

**Request for Proposal for Planning Services
Local Waterfront Revitalization Program
Village of Kinderhook,
Columbia County, New York**

Issued by:

Village of Kinderhook on Behalf of Village of Kinderhook and Village of Valatie

6 Chatham Street

Kinderhook, NY 12106

518-758-9882

Date Issued: April 4, 2022

Table of Contents

I.	Project Description with Site Conditions	1
II.	NYSDOS Contract Workplan Tasks	2
III.	Budget	3
IV.	Minority and Women Business Enterprise (MWBE) Utilization Goals	3
V.	Evaluation Criteria	4
VI.	Proposal Format and Components	5
VII.	Timelines and Due Dates	7
VIII.	Questions Regarding Request for Proposals	10
IX.	Resources and Attachments	10

A. Intent, Purpose and Background

The Village of Kinderhook, NY (lead agency) and the Village of Valatie (together to be referred to as “the Villages”) will develop a Local Waterfront Revitalization Program (LWRP) that will express the Villages vision for the two municipalities’ waterfronts. The LWRP will promote public access and recreational opportunities, identify sustainable approaches to mitigate climate-change impacts, stimulate economic development, and plan for connections to the Hudson Valley Greenway Water Trail and the Albany-Hudson Electric Trail portion of the Empire State Trail.

This project involves the preparation of a Local Waterfront Revitalization Program (LWRP) pursuant to the provisions of New York State Executive Law, Article 42.

The Village of Kinderhook and the Village of Valatie are located on the Kinderhook Creek. The Village of Kinderhook has approximately 2.8 miles of shoreline. The Village of Valatie has approximately 2 miles of shoreline. The primary waterfront issues to be addressed by the Village of Kinderhook and Village of Valatie in the LWRP have been preliminarily identified as improving and expanding public and recreational access and promoting climate resilience while preserving significant cultural, scenic, historical, and natural features within the Village’s waterfront areas. The Villages LWRP will identify potential projects and actions that articulate a future vision for their waterfront areas.

The Village of Kinderhook, as lead agency, hereby issues a Request for Proposals (“RFP”) to procure a planning consultant to undertake the development of a Local Waterfront Revitalization Program for the Village of Kinderhook and the Village of Valatie. This project would be inclusive of required grant administration with the New York State Department of State.

The LWRP will be supported with funding provided by the New York State Department of State (“NYSDOS”) under Title 11 of the Environmental Protection Fund. Grant funds to develop the LWRP will be matched by a combination of cash and in-kind services provided by the Villages.

The Villages' Recreational Resource Inventory and Village of Valatie's "Kinderhook Creek Resiliency Study," provided in **Attachments A and B**, may be used as reference resources for some of the tasks described in the Workplan in **Attachment C**, specifically the inventory analysis, identification of key waterfront issues, a waterfront vision and implementation strategy, including proposed projects.

II. NYSDOS Contract Workplan Tasks

A. Description

Please see **Attachment C: Workplan for Village of Kinderhook and Village of Valatie Local Waterfront Revitalization Program** for the complete scope of work. This RFP seeks proposals for professional planning services on **Tasks 6 to 23** of that workplan.

B. Roles of the Consultant, Members of the LWRP Committee, and Municipal Staff

The members of the LWRP committee, Village municipal staff, and the Consultant will work together to ensure the best possible outcome of the LWRP project with a limited budget.

The Villages have dedicated the resources of some municipal administrative staff, a lead agency Committee Chairperson, Attorney, Economic Development Director, Village Clerks, and the Village of Kinderhook Department of Public Works and the Town of Kinderhook Department of Public Works to support the completion of this project. The Village of Kinderhook Board as well as the Village of Valatie Board shall be responsible for authorizing use of labor resources, as coordinated and managed by the Committee Chairperson. The Consultant shall coordinate with the Committee Chairperson to utilize labor resources in accordance with the scope of work agreed to in the final contract between the Village of Kinderhook and the Consultant.

