

Request for Proposals (RFP)

Route 9 Road Diet

Village of Ossining



ISSUE DATE:

Monday, October 19th, 2020

SUBMISSION DATE:

Monday, November 30th, 2020

Office of the Village Manager, 16 Croton Avenue, Ossining NY 10562

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Mayor Victoria Gearity

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INTRODUCTION

The Village of Ossining is a community of about 25,000 residents in central Westchester County, roughly 40 miles north of downtown Manhattan. Incorporated in 1813, the Village of Ossining has a rich and storied history—the world famous Sing Sing Prison is nestled along the banks of the Hudson River mere blocks from Ossining’s Main Street. Culturally and economically diverse, the Village of Ossining has a Median Household Income of \$67,841 (census.gov, n.d.). Major employers include the Ossining Union Free School District, Sing Sing Correctional Facility, and General Electric. Ossining is an express stop on the Metro North Hudson Line, 46 minutes from Grand Central Terminal.

Traffic, parking and mobility have long been widely discussed topics in Ossining. In 2019, the Village was awarded a CFA grant to study parking in downtown Ossining, which included a plan to develop innovative ideas for mobility throughout the Village to ease the burden on the environment and also on roadways. However, time and again, Ossining’s leadership and community groups have called for a more specific analysis—determining how Route 9 (locally South and North Highland Avenue) could be altered to foster better economic development and pedestrian travel, and potentially also being framed on one or both sides by additional parking where practicable. While this topic will be touched on in the Mobility and Parking Study to be performed in Fall 2020, what is also required will be a technical analysis of the current conditions along Route 9 in Ossining and how, in concert with New York State DOT, it can be reimagined to break down the divide between the east and west side of the Village and better connect the two neighborhoods.

BACKGROUND

The Village of Ossining shares many characteristics with neighboring Rivertowns like Sleepy Hollow, Tarrytown, Irvington, and Hastings; buildings with historic relevance, independently owned venues for dining, shopping, and the arts, and a focus on tourism via riverside recreation. However, one major factor continues to set Ossining apart from these communities on the rise—Route 9 is only one lane in each direction when passing through their business districts. The combination of their connectivity and walkability have led to a rich and vibrant “downtown” which has, by extension, expanded the local tax base and bolstered the residential markets nearby. Ossining, by most accounts, is significantly hampered by the disconnect between the Downtown and the “east” side of Ossining, which are distinctly separated by the rushing multi-lane traffic on Route 9.

Traveling from North to South, the Route 9 corridors changes from two to four lanes at the Cedar Lane intersection and continues at this width throughout the majority of the Village, coming back into two lanes at Cedar Place (northbound traffic does expand to two lanes between Revolutionary Road and Martin Road). At all major connection points to the downtown (at Broadway, Main Street, Church Street, Maple Place and Waller Avenue) happen along this wider segment of Route 9—not only does this give the impression that Ossining is a community for “passing through”, it also encourages speeding and is challenging to traverse by pedestrians and bicyclists.

Ossining's is a downtown on the rise. Over the past decade, significant private investment has driven a revived economy, with many new restaurants and small shops opening and in many cases, bringing a new clientele to Ossining. This progress has been recognized by New York State, as the Village has several times been a finalist for the Downtown Revitalization Initiative (DRI). In addition, the Village won two CFA grants pertinent to the downtown in 2019—on top of the Mobility & Parking Study, the Village also secured nearly \$500K to restore a historic building on the corner of Main Street and Route 9. Considered the “gateway” to Ossining's downtown, it is certain that the right tenant the 200 Main Street space will be transformative for the surrounding community, and more controlled traffic on Route 9 will only add to the site's appeal.

Although the entire four-lane span presents a variety of challenges for economic development, safety and aesthetics, of particular importance is the major intersection where Croton Avenue and Broadway meet Route 9. The “hub” of the Village, this five-way intersection includes a multi-directional signal, as well as several crosswalks. However, due to the span of the intersection and the business of the road, traversing the intersection by foot or bicycle can be difficult. Additionally, drivers headed eastbound on Broadway are only able to make a right-hand turn onto Route 9, heading south; in order to head north, they are forced to enter the downtown, exacerbating an already congested traffic environment. This is a problem that has been noted time and again by local community groups and in studies on a variety of topics related to Downtown Ossining.

