

Request for Proposals (RFP)

Village of Ossining

Architectural Design, Engineering and Construction Management
Services for Multi- Modal Transportation Hub

ISSUE DATE:
Monday, August 7, 2023

MANDATORY SITE VISIT:
Friday, August 25, 2023 at 10AM

DEADLINE TO SUBMIT QUESTIONS:
Tuesday, September 5, 2023 at 10AM

RESPONSES DUE:
Friday, September 15, 2023 by 10AM



The Village of Ossining (population 27K+) seeks a qualified professional to create conceptual and schematic plans (inclusive of engineering and architectural design, construction drawings, bid package and construction management services) for a Multi-Modal Transportation Hub in the heart of the Village of Ossining, replacing several hundred spaces of surface parking and adding additional spaces to accommodate new and evolving development in the neighborhood. The structure, which will incorporate facilities for the charging of electric vehicles and e-bikes, will sit on the footprint of the existing Brandreth Parking Lot, which is utilized by merchants, visitors and downtown employees during the day, and by local residents and visitors to the nearby Joseph G. Caputo Community Center overnight and on weekends. This project will be funded in part by two NYS grant funding streams, including Empire State Development (ESD) and the NYS Downtown Revitalization Initiative (DRI) program, administered by the Department of State (DOS).

Goals and Objectives:

- Consolidate and right-size parking facilities in Downtown Ossining
- Create a structure that seamlessly integrates with local historic architecture
- Further catalyze economic growth and vibrancy of this rapidly transforming community
- Leverage the significant local and state investment that is being made in Ossining's Downtown Waterfront district.

Project Description:

The Village of Ossining's Downtown, stretching from NYS Route 9 downwards towards the Waterfront, is undergoing a transformation. After decades of stagnation following ill-advised Urban Renewal efforts in the 1960s and 1970s, an influx of mainly entrepreneurial businesses has started to take root in Ossining, re-investing in an organically walkable, close-knit community of shops, restaurants, and workspaces. Though for many years, the surface parking lots created by the aforementioned demolition were sufficient for the relatively low traffic volume, growing interest in the neighborhood has made parking scarcer for all types of drivers—those requiring short-term access, those working in the neighborhood who require all-day parking, and neighborhood residents who require dependable long-term parking resources during overnight (and increasingly, daytime) hours.

In 2019, the Village applied for funding under the Consolidated Funding Application to engage a consultant to do a mobility and parking study of the Downtown; this work was awarded to, and successfully completed by, Nelson\Nygaard in 2021. While the numerous recommended policies for pricing and asset management are in various stages of implementation, another of the Village's longstanding priorities has been to redevelop the lots at Market Square—doing so would accelerate the revitalization of Downtown, but would also cause the surface parking lots, encompassing roughly 100 spots, to disappear, at just the time where dozens if not hundreds of new residents and visitors would be introduced to the neighborhood.

The Village is resurrecting a longstanding concept that would add parking to the downtown by layering a structure atop the existing surface parking behind Upper Main Street at the Brandreth Municipal Lot. [While first studied in the early 2000s](#), the conclusion was that the expense was too great for Village residents to bear and the project was abandoned. However, the pending development of the Main and Spring Street lots has made this an imperative. [The Village was awarded \\$10M in state funding through the 5th round of the New York State Downtown Redevelopment](#), and the project with the most public support was, unsurprisingly, a Multi-Modal Transportation Hub—not only will the Hub replace and consolidate the surface parking lost on the developed sites, but will also add additional parking spaces to absorb new development (including that of nearby 200 Main Street), introduce EV charging and integrate e-bike charging stations brought to Ossining by Project MOVER, a \$7M electric mobility grant under the 2022 NYSEDA Clean Transportation Prize. The Hub received a \$2.243M allocation under the DRI, and the Village pursued and was awarded an additional \$1M for the project under the 2022 CFA process (ESD).