The allocated contributions and budgets are indicated in **Attachment D**.

The Committee has access to community spaces for hosting community meetings but does not have access to audio/video presentation equipment. The Consultant should include these resources in the proposed utilization plan. The Villages also have a commitment of up to \$500 in color 8.5 x 11 or 11 x 17 printed materials. The Consultant should include a maximum of \$1,500 budget for an adequate number of binders, poster-size printed materials, or other types of community-outreach expenses the Consultant might recommend.

This RFP was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund.

Consultants will be encouraged to attend LWRP Committee meetings. Not all Committee meetings require attendance, though meetings with major updates would be prioritized. Committee meetings may be attended virtually. The Consultant should also plan to attend at least two in-person, Committee-led site visits to the Kinderhook and Valatie waterfronts and surrounding lands for a total of four in-person visits.

C. Performance Measures

The success of deliverables identified in the application and subsequent contract will be dependent on DOS concurrence on approval.

The selected Consultant will initially submit deliverables in a draft format to facilitate reviews and provide for the incorporation of requisite clarifications, changes, and updates. Thereafter, the selected Consultant will formally submit deliverables for acceptance and approval.

The selected Consultant must comply with all applicable terms and conditions of the Villages contract with the NYSDOS for this work (**Contract No. C1001650**).

III. Budget

This RFP has a maximum budget of \$89,000 (with a local match of \$14,000). There is a total MWBE goal of 30% (\$22,500), with a 15% MBE goal (\$11,250) and a 15% WBE goal (\$11,250). Budgets shall be considered as not-to-exceed amounts.

IV. Minority and Women Business Enterprise (MWBE) Utilization Goals

The Villages shall actively solicit proposals 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 Villages shall retain records of the procurement process, including direct solicitation to MWBEs and the result thereof and maintain records of actions that its subcontractors have taken toward meeting MWBE contract participation goals.

Pursuant to NYS Executive Order 15-A and 5NYCRR Parts 142-144 for the purposes of this procurement, the NYDOS establishes an overall goal of (30%) for MWBE participation, with 15% Minority Business Enterprise Participation and 15% Women's Business Enterprise

Participation. (See directory of Certified Firms.) For the purposes of meeting these participation goals, please identify how the MWBE will be satisfied.

V. Evaluation Criteria

The Villages will award the contract to the Consultant deemed, in its sole discretion, to be able to perform in the Village's best interests. Proposals will be evaluated and scored on the basis of the following criteria:

A. Experience and Qualifications of the Consultant (Maximum 50 Points)

Consideration will be given to Consultants demonstrating strong capabilities, experience, reputation, and results in undertakings similar to those described in this RFP. Proposal responses ideally should demonstrate the following:

- Experience with previous LWRP projects;
- Familiarity with Kinderhook Creek waterfront issues, including sustainable shorelines, flood resiliency, public access, uses and safety, and the inevitable effects of climate change;
- Experience in *village* planning with regard to the development, improvement, and interconnection of the Village of Kinderhook and the Village of Valatie's Kinderhook Creek waterfront with the villages' business district/commercial areas;
- Experience in architecture and landscape design, specifically with regard to planning and developing public waterfront access, trails, bike paths, recreational amenities;
- Experience with land-use planning involving designated inland waterways as it relates to recreational facilities, economic development, and regional tourism;
- Experience in GIS, mapping, and visuals/graphic design;
- Successful project track record, including reputation among previous clients, success rate for staying within allotted time and budget for task and project; and

- Ability to satisfy MWBE requirements.

Please provide documentation / references for experiences and qualifications, preferably connected to projects within the Hudson Valley or Capital District region and for municipalities of comparable size and nature.

B. Quality of Proposal and Proposal Completion (Maximum 50 Points)

Proposal responses will be evaluated on completeness, clarity/accuracy of the information requested, and proposal presentation. The ability of the Consultant team to clearly articulate their understanding of the needs of the Village of Kinderhook and the Village of Valatie and their capacity to address those needs will also be a factor in the selection process. See Section VI for Proposal Format and Components.

