

**RESOLUTION NO. __
MAY 21, 2019**

**A RESOLUTION TO ISSUE A REQUEST FOR QUALIFICATIONS FOR
DESIGN AND CONSTRUCTION OVERSIGHT SERVICES IN
CONNECTION WITH THE PROMENADE HILL PARK RENOVATION**

WHEREAS, the City of Hudson was granted funding to renovate Promenade Hill Park as part of the Downtown Revitalization Initiative (DRI); and

WHEREAS, the City of Hudson needs to retain a professional design firm to prepare the final design and oversee the construction and renovation work to be performed at Promenade Hill Park; and

WHEREAS, the City of Hudson DRI Committee is prepared to issue a Request for Qualifications in order to identify a design firm capable of providing design and construction oversight services in connection with the renovation of Promenade Hill Park; and

WHEREAS, once a design firm is identified, the DRI Committee will make a recommendation to the Common Council and provide the proposed contract for the Common Council's review;

NOW, THEREFORE, BE IT RESOLVED, that the City of Hudson issue a Request for Qualifications seeking a qualified professional design firm to provide design and construction oversight services in connection with the renovation of Promenade Hill Park.

Introduced: _____

Seconded: _____

Approved: _____
Rick Rector, Mayor

REQUEST FOR QUALIFICATIONS

City of Hudson, NY | Promenade Hill Park Renovations

1. Overview

The City of Hudson, NY is seeking the services of a qualified professional design firm to provide design and construction phase services for the renovation of Promenade Hill Park, considered the Country's oldest public park.

The City is looking for an inspired park design to renovate and refurbish the park that will honor the historic features and create a memorable park experience for visitors of all abilities. With this request for qualifications, the City will make a qualifications-based selection of firms best suited for this project. The City will interview select candidates as an important aspect of the consultant selection. Following interviews, the City will select a firm and negotiate a scope, schedule and fee. This project will be funded by the Downtown Revitalization Initiative (DRI) as administered by the NYS Department of State.

The selected consultant will work closely with the City's DRI Committee and Grant Management Consultant to develop, screen, and advance a design for the park through construction.

An optional pre-submission site tour will be scheduled June 11, 2019. Following the submission deadline of June 18th, select firms will be invited for interviews slated for June 25, 2019.

2. Background / Vision

City Vision

Promenade Hill Park is a waterfront park that has been a valuable public asset to the City since 1795. The park is located at the intersection of Warren Street and North Front Street and is a cornerstone of the City's waterfront and downtown districts. The effort will revitalize a centrally important public space last updated in the 1970s. DRI funds will be used to design and implement concepts that preserve historic features, provide ADA access to the park plaza, spray pool, walkways, playground and historic promenade. Currently, the park is not handicapped accessible, but renovations should result in park amenities accessible to all visitors.

Project History

City planning efforts that commenced in the early 2000s identified the need for improvements in the park. The focus of the City's efforts has been accessibility with reverence of the historic features and river vista. The main area of Promenade Hill Park is located on a bluff overlooking the Hudson River. To access the park from the main entrance on Warren Street visitors must surmount a 14-foot rise

including stairs and steep grades. The change in grade and current layout of the park effectively prevent those with mobility challenges from accessing the main portion of the park from this primary entrance on Warren Street.

The City has engaged various design firms to study the accessibility impediments and develop concept designs to improve accessibility. Most recently, in 2016, Restaino Design PC Landscape Architecture (Restaino) was hired by the City to present accessibility improvement options. An outcome of this effort was a concept plan which included a new parking area, retaining wall, accessible ramp, landscaping, and walkways. In 2017, the City identified an underground electric line conflicting with Restaino's design concept and the project was not advanced.

The City has since expanded the scope of proposed improvements at the park to undertake a more comprehensive renovation. The City applied for and received DRI funding to advance the expanded project through design and construction. The project approach should apply innovative design strategies to revitalize the park while addressing accessibility issues and the utility conflict. The project budget as described in the DRI Strategic Investment Plan is \$1,100,000 which is to include costs for grant management, design, construction, and project administration.