Additionally, the Brandreth site is immediately adjacent to the Old Croton Aqueduct. This hiking and biking trail is part of the NYS Parks and Historic Preservation system. It originates just north of Ossining, in Croton-on-Hudson and extends to New York City and is a popular regional attraction for walkers, hikers and cyclists. We envision the Multi-Modal Transportation Hub to also act as a park and hike/ride destination with dedicated space for bike/e-bike rental and storage.

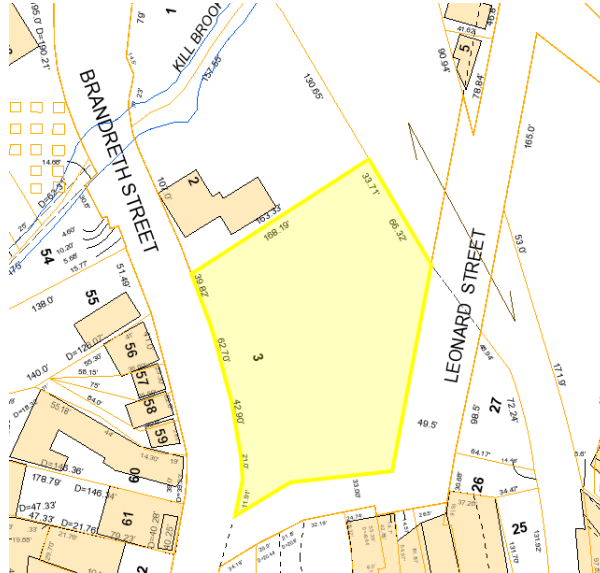
Leveraging these substantial grant resources from New York State, now is the time for the Village to proceed with this long-imagined improvement to Downtown. The Village and the community at large anticipate a structure that reflects where Ossining has been and where we are going: embracing and replicating Ossining’s historical architecture while also providing amenities for alternative transportation that can pivot and evolve over time, as we become less vehicle-dependent, both in Ossining and on the national level.

The “Hub” will include:

1. Optimized parking (240+ spaces) including ADA to facilitate usage of adjacent public spaces
2. Charging infrastructure for electric/ hybrid vehicles, and e-bikes/ e-scooters
3. Security infrastructure (lighting/ call boxes/ access gates), including an on-site security office, and payment kiosks
4. Pedestrian access points from the street to the entrances and vice versa
5. A tie into the Old Croton Aqueduct Trail
6. A visual anchor for historic downtown redevelopment, designed to aesthetically blend with the surrounding historic neighborhood (VC District)
7. A set of stairs and elevator at each end to aid in accessibility
8. A rooftop solar array to decrease energy costs to the “Hub”
9. Opportunity to leverage additional funding for future phases
10. Space for e-bike rental vendor

Parcel Information:

The parcel is a Village-owned lot on Brandreth Street, SBL 89.19-4-3. The lot is bordered to the northeast by the Old Croton Aqueduct, to the east by Leonard Street, and to the west by Brandreth Street, and the lot is used as surface parking managed by the municipality. A property survey can be found attached to this RFP as Exhibit A—note the Hub is being considered for the Village-owned area between Brandreth Street and the Old Croton Aqueduct only.

**Budget:**

The project's total budget, encompassing all consultant fees and related costs, is \$11.7M.

Scope of Work:

Upon selection, the successful firm/ team shall work closely with Village staff and consultants to refine the detailed scope of work below, as well as a detailed project schedule. If the Consultant believes that the project can be enhanced in any way by the addition of other tasks or the deletion of any specified tasks, such information shall be included in the proposal. The central components and project-specific scope of work include:

- ***Project Coordination***
 - Coordinate with all permitting agencies, including but not limited to the Village of Ossining, and New York State
 - Lead project kickoff meeting and schedule/lead progress and coordination meetings
 - Coordinate with Ossining's related studies and investments including the DRI, Complete Streets, Mobility & Parking Study, and Comprehensive Plan updates

