

**Request for Proposals**  
City of Hudson | Downtown Revitalization Initiative Manager

**Contents**

Overview: ..... 2

Background: ..... 2

Scope of Work:..... 3

Minimum Requirements: ..... 4

Submissions..... 4

Written Proposal:..... 5

Fee Proposal..... 5

Evaluation Criteria of RFP: ..... 6

## Request for Proposals

City of Hudson | Downtown Revitalization Initiative Manager

### Overview:

Notice is hereby given that The City of Hudson is requesting the submittal of Proposals from firms or qualified individuals who have demonstrated commensurate experience and expertise for providing project and grant management services for a 2-3 year contract.

### Background:

The City of Hudson was awarded the \$10 Million Dollar Downtown Revitalization Initiative [DRI] award by New York State in 2017. The projects awarded are varied between municipal (\$6,482,840) and private projects.

More information about the DRI and Process:

<https://www.ny.gov/downtown-revitalization-initiative/downtown-revitalization-initiative-round-two>

The Official Hudson Plan, as developed by the Local Planning Committee:

[https://www.ny.gov/sites/ny.gov/files/atoms/files/Hudson\\_DRI\\_Plan.pdf](https://www.ny.gov/sites/ny.gov/files/atoms/files/Hudson_DRI_Plan.pdf)

The Downtown Revitalization Initiative Manager will report to the City of Hudson's municipal DRI Committee which is comprised of the Mayor, Common Council President, City Treasurer, Superintendent of Public Works, and the Planning Board Chair. This role will only be responsible for administration of the five city-awarded grants:

**Implement Complete Streets Improvements:** Design and construct a phased Complete Streets initiative throughout the DRI area to provide safe access, aesthetic improvements, and separation of truck traffic from pedestrians and bicyclists. Examples of improvements include safe and functional at-grade railroad crossing, streetscape improvements, bike lanes, extension of the North Bay trail, sidewalk and crosswalk improvements, pedestrian stairs, and signage. (\$3,982,550)

**Renovate Promenade Hill Park and Provide ADA Access:** Renovate Promenade Hill Park, an important public space in the heart of the DRI area, to preserve its historic features while providing access to park amenities and extraordinary views of the Hudson and the Catskills for people of all abilities. (\$1,100,000)

## Request for Proposals

### City of Hudson | Downtown Revitalization Initiative Manager

**Improve the Safety and Aesthetics of Cross Street and the Second Street Stairs:** Improve the safety and aesthetics of Cross Street and the Second Street Stairs by designing and implementing streetscape improvements along Cross Street. This will include grading and repaving, new sidewalks, and lighting and replacement of the Second Street stairs leading from Allen Street to Cross Street. (\$250,000)

**Stabilize the Dunn Warehouse for Future Re-Use:** Stabilize the historic Dunn Warehouse, the City's last remaining central waterfront building, and conduct a feasibility study for its reuse. The City of Hudson will issue an RFP for a public/private partnership to adaptively reuse Dunn Warehouse based on recommendations in that study. Critical structural improvements will be made to exterior walls and masonry, the roof, and perimeter drainage, and a new concrete slab will be added. Remaining funds will be used for other interior renovations. (\$1,000,000)

**Repurpose Historic Fishing Village as a City Park:** Convert city-owned land containing a historic collection of fishing shacks into a waterfront park with access to the Hudson River. The project at the city's northern boundary will include the demolition of some of the shacks to open the space, as well as basic repairs to preserve the more historically significant and visually interesting structures. DRI funds will be used for site cleanup, remediation, design services and site preparation. (\$150,290)

### Scope of Work:

For each municipal project, the DRI Manager's responsibilities include:

- Negotiation of Contracts with New York State assigned agency/department as directed by the City DRI Committee (Dept. of State, Department of Transportation, etc.)
- Project management: timeline development, scope and scale of project element development, RFPs as required for engineering, architecture, design, or landscape
- Grants Administration: maintain and submit all required paperwork and filings for each grant project
- Communications: Coordinate public information sessions and public hearings as needed by project, schedule and attend City of Hudson regulatory board meetings as required by project, schedule and attend meetings with the DRI Community Implementation Review Committee\*, meet with non-municipal DRI grant stakeholders to remain updated on other DRI project progress, meet with City DRI Committee and other City of Hudson Council boards and committees for progress reporting

\*DRI Implementation Review Committee is comprised of the previous chairs of the initial Local Planning Committee Chairs. Their purpose is to ensure open and transparent communication with the public for the entirety of the implementation process. The DRI Manager will need to meet with this group regularly as determined by the needs to the specific projects.