3. Illustrative Scope of Services

The selected consultant is expected to work with the City to define an agreeable scope of services to advance the project through construction. Components of the scope may include:

- Survey ¹
 - Design, including development and evaluation of multiple alternatives
 - State Environmental Quality Review
 - Historical impact review
 - Cost estimating
 - Construction documents
 - Permitting
 - Public meetings
 - Bid phase services, and assistance in contractor selection
 - Construction phase services
 - Compliance with MWBE utilization and reporting ²
 - Coordination with DRI Committee and City's Grant Management Consultant
- 1 Existing surveys are available but do not reflect current site conditions; It is anticipated that a new survey will be necessary to develop construction documents.
 - 2 The MWBE goals associated with this project are 30% utilization.

4. Submission Requirements

Submit by mail six (6) hard copies and one (1) flash drive containing an electronic copy of all documents for the Qualifications Package (QP) Any applicant failing to submit any of the required RFQ information may be considered non-responsive. Fax or email submissions will not be accepted.

ALL SUBMISSIONS MUST BE RECEIVED BY: June 18, 2019 at 3 p.m. Submissions shall be sent to:

Mayor Rick Rector
City of Hudson
520 Warren Street
Hudson, NY 12534

Please call (518) 828-7217 or email mayoralaide@cityofhudson.org with questions.

An optional pre-submission site tour will be scheduled June 11, 2018 with details to follow. Select firm interviews will be scheduled June 25, 2019.

Components

Each response shall contain the following components:

- i. **Project Understanding & Approach.** Description of the consultant's project approach demonstrating understanding of the value of Promenade Hill Park, the City's goals, and challenges associated with the project. Please include your approach to community engagement; defining, refining, and selecting alternative design concepts, and the anticipated timeline.
- ii. **Project Team.** Identification of project team, including the principal, project manager, key staff, and subconsultants. Describe the team's qualifications as they relate to the project. Include resumes of key staff members listing similar projects they have worked on that are relevant to the RFQ.
- iii. **Firm Capabilities.** Description of firm capabilities, including capacity, location, organizational structure, and technical qualifications. Organizational charts or graphs are encouraged. Please demonstrate that your firm has capacity to devote to successfully complete the project in a reasonable timeframe.
- iv. **Anticipated Schedule.** Include key milestones such as contract negotiations, kick off meeting, conceptual design (30%), 60% design, final design, bid opening, and construction milestones. The consultant's schedule is expected to adhere to the City's preliminary project schedule as follows:
 - Survey / Concept Designs: Fall 2019
 - Final Design / Permitting: Winter 2020
 - Construction Documents / Bid Advertisement: Spring 2020
 - Bid Opening / Contractor Selection / Construction Start: Spring/Summer 2020
- v. **Relevant Experience.** Describe the experience of key staff members, subconsultants, and your firm related to projects of similar scope and scale. Include your experience with and understanding of the DRI program. Include a minimum of three (3) references with the name and current telephone number of the owner's project manager.
- vi. **MWBE Contracting.** Identification of the MWBE status of your firm and potential use of New York State MWBE certified subconsultants.

5. Information Available Upon Request

The following project documents are available for review. The documents can be accessed at www.CityofHudson.org

- ADA Access Study by Restaino Design PC Landscape Architecture dated June 3, 2016.
- Illustrative Plan by Restaino Design PC Landscape Architecture dated July 15, 2016.
- Ramp utility conflict drawing by Restaino Design PC Landscape Architecture dated November 30, 2017.

Consultants will have the opportunity to attend one optional site visit hosted by City representatives on June 11, 2019. Tour details will be available upon request.