- ***Site Investigation, Data Collection, Record Research***
 - Review existing records and data
 - Coordinate with Village's Planner on the SEQR and NEPA process and provide all necessary project information related to the environmental review.
 - Locate on-site utilities
 - Undertake any requisite environmental site assessments or investigations.
- ***Conceptual and Schematic Designs***
 - Create draft and final concept plans for the multimodal station building, site, and pedestrian connector that include phasing for full project build-out and descriptive narrative.
 - Develop at least three design concepts, all of which include Hub Components #s 1-9 as delineated in "Project Description" above, to reach goals and address issues and support the selection of a final design team.
 - The team should develop schematic plans based on the final preferred conceptual plan.
 - The team should provide architectural renderings and proposed materials list for preferred design.
 - The team should create a design report as final product.
- ***Hub Design Submittal/ Bid Preparation/ Final Plan***
 - Prepare complete detailed plans, standard and project details, technical specifications, bid schedule, bid item descriptions, and engineer's cost estimate.
 - Submit one set of full-sized stamped and signed final drawings along with technical specifications and other contract documents.
 - Submit one copy of final quantity calculations and engineer's construction cost estimate.
 - Submit all digital files (AutoCAD, MS Word, MS Excel, etc.) for the project.
 - Consultant shall prepare the Scope of Bids and Bid Schedule specification sections in addition to the technical specifications.
 - Create a plan for efficient circulation and access through the site including pedestrian access, vehicular pickup and drop off, taxi stand, handicapped parking, bike/ motorcycle/ scooter parking, EV and e-bike/ e-scooter charging amenities, and pedestrian access to the Old Croton Aqueduct trail, Highland Avenue and Main Street.
 - Create a plan for the installation of security gates and pay stations, as well as a security office.
 - Create a Final Plan and presentation that consolidates work products and findings from all previous tasks into a single document.

- **Construction Management**
 - Manage the construction from groundbreaking to ribbon-cutting, including oversight of prevailing wage compliance as required by law
 - Work with the successful construction bidder to provide a written summary of biweekly site visits to the Village Administration, including photo-documentation and identification of any problems or potential delays
 - Verify punch list and construction completion estimates
 - Ensure that the project is working to the contracted timeline.
 - Provide statement of completion, certified as-built plans, and final project report including photo-documentation

Anticipated Project Timeline:

- Community Engagement (led by Village of Ossining): May to September 2023
- RFP for Architecture, Design and Construction Management Services:
 - RFP Issued: Monday, August 7, 2023
 - Mandatory Site Visit: Friday, August 25, 2023 at 10AM
 - RSVP in advance to Maddi Zachacz (maddi@villageofossining.org)
 - Deadline to Submit Questions: Tuesday, September 5, 2023 at 10AM
 - Responses Due: Friday, September 15th, 2023 by 10AM
 - Bid & Award Design: September 2023
- Design Process: October 2023- April 2024
- Prepare, Circulate and Award Construction Contract: May 2024- August 2024
- Construction of Hub: September 2024- August 2025

Submission of Proposals:

Interested respondents must submit three (3) paper copies of their proposals and one (1) electronic version via email/ Dropbox (no flash drives will be accepted) of their proposal no later than 10:00AM on Friday, September 15th, 2023. Proposals should be addressed to:

Village of Ossining
c/o Assistant Village Manager Maddi Zachacz
16 Croton Avenue, Ossining, NY 10562

Proposals received after the scheduled date and time will not be accepted. Faxed or emailed proposals will not be accepted.

Proposal Content and Conditions:

Each proposer must submit a complete proposal which addresses each component of the RFP, as follows:

- A full description of how the Scope of Work will be completed along with a schedule detailing when the items will be completed.
- Work samples from similar projects demonstrating relevant scope of work

proposed.