VI. Proposal Format and Components

In order to assist the Villages with the evaluation of proposals that are received, each proposal shall use the format described below. All materials submitted in response to this RFP are subject to the terms of State laws relative to freedom of information. Please see the Villages website for regulations, ordinances, maps, information regarding infrastructure, and other studies relevant to the project:

<https://villageofkinderhook.org/> and valatievillage.com.

A. Cover Letter

Outline the Consultant's interest in the project with a description of the current workload to demonstrate capability to undertake the work as required, as well as a Consultant profile, including size of firm and length of time in business. A description of the proposed approach to the project including a description of public engagement processes (including references to comparable public engagement processes that the firm/team has conducted) shall be provided.

B. Project Schedule and Details

Please provide a detailed proposed project schedule and budget consistent with the NYSDOS Contract Workplan Tasks, depicting the estimated completion time for each of the work scope items identified in Section II of this RFP – see form in **Attachment E** for template. Estimated completion time should include time for review of product deliverables. This is especially important for the Draft LWRP, which will need to be reviewed by DOS prior to advancing to 60-day review and completing the final LWRP. Please build in time for review and be available to address substantive comments received from the 60-day review period prior to completing the final LWRP (**Task 23**).

In addition, please provide a description of the Consultant's proposed approach and the scope of services for each task.

C. Statement of Qualifications

Provide a brief description of the Consultant submitting the proposal, including full business name, legal status (corporate, partnership or sole proprietor), number and type of employees, specialties, and longevity. List similar projects and the specific personal who worked on them and who are proposed to work on this project. Include each past project's name and client, year completed, dollar amount, and telephone number of a contact person at the entity where the work was performed who has direct knowledge of the referenced project. If available, references should include all work on other Local Waterfront Revitalization Programs.

D. Project Team Members (Curriculum Vitae)

List any specialties and or strengths that make the Consultant and the personnel assigned to this project uniquely suited to the task of performing the work as outlined in this project, including Project Manager who would be assigned to this project and who shall be the main point of contact with the Consultant. This shall include a list of each individual's relevant project experience in regard to the tasks and responsibilities they will perform in this project. Any shared interests among the lead firm and proposed sub-consultants must be identified, e.g., parent-subsidiary relationships, joint ventures, formal affiliations.

E. Ability to Satisfy MWBE Requirements

Identify how the MWBE goals identified in Section IV of this RFP are proposed to be satisfied.

F. Non-Collusion Certification

Each Consultant submitting a proposal shall execute and attach thereto an affidavit, substantially in the form provided in **Attachment F**, to the effect that it has not colluded with any other person, firm, or corporation in regard to any proposal submitted.

G. Statement on Sexual Harassment

Each Consultant submitting a proposal shall execute and attach thereto an affidavit, substantially in the form provided in **Attachment G**, in accordance with New York State Finance Law 139-1.

VII. Timelines and Due Dates

A. Project Timelines

The NYSDOS executed a contract with the Village of Kinderhook on **January 5, 2021**, for the development of an LWRP for the Villages of Kinderhook and Valatie. The contract with NYSDOS has an end date of **7/31/2025**, though the Villages aspire to complete the project within the next 2 years.

B. RFP Timelines

RFP Release:	April 4, 2022
Deadline for Questions:	April 18, 2022
Response to Questions By:	April 25, 2022
Proposal Deadline:	May 11, 2022
Evaluation Window:	May 11, 2022 - June 27, 2022
Selection Deadline:	July 8, 2022
Deadline to Notify Selected Consultant:	July 14, 2022
Deadline to Notify Consultants Not Selected:	July 14, 2022
Anticipated Project Start Date:	July 21, 2022

The Villages reserve the right to amend the timeline at its discretion.

