committee shall meet with the consultant(s) regularly over the course of the project to guide project development and review findings and documents. Following each meeting, the consultant(s) shall prepare and distribute a brief meeting summary including attendees, main topics discussed, decisions agreed upon by committee, and action items.

Products: Project Advisory Committee meetings. Written meeting summary of each meeting.

Task 7: Site Reconnaissance and Schematic Designs

A. Site Reconnaissance

The consultant(s) shall conduct site-specific reconnaissance, in preparation for design. Work may 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
- Man-made structures, buildings, or facilities on or adjacent to the site
- Above and below ground infrastructure, including stormwater treatment structures
- Transportation/circulation systems (truck, car, bus, ferry, train, pedestrian, bicycle, etc.) that serve or are located near the site
- Adjacent land and water uses
- Historic and archeological resources
- Soil and, as appropriate, core sampling to determine site stability
- Topography and hydrology
- Natural resources, including location of mature trees
- View corridors
- Zoning and other applicable designations
- Analysis of site constraints, needs and opportunities

The consultant(s) will meet with identified stakeholder groups in gathering site-specific information and input.

Products: Map(s) and written summary describing the above information and any other appropriate information identified during the project initiation meeting. Maps and relevant data and information, submitted in either ArcGIS format, or similar product acceptable to the Department.

B. Schematic Designs

The consultant(s) shall prepare alternative schematic designs of the facility or facilities, considering and including a summary of the following, as applicable:

- Best management practices to be employed to avoid or reduce water quality impairments from upland runoff or in-water activities, and
- Impacts, if any, to state-designated Significant Coastal Fish and Wildlife Habitat areas, Scenic Areas of Statewide Significance, other Coastal Management Program special management areas, or other sensitive resources, and how those impacts should be avoided or mitigated.

In consultation with the Department and the Project Advisory Committee, the Contractor shall select the preferred schematic design as the basis for final design and engineering/construction plans and specifications, or shall work with the consultant(s) to develop a final schematic design incorporating elements of or building upon the alternative schematic designs. The consultant(s) shall prepare design, architectural, landscape architectural, or engineering construction plans and specifications based on the selected schematic design.

Products: Preferred schematic designs.

Task 8: Public Meeting

In consultation with the Department, a public information meeting shall be conducted to solicit public input on the schematic designs to assist in selecting a preferred alternative. A written summary of public input obtained at this meeting shall be prepared and provided to the Department for review and comment.

Products: Public information meeting held. Minutes/Summary of meeting prepared including any presentations or handouts and submitted to the Department.

Task 9: Construction Requirement Analysis

The consultant(s) shall prepare an analysis of all federal, state, and local requirements for the selected schematic design alternative, including necessary permits, reviews, 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 Department for review. A pre-permitting meeting with the Department and the identified federal, state, and local entities may be required to discuss any revisions needed to satisfy regulatory requirements. Work on final design shall not proceed prior to the Department approval of the construction requirement analysis and the pre-permitting meeting, if necessary.

Products: Written construction requirement analysis. Pre-permitting meeting with identified entities.

Task 10: Environmental Quality Review

The Contractor will work with the consultant(s) to 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 11: Design Development

The consultant(s) shall prepare draft and final designs based on the selected schematic design. The designs shall include all required maps, tables, data, written discussions, and other information identified in the contract and subcontract work plans and during the project initiation meeting. The designs shall be provided to the Department and the Project Advisory Committee for review at least two weeks prior to the due date for comments. Department comments must be addressed to the satisfaction of the Department in subsequent revisions of the products and the final design.

Products: Draft and final designs and supporting materials.

Task 12: Certified Construction Documents

The consultant(s) shall prepare the final construction drawings, plans, specifications, and cost estimates. The final construction documents shall be provided to the Department and the Project Advisory Committee for review at least two weeks prior to the due date for comments. Construction shall not commence prior to addressing the Department's comments. Final construction documents must be certified by a licensed professional engineer, architect, or landscape architect and the appropriate seal must be affixed to these documents.

Products: Final construction documents, certified by a licensed professional engineer, architect, or landscape architect.

Task 13: Permits

After the final design and construction documents have been approved by the Department, the consultant(s) shall prepare the necessary permit or other approval applications and obtain the required permits or approvals. A pre-application meeting with the Department 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 Department for review and comment.

Potential permitting and approval agencies include:

- federal agencies such as the United States Army Corps of Engineers;

- the Department, 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 a county, city, town, village, or special purpose district, including: town boards, boards of trustees, or city councils; planning commissions, boards or departments; and/or building or health officials.

Prior to construction the consultant(s) shall also demonstrate that the project is in compliance with 6 NYCRR Part 502, "Floodplain Management Criteria For State Projects" by obtaining a floodplain development permit, if local regulations establish such requirements, or by submitting a signed certification, by an official authorized to enforce local floodplain management regulations, that the project complies with the requirements of the statute.