- Resumes of each staff member or sub-consultant who will be involved with this project and a description of their role in the project. The Proposer must designate an individual as the Project Manager who will be directly responsible for all activities of the organization and provide their resume showing qualifications, educational background, training and experience. The Project Manager must have managed the implementation of at least one other project of similar scope and nature. A description of past projects managed must be submitted with the resume.
- A client list for similar projects in the last five years, including contact name and phone number, and a brief description of projects including project locations.
- The proposer must submit three (3) references from projects of similar scope and nature. Each reference should include a contact name, phone number, and email address, as well as a short statement describing the project. The Village of Ossining reserves the right to obtain information from other sources.
- A Cost Proposal organized to follow the outline of Scope of Work and assign a detail of cost for the action including personnel costs and reimbursable expenses. Personnel should be listed by name and title of each individual assigned to the project, their hourly rate and the number of estimated hours the individual will be working on the project. The same information should be submitted in detail for any subcontractors.
- Administrative costs for travel, postage, photocopying, telephone, printing, and other related expenses must be detailed. Also, estimates of expense for each of the tasks with assumptions.

Conditions Governing Proposals:

Only those proposals which complete information and are responsive to the RFP will be considered.

Proprietary or patented information which may be included in the proposal must be clearly identified and brought to the Village's attention.

The Village of Ossining reserves the following rights:

- To accept or reject any or all proposals
- To waive or modify minor irregularities in proposals received;
- To negotiate with proposers, within the proposal requirements, to best serve the interests of the community and Empire State Development and NYS Department of State;
- To amend specifications after their release, with due notice given to all bidders to modify their proposals to reflect changed specifications;
- To consider every offer as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation;
- To award a contract for any and all parts of a proposal including award of specific project components to individual proposer team members and to negotiate with the

successful bidder(s).

- By submitting a proposal, the proposer agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP.
- The Village of Ossining will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

The Consultant must comply with all provisions in the Contracts between Empire State Development and NYS Department of State and the Village of Ossining, including all appendices. A copy of the contracts will be available upon request.

Inquiries:

All inquiries regarding the RFP should be made in writing and sent via email, citing the RFP section in question, prior to Tuesday, September 5th, 2023 at 10AM. Answers to substantive questions will be provided to all attendees of mandatory site visit. Inquiries should be directed to:

Maddi Zachacz, Assistant Village Manager
maddi@villageofossining.org
(914) 223-1022

Presentation by Proposers:

Presentations will be conducted for the two highest-scoring proposals. The presentations will be made to provide the Village with an opportunity to better understand the following:

- The extent of the firm's depth of knowledge of the subject matter in 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;
- To allow proposers to further define the primary features and benefits of their proposal.

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

Liability:

The Village of Ossining, Empire State Development and NYS Department of State are not liable for any cost incurred by any individual or firm for work performed to prepare its

proposal or for any travel and/or other expenses incurred in the preparation and/or submission of its proposal. Further, the Village of Ossining is not liable for any costs incurred prior to approval of the contract.

Evaluation Process:

The Village of Ossining will review submitted proposals with reference to the qualifications and criteria as detailed in this Request for Proposals. The intent is to select the consultant having the technical capability and necessary experience to perform the services as outlined in this RFP within the time frame required.

Selection Criteria:

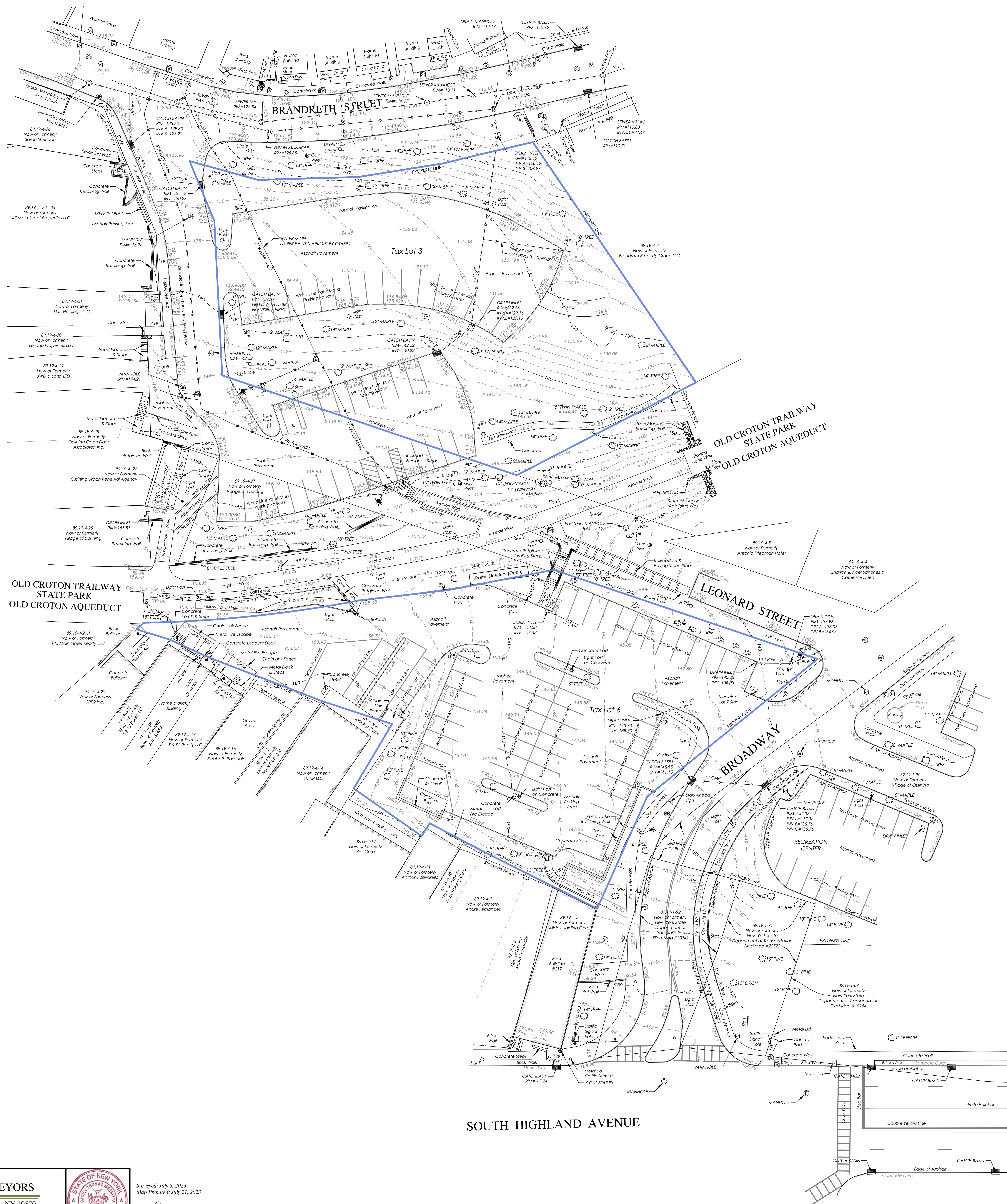
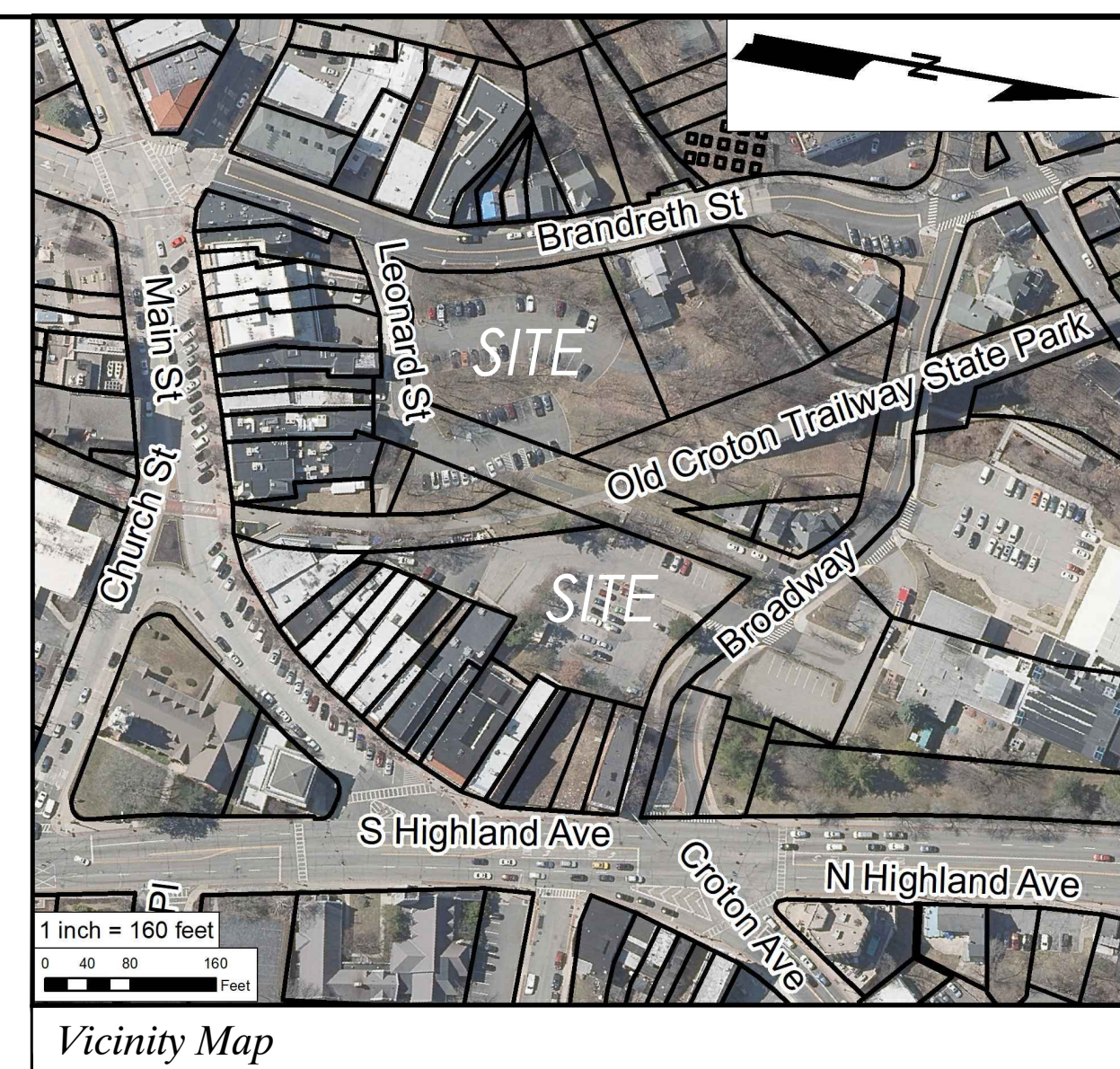
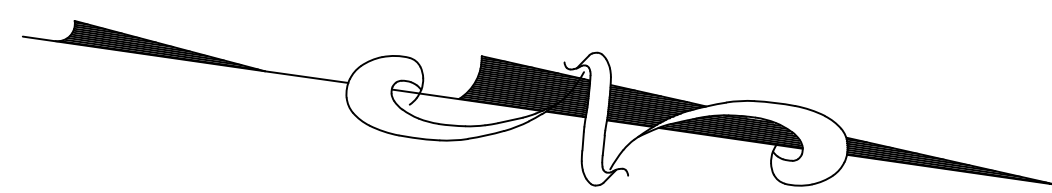
The selection of a consultant for this effort will be based on the following criteria:

1. **Technical Proposal:** proposals will be evaluated based on their quality, clarity and demonstrated understanding of the project objectives. The proposal must include a plan outlining how each item in the Scope of Work will be addressed.
2. **Relevant Experience:** The Proposer must provide a list of all projects similar in scope and nature completed in the last five years. The Proposer must demonstrate experience with New York State-based municipal projects. The projects listed will be used to determine the proposer's experience and knowledge. Submission of sample reports or products from previous projects is encouraged.
3. **Implementation Schedule:** Proposals will be evaluated based on their ability to complete the design and engineering work within a twelve-month time frame, and via the construction management task, keep the contractor to their twelve-month time frame. The proposal must include an implementation schedule that lists all milestones for the development and implementation of project deliverables.
4. **Cost Proposal:** A Cost Proposal Outline organized to follow the outline of Scope of Work and assign a detail of cost for the action including personnel costs and reimbursable expenses.
5. **MWBE Compliance:** As this project is largely grant funded, the Village will give preference to proposals that demonstrate a team composed of firms who are able to meet or exceed the 30% MWBE goal. Further, the project team be required to solicit and utilize NYS certified MWBEs, [a directory of which can be found here](#).
6. **Team Composition and Resumes:** The Proposer must provide a list of all persons who will be assigned work pursuant to this RFP (including subcontractors), as well as their resumes showing qualifications, educational background, training and expertise.
 - a. Team members will be evaluated based on relevant education, work experience and professional accreditation.
7. **Location of Office:** The Proposer will be evaluated based on their proximity to the community to ensure a physical presence, when necessary, throughout the process of this project.
8. **References:** The proposer will be evaluated on references provided.