Further complicating this revisiting is the road ownership—all changes must be approved by the NYS DOT. Concerns about how narrowing Route 9 to one lane in each direction will potentially back up through-traffic are certain to be raised, and extensive study will be required to innovate ways to mitigate the slowing of traffic. It will be critical that these concerns are extensively studied and addressed, and that the DOT be engaged throughout the process in order to facilitate a successful project.

Route 9, Village of Ossining



GOALS AND OBJECTIVES

The Village of Ossining is looking to better understand what options may be available to change the character of Route 9 in Ossining by way of a road narrowing, or “road diet”, with parking, safety and aesthetic enhancements. The main goals of the project are as follows:

- Assess traffic patterns along Route 9 in the Village of Ossining between Cedar Lane and Cedar Street.
- Gather input from Village of Ossining staff, residents, property owners and local businesses to ascertain what is working, and what needs improvement, along Route 9 in Ossining
- Work with Comprehensive Plan planning consultants (BFJ Planning) and Mobility & Parking Study consultants (Nelson Nygaard) to share information and approach strategies from a complementary perspective
- Re-envision the aforementioned section of Ossining’s Route 9 as a one lane road in each direction. Make recommendations pertaining to, but not limited to, the following site enhancements:
 - Traffic signal patterns
 - Crosswalks
 - Aesthetic traffic calming/ pedestrian safe rest areas (ex: islands, dividers, green space) and repurposing right-of-way for multi-purpose space (dining, resting, landscaping, etc.)
 - Enhanced parking along Route 9
- Re-consider the Route 9/ Croton Avenue/ Broadway intersection, with particular attention to pedestrian safety and northbound access from Broadway
- Develop an Action Plan for all recommendations, include proposed order of importance and timeline, estimated costs for each component, and suggested funding sources for implementation.
- Consider at all times the Village’s unique topography and an eye towards future climate risk.

PROJECT SCOPE

Communications and deliverables at all stages must be reflective of plans that will be favorably considered by the NYS DOT, as their authorization is critical to the ultimate success of this project.

The final deliverable is expected to include all of the following components:

1. Literature Review

- a. The Village of Ossining has commissioned extensive study related to parking and development, including the [Main Street and Waterfront Plan](#) (1994), [Vision Plan](#) (1998), [2009 Comprehensive Plan](#) (July 2009), [Route 9 Realignment and Restriping](#) (2009), [Local Waterfront Revitalization Plan](#) (2011 Amendment), [Waterfront Access and Trail Plan](#) (2011), [Market Square and](#)

[Post Office Parking Lots](#) (June 2015), the [Village of Ossining Downtown Redevelopment Working Committee](#) (August 2017), and [Connecting the Dots](#) (August 2018). Study must demonstrate an understanding of work to date.

2. Community & Consultant Engagement

- a. Community engagement will be of critical importance in the study. The expectation is that no fewer than four (4) forums at varied times of day/ locations to encourage input from Ossining residents/ property owners, commuters and business owners. These forums can be complemented by online engagement in the form of “town hall meetings”, surveys, etc. Advertising these forums will be the responsibility of the selected firm.
- b. A detailed report of findings from forums must be included in the final report and must be considered in making recommendations.
- c. Bilingual opportunities for engagement are of critical importance.
- d. Work with Comprehensive Plan planning consultants (BFJ Planning) and Mobility & Parking Study consultants (Nelson Nygaard) to share information and approach strategies from a complementary perspective

3. Assessment of Existing Traffic Patterns

- a. Assess traffic patterns along Route 9 in the Village of Ossining between Cedar Lane and Cedar Street.

4. Re-Envisioning of Route 9

- a. Re-envision the aforementioned section of Ossining’s Route 9 as a one lane road in each direction. Make recommendations pertaining to, but not limited to, the following site enhancements:
 - i. Traffic signal patterns
 - ii. Crosswalks
 - iii. Aesthetic traffic calming/ pedestrian safe rest areas (ex: islands, dividers, green space) and repurposing right-of-way for multi-purpose space (dining, resting, landscaping, etc.)
 - iv. Enhanced parking along Route 9

5. Re-Consider Route 9/ Croton Avenue/ Broadway Intersection

- a. Re-consider the Route 9/ Croton Avenue/ Broadway intersection, with particular attention to pedestrian safety and northbound access from Broadway

6. Engagement with Neighboring Municipalities and NYS DOT

- a. Describe recommended communication plan for working with the Department of Transportation and seeking all required approvals.
- b. Identify neighboring communities who may be affected and suggest a plan of action for addressing their concerns while allowing for Ossining’s needs to remain the priority.