6. Terms and Conditions

The following terms and conditions apply to this RFQ:

- 1) **Incurred Costs:** This RFQ does not commit the City of Hudson to award a contract or to pay any costs incurred in the preparation of a response to this request. The City of Hudson will not be liable in any way for any costs incurred by respondents in replying to this RFQ.
- 2) **Right to Cancel:** The City of Hudson reserves the right to cancel this RFQ at any time and to decide not to consider any or all of the respondents submitting information in response to this request.
- 3) **Severability:** If any terms or provisions in this RFQ are found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.
- 4) **Collusion:** By submitting a QP, a firm implicitly states that its RQ has not been made in connection with any other competing firm submitting a separate response to this RFQ; Is In all respects fair; and has been submitted without collusion or fraud.
- 5) **Oral Presentation / Interview:** Oral presentations are slated for June may or may not be conducted. If presentations are requested, it should be noted that they would be for fact-finding purposes, not negotiations.
- 6) **Scope of Work:** The final scope of work will be negotiated between the preferred consultant and the City.
- 7) **Required Insurances:** Professional consultants retained by the City of Hudson in connection with the project shall show evidence of professional liability insurance with limits no less than \$1,000,000. The selected consultant shall maintain and furnish proofs of required liability insurance and worker's compensation insurance that are satisfactory to the City. The

Professional shall purchase required insurance at its own expense and maintain until final acceptance of the Project by the Owner, from a company or companies licensed or authorized to do business in New York State or otherwise acceptable to the Owner. The Professional shall not commence work under the Contract for Professional Services until the Professional has obtained all the insurances required.

- 8) **Non-Discrimination:** In accordance with Federal, State and local law and all other applicable laws, the City of Hudson does not discriminate on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, or a handicap unrelated to an individual's ability to perform the job.
- 9) **Disclaimer:** The City of Hudson reserves the right to reject any and all proposals, or portions thereof, for any reason. Additionally, the City of Hudson reserves the right to adjust the scope of work as needed for the completion of a high-quality capital project.
- 10) **Assignment / Transference of Agreement:** The selected firm is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from the City of Hudson.
- 11) **City of Hudson Rights and Prerogatives:** The City of Hudson reserves the right to exercise the following prerogatives:
 - To accept or reject any or all proposals and amend, modify, or withdraw this RFQ.
 - To change the final due date and time for the responses
 - To accept or reject any of the firm's employees or proposed sub-consultants assigned to provide services on this project and to require their replacement at any time. The proposer shall obtain the written approval of the City of Hudson of changes to the project team after it is submitted, including any changes with respect to sub-consultants. The City of Hudson shall have the right to reject any proposed change to the proposer's QP.
 - To waive or modify any irregularities in responses received after prior notification to the proposer. This will in no way modify the RFQ documents or excuse the proposer from full compliance with its requirements.
 - To interview proposers prior to selection.
 - To reject any proposal containing false or misleading statements or that provides references that do not support an attribute or condition claimed by the proposer.
 - To begin negotiations with the next most qualified proposer who has responded to this RFQ should the City of Hudson be unsuccessful in negotiating a contract with the selected proposer within a reasonable time frame.
 - To contract with more than one firm.
 - To exercise flexibility under the procurement process retaining firms which, in the City's judgement, best serve the interests of the City.

12) Modification of Contract:

- Any modification to the original contract signed between the successful proposer and the City of Hudson will require the mutual consent of the successful proposer and the City of Hudson.
- Any contract or amendments thereto will be considered effective only after approval by the appropriate City of Hudson authorities.

13) Interpretation: The contract shall be construed and interpreted in accordance with the laws of New York State. New York State shall be the forum for disputes.

14) Public Announcements: Upon selection of the successful proposer and contract execution, public announcements or news releases pertaining to the contract shall not be made without prior written consent of the City of Hudson.

15) Negotiation: After completion of the selection process, the City of Hudson will commence finalization of the project scope and fee negotiations with the selected firm(s).

7. Evaluation Criteria

The City will evaluate the responses received in accordance with the following weighted criteria. The City of Hudson reserves the right to reject all responses. The City will conduct interviews with firms deemed best suited for the project based on responses received. The interviews will be scheduled June 25th and recognized as an important factor in considering the criteria below.

<i>Criteria</i>	<i>Percentage</i>
<i>Project approach meets the City's goals and vision</i>	25
<i>Project understanding and knowledge of local conditions and processes</i>	20
<i>Experience and past performance on similar work (both of firm and key individuals)</i>	20
<i>Capability of project team and firm to perform the work</i>	15
<i>Ability to meet the City's schedule</i>	10
<i>MWBE status and utilization</i>	5
<i>Local representation as a dedicated resource, including the location of key personnel</i>	5