Copies of all required permits and approvals shall be submitted to the Department upon receipt.

Products: All required permits and approvals received. Written certification of compliance with floodplain management regulations, if applicable.

Task 14: Bid Process and Selection of Construction Subcontractor

After the final design and construction documents have been approved by the Department, the consultant(s) shall prepare and distribute a bid invitation to select a construction subcontractor or subcontractors. The bid invitation shall require the respondents to demonstrate their ability to satisfy any applicable MWBE requirements. Prior to distributing the bid invitation, the Contractor or its consultant(s) shall submit the bid invitation to the Department for review and comment.

The Contractor shall work with the consultant(s) to select the construction subcontractor(s) from the bid respondents and shall prepare 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), the project cost, and MWBE requirements. The Contractor must certify to the Department that applicable public bidding procedures of General Municipal Law were followed for the selection of all construction or other subcontractors. To demonstrate good faith actions to achieve MWBE contract participation goals, the Contractor must actively solicit bids for contracts and subcontracts from qualified State certified MWBEs which can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>). The Contractor must retain records of the procurement process including direct solicitation to MWBEs and the results thereof and maintain records of actions that its subcontractors have taken toward meeting MWBE contract participation goals.

The Contractor shall submit the draft subcontract(s) to the Department for review and approval, and shall incorporate the Department's comments in the final subcontract(s). A copy of the final, executed subcontract(s) shall be submitted to the Department.

Products: Executed construction subcontract(s). Written certification of procurement procedures. Documentation of procurement including direct solicitation to MWBEs and actions taken toward meeting MWBE contract participation goals.

Task 15: Installation of Project Sign

Prior to the start of construction, the Contractor shall install a sign satisfactory to the Department identifying the Department's funding of the project. The project sign shall remain in place for the useful life of the improvements undertaken. To assist communities in fulfilling this requirement, the Department has developed an attractive low-cost informational sign. A Sign Order Form is available upon request from the Department.

Products: Department approved sign design, and photo-documentation that sign is installed in project area.

Task 16: Construction, Construction Management and Site Inspection

After receipt of all necessary permits, the construction subcontractor(s) may begin site preparation and construction work according to the final design and construction documents. The Contractor or its subcontractor(s) shall notify the Department monthly (or more frequently) in writing of work progress, including any delays which have occurred. The Contractor or its consultant(s) shall submit periodic payment requests to the Department tied to project milestones identified in contract and subcontract work plans or during the project initiation meeting. After 70%-90% of the work is completed, the progress notification will include a punch list of any incomplete items and an estimated schedule for project completion.

The consultant(s) and/or the Department shall verify progress and completion of the work through periodic site inspections. The Contractor or its consultant(s) shall submit to the Department written summaries of progress including photo documentation and identification of problems to be addressed based on periodic site inspections.

Products: Written summary of periodic site visits including photo-documentation (pre-construction, during construction, and once the project is completed) and identification of any problems that need to be addressed. Punch list and construction completion estimates.

Task 17: Project Completion

Following satisfaction of punch list items, the consultant(s) shall submit a statement that the work has been completed in accordance with the contract and subcontract(s), the final design and construction specifications, and all permit requirements. The completion statement must be prepared and/or certified by a licensed professional engineer, architect, or landscape architect. Unless otherwise specified during project

initiation meeting, the Contractor or its consultant(s) shall submit two sets of as-built plans, certified by a licensed professional engineer, architect or landscape architect. When the Contractor is satisfied work is complete, it shall submit a final project report to the Department, including a copy of the completion statement and a copy of the certified as-built plans and photo-documentation in the form of digital images of the site prior to, during and upon completion of work. The Contractor shall not pay its consultant(s) or subcontractor(s) in full, and shall not submit a final payment request to the Department, until the Department concurs that the work is complete.

Products: Statement of completion, certified as-built plans, and final project report including photo-documentation (including the photo's GPS location where available)

Products: Written construction requirement analysis. Pre-permitting meeting with identified entities.

Task 36: Project Status Reports

The Contractor or its consultant(s) shall submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products: Completed project status reports submitted to the Department during the life of the contract.

Task 37: Final Project Summary Report and Measurable Results forms

The Contractor or its consultant(s) shall work with the Department project manager to complete the Final Project Summary Report and Measurable Results forms. Final payment shall not be authorized until these forms have been completed and filed with project deliverables.

Products: Completed Final Project Summary Report and Measurable Results forms submitted to the Department.

III. Project Deliverables and Format

All materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project. The 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 Title 11 of the Environmental Protection Fund."

