
REQUEST FOR PROPOSALS

City of Hudson | Furgary Fishing Village Master Plan

1. Overview

The City of Hudson, NY is seeking the services of a qualified professional designer/ landscape architecture firm with experience in site planning, historic preservation and interpretation and landscape design, to provide a plan for establishing a historic and cultural interpretive park at the Furgary Fishing Village site in Hudson NY.

The City has received NYS funds through its successful designation as a Downtown Revitalization Initiative (DRI) community. The establishment of a waterfront park focused on interpreting the Historic Fishing Village or Shacks is a component of the City's DRI Strategic Investment Plan and

The master plan should identify Short-Term and Long-Term Recommendations and Actions for site cleanup, design and site preparation.

2. Background / Vision

City Vision:

The City would like to develop a master plan as a tool for preserving and providing visitors the background and history of City of Hudson's connection to the Hudson River and its maritime past. The Furgary Fishing Village is a unique connection to the City's past and . Ultimately, the property should complement nearby private and public investments being proposed as part of the DRI.

This project has numerous partners including; the NYS Office of Parks, Recreation and Historic Preservation, Columbia-Green Community College Carpentry and Historic Preservation Program, and the Columbia Land Conservancy.

Project History:

The Furgary Fishing Village also known as "The Shacks" is a cluster of seventeen fishing cabins that have recently been used for recreational purposes. Sanborn maps indicate that the existing buildings evolved from buildings that were in place more than a century ago, and the use of the property has evolved from a fish market at the river's edge dating from the late nineteenth century. The site is currently eligible for the National Register under Criteria A and in the areas of maritime history, social history, and architecture.

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Improvements to the Fishing Village have been a discussion and community priority for several years, but the City has not had adequate funding until now. The City of Hudson's Strategic Investment Plan 2017 identified the project as a Public Improvement priority. The City's DRI Committee would like to further the project through the creation of master plan.

Current Status:

The Fishing Village site is approximately 1.75 acres and is located north of the intersection of Dock Street and North Front Street.

The site's buildings show evidence of having been patched and repaired, some with salvaged local materials, other with vinyl siding and various new building materials. The buildings are arranged in an "L-shape" along the waterfront, the buildings fronting the water are sited on piers and feature exterior wooden decks, walkways and docks; there is also a boat ramp. Overall, the buildings are of frame construction, generally one-story in height with side or front gable roofs, wood, or vinyl windows, and contain one or two multi-purpose rooms.

While there are no prior planning efforts for the project site the NYS Office of Parks, Recreation and Historical Preservation has performed a Resource Evaluation of the area.

3. Scope of Services

The SIP identifies an initial budget of xxx and desires to advance the vision through development of a graphic master plan and completion of some initial activities to advance the vision. The City desires to complete a Master Plan and perform selective demolition and site cleanup measures. Some of the site cleanup/demolition activities may be accomplished through City or volunteer forces.

The City is seeking proposal to develop a Master Plan for Fugary Fishing Village Interpretive Park and anticipates the scope of services will include:

- Site Visit
- Existing Conditions Base Mapping
- Stakeholder Meeting(s)
- Charrette/Design Workshop with invited participants
- Graphic Master Plan
 - Simple rendering of Planned Improvements
 - Identify Themes for Interpretation
 - Immediate/Short/Long Term Actions
- Project Costs
- Funding Strategy

Additionally, the City would like the selected firm to communicate/interact with the NYS Office of Parks and Historic Preservation (OPRHP) State Historic Preservation Office (SHPO) to ensure the key elements of the site are preserved

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4. Submission Requirements

- a. Format (i.e., 6 hard copies plus 1 flash drive with all documents in electronic format)
- b. Components
 - i. Project approach demonstrating understanding of the project, goals, challenges, etc. Include approach to community engagement, defining and selecting alternative concepts, anticipated timeline.
 - ii. Identification of project team (principal, project manager, key staff, subconsultants; describe the team's qualifications as they relate to the project)
 - iii. Firm capabilities (including capacity, organization, previous experience, technical qualifications)
 - iv. Prior experience (including 3 references)
 - v. **Minority and Women-Owned Business Enterprise (MWBE) Participation.** Pursuant to NYS Executive Law Article 15-A and 5NYCRR Parts 142-144, for the purposes of this procurement, New York State established an overall goal of 30% for MWBE participation, 15% for Minority-Owned Business Enterprises ("MBE") participation and 15% for Women-Owned Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs). Please identify the MWBE status of your firm and potential use of MWBE certified subconsultants to satisfy this goal.
 - vi. **Budget including man hours estimate**

ALL SUBMISSIONS MUST BE RECEIVED BY: **Date** at 3 p.m. Submissions shall be sent to:

xxxxxxxxxx

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 **Date** with details to follow.

Select firm interviews will be scheduled **Date**.

5. Information Available

- a. Documents available (attach or by request or through a sharefile link?)
- b. Contact information for information requests

New York Times: <https://www.nytimes.com/2017/10/31/nyregion/city-of-hudson-fishing-shacks.html#commentsContainer>

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6. Terms and Conditions

- a) **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.
- b) **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.
- c) **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.
- d) **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.
- e) **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.
- f) **Scope of Work:** The final scope of work will be negotiated between the preferred consultant and the City.
- g) **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.
- h) **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.
- i) **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.

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- j) **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.
- k) **City of Hudson Rights and Prerogatives:** The City of Hudson reserves the right to exercise the following prerogatives:
- i. To accept or reject any or all proposals and amend, modify, or withdraw this RFQ.
 - ii. To change the final due date and time for the responses
 - iii. 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.
 - iv. 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.
 - v. To interview proposers prior to selection.
 - vi. 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.
 - vii. 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.
 - viii. To contract with more than one firm.
 - ix. To exercise flexibility under the procurement process retaining firms which, in the City's judgement, best serve the interests of the City.
- l) **Modification of Contract:**
- m) 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.
- n) Any contract or amendments thereto will be considered effective only after approval by the appropriate City of Hudson authorities.
- o) **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.
- p) **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.
- q) **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).

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- 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.

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 July 16th 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>	25
<i>Experience and past performance on similar work (both of firm and key individuals)</i>	25
<i>Capability of project team and firm to perform the work</i>	15
<i>Ability to meet the City's budget and schedule</i>	10

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