## Request for Proposals

City of Hudson | Downtown Revitalization Initiative Manager

### Minimum Requirements (for Consultant firms and Individual Applicants):

1. Successful candidates/organizations must have experience in New York State Grants management with demonstrated grant compliance monitoring and reporting experience in the last five years.
2. Demonstrated understanding and knowledge of Hudson's Downtown Revitalization Award process.
3. Have successfully completed municipal capital or construction projects with emphasis on public infrastructure in the last five years. Experience in city planning preferred.
4. Be able to devote the time and focus required to successfully manage and implement the City of Hudson projects previously enumerated.

### Submissions

1. Written Proposal – Six hard copy originals for distribution to selection committee.
2. Fee Proposal – A completed Fee Proposal including a fee rate schedule in a sealed envelope separate from the Written Proposal.
3. One complete electronic set of all documents submitted via a flash drive.

Any applicant/firm failing to submit any of the required RFP information may be considered non-responsive. Fax or email submissions will not be accepted.

ALL SUBMISSIONS MUST BE RECEIVED BY END OF BUSINESS DAY: November 30<sup>th</sup>, 2018 at 12 p.m. noon. Submissions shall be sent to:

Branda Maholtz, Mayoral Aide  
City of Hudson  
520 Warren Street  
Hudson, NY 12534

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

## Request for Proposals

City of Hudson | Downtown Revitalization Initiative Manager

### Written Proposal

The following sections shall be included in the written proposal and correspond to the evaluation criteria. These sections consist of brief written descriptions. The page limit for the Written Proposal is 16 pages, anything submitted beyond that will not be considered.

A. A summary of the directly related experience, both of the Consultant and any sub-consultants, and key individuals for this type of work and of similar magnitude.

B. An indication of the ability of the project manager and key personnel to be able to respond to the Committee's needs by providing a presence in the City of Hudson area during the contract, including emphasis on transparency and local conditions.

C. A conceptual plan of action that includes how the Consultant will approach the assignments for projects given under this contract.

D. A description of skills, knowledge and experience directly related to required experience and skills that indicates knowledge of grants management in New York State, in particular the Downtown Revitalization Initiative.

E. A summary description that indicates the understanding of the Scope of Work and the ability to meet the Committee's need to successfully complete the projects within the anticipated timeline (3 years).

F. Additional Information: Please submit three letters of recommendation from previous employers or previous contracts. (These Letters are not included in the 16 page limitation for the proposal.)

### Fee Proposal

The Fee Proposal shall be sealed in a separate envelope marked "Fee Proposal" with the name of the Prime Consultant/Applicant and name of the contract indicated on the outside of the envelope addressed to Mayor Rick Rector. The Fee Proposal consists providing a proposed comprehensive fee that includes a breakdown of estimated costs, schedule of payments, and total lump sum for contracted period.

**Request for Proposals**  
City of Hudson | Downtown Revitalization Initiative Manager

## Evaluation Criteria of RFP:

Criteria listed below will be graded on a scale of 1-10 and then multiplied by the weighted factor to calculate scores. The City of Hudson reserves the right to reject all bids.

1. Experience, both of the Consultant/Team and key individuals in type of work, weighted factor of 5.
2. Past performance of Consultant/Team and key individuals on similar work, weighted factor of 5.
3. Local representation as a dedicated resource, including the location of key personnel, weighted factor 3.
4. Conceptual plan of action includes how the Consultant/Team will approach the assigned project(s), weighted factor of 10.
5. Staffing and support experience and expertise, including experience in projects involving comparable issues, tasks, coordination, etc., weighted factor of 3.
6. Knowledge of local conditions including, a greater familiarity with Hudson and knowledge of the processes for projects including local regulatory boards and committees, weighted factor of 5.
7. Ability to meet the Committee's estimated schedule for expeditiously completing projects, weighted factor of 5.
8. MWBE will be given preference weighted factor of 1.