All required products submitted to the Department of State, must be clearly labeled with the NYS Comptroller's Contract #. The consultant(s) shall submit:

- Draft products: two paper copies of each product. In addition, all draft products must be submitted as an electronic copy in Microsoft Word and Adobe Acrobat Portable Document Format –PDF (created using 300 dpi scanning resolution).
- Final products: two paper copies of each product. In addition, all final products (including reports, designs, maps, drawings, and plans) must be submitted as an electronic copy in Microsoft Word and Adobe® Acrobat® Portable Document Format - PDF (created using 300 dpi scanning resolution).
- Electronic data for all Geographic Information System-based mapping products must be included in either ArcGIS format, or similar product acceptable to the Department of State, and comply with the requirements for Contract GIS Products.
- 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 of State) as well as in JPEG or GIF format.
- Pictures and photographs must be dated and captioned with the location and a brief description of the activity being documented. Electronic data for all pictures and photographs must be submitted in JPEG or GIF format or other similar product acceptable to the Department of State.

The contributions of the Department 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 Department for review and approval prior to release, to ensure appropriate attribution.

IV. Proposal requirements

Please organize your response to this RFP as described in this section. At a minimum, your response should include the following sections:

- A) Cover Letter
- B) Firm Information
 - Company Information
 - Project Team and Resumes
 - Subcontractor Information (team and resumes), if applicable
 - Relevant Experience
 - References
- C) Cost
 - Detailed cost estimate for the project

- Hourly rates/billing structure used to prepare proposed cost estimate

D) Ability to satisfy Minority and Women-Owned Business Enterprises utilization requirements

E) Additional Information (Optional)

- In a separate section of the proposal, please include any additional information that you think is relevant to this RFP and will be helpful to the Village in evaluating your proposal, e.g., sample of work, etc.

A short list of qualified consultants will be determined based upon an evaluation of each proposal the following criteria:

- Understanding of the project.
- Quality and completeness of the response.
- Creativity, and applicability of proposed alternatives or enhancements to information requested.
- Qualifications and relevant experience with respect to the tasks to be performed.
- Experience with similar communities and knowledge of the study area.
- Reputation among previous clients.
- Cost-effectiveness of the proposal.
- Ability to complete all project tasks within the allotted time and budget.

Consultants will be selected by the Project Advisory Committee who will make a final determination of both the criteria and weights. The committee will evaluate each proposal, assessing each consultant for each criterion. The committee will review these assessments and other factors to identify the selected firm.

Presentation by Respondents

Presentations may be required of qualified finalists. These presentations will be scheduled for the week of April 11-15, and held via Zoom virtual conference. Finalists will be notified of the date and time. Presentations will provide an opportunity for the Project Advisory Committee to obtain an understanding of:

- The extent of the firm's depth of knowledge of the subject matter of the RFP;
- Whether the methods and resources that will be used by the firm in performing services to achieve the project goals and objectives are appropriate and cost effective;
- The firm's ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project;
- The primary features and benefits of their proposal;
- The public presentation skills of the proposers; and
- The ability of the consultant to enhance and not replace the extensive work already completed.

Presentation format is left to the discretion of the proposers. Presentations will be limited to a one-hour period per respondent, which includes questions. All key managerial personnel, as well as key personnel working on the project, must be in attendance at the proposal presentation.

Notification of Award

The successful respondent will be notified by phone, followed by written confirmation. Each respondent whose proposal is not accepted will be notified by email.

The Village will authorize the award of a contract to the successful respondent. In the event that a contract cannot be finalized within thirty (30) days of the award, the Village reserves the right to enter into negotiations with another respondent.

V. Timeline

The anticipated timeline for this project is as follows:

- RFP response deadline	March 31, 2022
- RFP review, presentations, consultant selection	April 15, 2022
- Board approval	April 20, 2022
- Project completion	April 30, 2025

VI. Submission

All valid submissions must be **received by 12 PM March 31, 2022**. Paper copies may be mailed or delivered to:

Leigh Rodriguez, Director
Canton Office of Community Economic Development
60 Main Street
Canton, NY 13617

Submissions may also be emailed directly to Leigh Rodriguez, Director of Economic Development, lrodriguez@cantonny.gov.

Questions about this request can be submitted to:

Leigh Rodriguez, Director of Economic Development
(315) 386-2871 x5
lrodriguez@cantonny.gov

Issuance of this RFP does not commit the Village to award any contract, to pay any costs incurred in preparation and/or submission of a proposal, or to procure or contract for services or supplies. All proposals submitted shall become the property of the Village of Canton. The Village reserves the right to, at any time, cancel this RFP, reject any or all responses to this RFP, to modify scope of work, to re-advertise for new RFP responses, or to award contract to any party it deems best. The project related timeline mentioned above is tentative and the Village reserves the right to modify/delay the project timelines, in part or full, as and when it deems necessary.