C. Receipt and Opening of Proposals

All in-person, mailed, and emailed proposals must be received at the address listed below by 1:00pm, local time, on May 11, 2022. Proposals will be publicly opened at the Village of Kinderhook’s board meeting at 7:00pm on May 11, 2022. Proposals not physically received by the Village by 1:00pm on May 11, 2022, will not be considered.

All proposals must be submitted in a sealed package to:

Village of Kinderhook
Re: [Consultant's Name]
Proposal for LWRP

Attention: Nicole Heeder, Village of Kinderhook Clerk Treasurer

Village of Kinderhook
PO Box 325 (for USPS mailing)
6 Chatham Street (for in-person delivery)
Kinderhook, New York 12106

Each bid must be submitted on the prescribed forms. One (1) hard copy original shall be submitted in a sealed envelope or box bearing the name and address of the firm and clearly marked with the Consultant's name and "[consultant's name] Proposal for LWRP." Proposals shall also be emailed, in PDF format, to the Village of Kinderhook at: nheeder@villageofkinderhook.org with the subject line: "Proposal for LWRP."

Regardless of the award of proposal, no proposal shall be withdrawn for a period of ninety (90) days after the bid opening date without the consent of the Village. Submittal of a proposal indicates acceptance of the conditions contained in this RFP.

The Villages reserve the right to accept or reject any and all submissions, and/or waive technical defects, irregularities and omissions, and to award the contract to the firm deemed,

in its sole discretion, to be able to perform in the Villages best interests. The Villages are affirmative action-equal opportunity employers in accordance with all applicable local, state and federal requirements and does not discriminate in its hiring. The Villages are committed to complying with the Americans Disabilities Act (ADA).

The award of this proposal is subject to approval by the New York State Department of State and negotiation of a contract, the terms of which are in form and substance satisfactory to the Village, including but not limited to pertinent insurance provisions. The Consultant agrees to a **July 21, 2022**, start date.

This RFP was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund

VIII. Questions Regarding Request for Proposals

Questions regarding this RFP should be directed to Village Clerk Nicole H. Heeder via email on or before **April 18, 2022**, at nheeder@villageofkinderhook.org. The Village will not respond to questions submitted orally. Answers to questions that materially change the conditions and specifications of this RFP will be posted on the Village's website by **April 25, 2022**, as an addendum to this document. Additionally, any Consultants wanting to be sent any addendums or information by email must provide the Village of Kinderhook Village Clerk Treasurer with their point-of-contact email address. Any discussions or documents will be considered non-binding unless incorporated in an addendum to the original. When addenda are issued, the bid opening date may be extended at the discretion of the Village.

IX. Resources and Attachments

- A. **"Kinderhook Creek Recreational Resource Inventory: Village of Kinderhook & Village of Valatie"**
<https://villageofkinderhook.org>
- B. **"Kinderhook Creek Resiliency Study" - Village of Valatie**
<https://villageofkinderhook.org>
- C. **Work Plan - Village of Kinderhook and Valatie LWRP Program**
- D. **B-1- Expenditure Based Budget**
- E. **Scope of Work Schedule**
- F. **Non-Collusive Bidding Certification**
- G. **Statement on Sexual Harassment**
- H. **LWRP Committee Lists**

Attachment H
LWRP COMMITTEE LISTS

Village of Kinderhook, New York
Local Waterfront Revitalization Program (LWRP) Committee Members

April 2022

Mike Abrams, Mayor
Mark Browne, Trustee
Dorene Weir, Trustee
Renee Shur, Economic Development Director

Jim Dunham
Anthony Dvarkas
Robert Gibson
Thomas Mueller
Patrick Rodgers
Pat Schuler
Chris van Moessner

Village of Valatie, New York
Local Waterfront Revitalization Program (LWRP) Committee Members

April 2022

Frank Bevens, Mayor
Larry Eleby, Trustee

Nate Becker
William Laraway
Steve Matheke
Patrick Rodgers
Anne Schaefer
Randal Schmit