Notification of Award

The Village of Ossining will notify the successful bidder by phone, followed by written confirmation. Each bidder whose proposal is not accepted will be notified in writing.

The Village of Ossining will authorize the award of a contract to the successful proposer based upon the evaluations and recommendations of the review team. In the event that a contract cannot be finalized within thirty (30) days of the award, the Village Board of Trustees of the Village of Ossining reserves the right to enter negotiations with the consultant which received the second highest evaluation.



Only copies from the original of this topography map marked with an original of the Land Surveyors embossed seal or red colored seal shall be considered to be true, valid copies.

Unauthorized alteration or addition to a map bearing a licensed Land Surveyors seal is a violation of Section 7209, Subdivision 2 of the New York State Education Law.

Possession only where indicated.

Adjacent property lines and easements not surveyed or certified.

Access to adjacent rights of way, easements and public or private lands not guaranteed or certified.

Underground utilities shown hereon are approximate and should be verified before excavating.

Additional underground utilities are not shown or certified.

Encroachments and structures below grade, if any, not shown or certified.

Subject to covenants, easements, restrictions, conditions and agreements of record.

This map is prepared to show topography only and is not to be used for title transfer purposes. Map may not be certified to title companies and/or banks.

Tree species shown hereon to be verified by a licensed arborist and are not certified by surveyor.

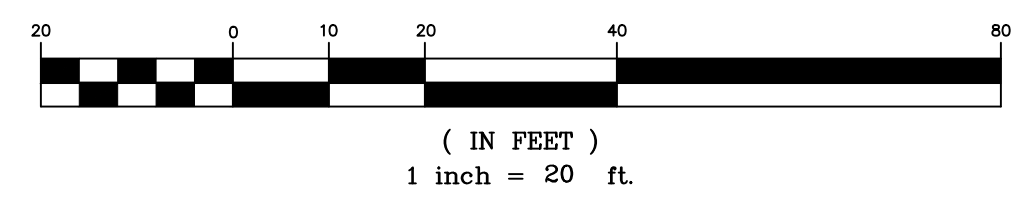
Elevations shown hereon generally in accordance with North American Vertical Datum 88.

Premises shown hereon designated on the Village of Ossining Tax Maps as: Section 89.19, Block 4, Lots 3 and 6.

Surveyed in accordance with Deed Liber 7124, Page 41.
& Deed Liber 7354, Page 169.

TOPOGRAPHIC SURVEY
PREPARED FOR
VILLAGE OF OSSINING
SITUATE IN THE
VILLAGE OF OSSINING
TOWN OF OSSINING
WESTCHESTER COUNTY, NEW YORK

SCALE: 1" = 20'
GRAPHIC SCALE



RFP Exhibit A