7. Action Plan- Recommendation and Timeline for Implementation

The Action Plan will contain all recommendations based on data collected throughout the process, and will offer a timeline of ordered action steps for the Village of Ossining Board of Trustees and Village Administration to consider. This stage will also encompass a public presentation to share findings, the Action Plan, and field questions from the community.

All components of the Action Plan shall also include an estimated cost to implement each measure as prescribed, including staff involvement and potential funding opportunities. All recommendations must also relate to, and work in concert with, zoning and planning concepts and changes recommended by the Comprehensive Plan and in the Mobility and Parking study. Recommendations shall also be presented using the lens of future climate risk whenever practicable.

RFP PROCESS

Proposals, inclusive of all the below, must be received by the Village of Ossining, either in hard copy or via email as instructed, no later than Monday, November 30th, 2020 at 10AM. The Village of Ossining reserves the right to accept or reject any and all submissions, or any part of a submission, as may be in the public interest.

Candidates shall thoroughly respond to all listed items set forth below. Proposals must be organized in the format and order listed; failure to do so may cause the proposal to be eliminated from consideration.

Candidate Qualifications:

- Provide a brief history of the firm submitting the proposal response.
- **Demonstrate an ability to work with the NYS Department of Transportation on meaningful change in past projects, provide examples in narrative and photographs, if possible.**
- Provide description of comparable work performed by the firm within the past five (5) years, along with a list of clients for whom work was performed and contact information for references. A minimum of three (3) professional references with contact information is required.
- Identify the proposed team. Submit qualifications and pertinent work experience for each team member, as well as their proposed project role. An organizational chart may be used to supplement the above, but may not be used in place of the detail requested.
- Provide a list of all proposed subcontractors, as well as a detailed description of the work they will be expected to perform, as well as the percentage of work out of the total project for which they will be responsible. Provide a brief history of each firm listed as a subcontractor, along with qualifications and pertinent work experience for each team member, as well as their proposed project role. An organizational chart may be used to supplement the above, but may not be used in place of the detail requested.

Project Details:

- Demonstrate an understanding of the Purpose and Goals for the project, and submit a proposal describing the firm's proposed approach to the work. For each delineated task, describe team members assigned, and allocate percentage of time/ funding expected to complete.
- Demonstrate the ability to complete the project and submit all deliverables no later than six (6) months following contract execution.

Submissions will be evaluated based on the following:

- Firm background and prior applicable work
- Prior success with NYS DOT on similar projects
- Number and type of subcontractors
- Subcontractor backgrounds and prior applicable work
- Demonstrated understanding of project scope and deliverables
- Proposed timeframe to completion
- Proposed cost to complete planning and design work described in this RFP

Village Administration, along with the Village Planner and Engineer, will conduct preliminary evaluations of all submissions for compliance. Any submissions that do not comply with the requirements of the RFP may be disqualified.

Village staff may wish to conduct interviews with candidates following RFP submission. These interviews may be for clarification of details within the submission, to learn more about the proposed approach, or cost allocation. The Village also reserves the right to share RFP results with other members of Village of Ossining staff, Village of Ossining boards and committees, and community partners as part of the deliberation process.

Once consensus is reached, Village staff will make recommendation to the Village Board of Trustees and contract negotiations may begin. Prior to contract execution, the Village of Ossining reserves the right to halt or terminate negotiations at any time.

REQUEST FOR PROPOSALS TIMETABLE

The following schedule has been established for this Request for Proposal:

- RFP Release Date: Monday, October 19th, 2020
- Deadline to Submit for Questions/ Clarification by Village of Ossining: COB Friday, November 6th, 2020
- Proposals Due: Monday, November 30th, 2020 at 10AM.

- Hard copies: (5) delivered to Village Manager's Office, 16 Croton Avenue, Ossining NY 10562
- By email to Maddi@villageofossining.org with subject line "Village of Ossining-m Road Diet RFP".

The contract is anticipated to commence in January 2021.

PROJECT MANAGER

The Project Manager for this study will be Village of Ossining Assistant Village Manager Maddi Zachacz. All RFP questions and/or inquiries should be directed to her. She may be reached at:

- Phone: (914) 941-3554 ext. 113
- Email: maddi@villageofossining.org