

# Request for Proposals

## 2010 Jayne Park Restoration Project

### I. Introduction

The City of Niagara Falls has funding available to solicit consultant services for planning, design and construction of improvements at Jayne Park. The project includes a minimum of two public meetings/community forums to secure public input on the planned improvements.

The City may also elect to retain the firm for Construction Supervision Services.

The City seeks to begin work immediately with construction to begin in spring 2010. It is the intent of this document to solicit proposals from qualified consultants to perform the services specified herein.

### II. Objectives/Project Description

Jayne Park is a municipal park consisting of approximately 21 acres located on the northern portion of Cayuga Island, on the southern shoreline of the Little Niagara River approximately 5 miles east of the falls (see attached map).

Improvements to Jayne Park are crucial in order to create a healthy, attractive, and connected green space along the waterfront. Though the site is located on Cayuga Island adjacent to the Little Niagara River, it contains minimal natural resources besides trees and shrubbery. Access and observation to the Little Niagara River is hidden by over-grown vegetation. It does not capitalize on its unique waterfront setting. The overall intent of the project is to reconnect the park to the waterfront and refocus its use from organized recreation to passive recreation – for a full range of users.

Primary goals of the project include:

- ✚ •Redeveloping and restoring Jayne Park to offer a variety of uses focusing on the Little Niagara River and waterfront access
- ✚ •Use the original 1951 Arthur A. Reed master plan for Jayne Park as a guide for improvements. This Olmsted-inspired plan is attached.
- ✚ •Complementing a similar renovation project at nearby Griffon Park
- ✚ •Provide off-street parking for park users
- ✚ •Based upon community input, meeting the needs of area residents

Note that a total of \$290,000 in funding is available for design and construction work at Jayne Park. Partial funding for the project is provided under Title 11 of the Environmental Protection Fund (EPF), and administered by the New York State Department of State (DOS). The Niagara River

Greenway Commission has issued a finding of consistency of the project with the Niagara River Greenway Plan.

### **III. Scope of Services**

The consultant shall provide all services outlined below necessary for the completion of the project.

#### **Task 1 - Project Orientation**

Meet with the City's project team (Department of Parks, Engineering, Planning and Environmental Services) to finalize project objectives, formalize project schedules, deadlines and meetings, clarify issues, and establish contacts with City staff within City Hall. Full cooperation between consultant and City staff is tantamount to the successful completion of this project. All products generated under the project are subject to approval by DOS.

#### **Task 2 - Community Forum**

Conduct a community forum to determine resident priorities and concerns.

#### **Task 3 - Master Plan**

- A.** Meet with the Departments of Parks, Engineering, Planning and Environmental Services to finalize a list of priorities.
- B.** Develop a master plan that addresses (but not limited to) the following items:

**Existing Condition:** Analyze the existing conditions, uses and user demand of the present facilities. Assemble existing site information in sufficient depth so as to fully assess existing site characteristics. The site analysis, at a minimum, should include the following site-specific identification and mapping:

- ✚ Site survey showing extent of project boundary
- ✚ Manmade structures, buildings, or facilities on or adjacent to the site
- ✚ Above and below ground infrastructure
- ✚ Transportation/circulation systems (truck, car, bus, ferry, train, pedestrian, bicycle, etc.) that serve or are located near the site
- ✚ Adjacent land and water uses
- ✚ Historic and archeological resources
- ✚ Soil and, as appropriate, core samplings to determine site stability
- ✚ Topography and hydrology
- ✚ Natural resources, including location of mature trees
- ✚ View corridors
- ✚ Zoning and other applicable designations
- ✚ Analysis of site constraints, needs and opportunities

**Vehicle Parking:** The proposed plan should consider and suggest off-street parking for park users.

**Pedestrian and Bicycle Access:** Include an internal path system which maximizes the unique attributes of the site. The pedestrian/bicycle circulation system should be designed in such a way to reduce conflict with vehicular access and circulation.

**Buildings:** Suggest location for a picnic shelter, sized approximately 20' x 20'.

**Site Furniture and Signage:** Suggest locations for benches, trash receptacles and picnic tables throughout the park. Appropriate signage should also be recommended, including a project sign satisfactory to DOS.

**Trees and Plantings:** Identify the location of existing trees and their condition. Suggest which trees, if any, should be removed. The proposed plan should provide for visual and horticultural diversity in the park. Plantings shall create a scenic landscaped setting but should be specifically designed to minimize maintenance.

**Riverbank:** Analyze the condition of the riverbank and recommend what improvements, if any, are needed to stabilize it. Propose a location for a canoe launch.

#### **Task 4 - Preliminary Park Plan/Community Forum**

Based on the investigation and evaluation in Task 3, prepare a preliminary improvement park plan comprising drawings and a short written report.

The written report should include a summarized account of the public's input gathered at the forum (Task 2) as well as design alternatives considered and final recommendations and cost estimates for all aspects of the preliminary plan.

The consultant shall present this preliminary plan to the City and neighborhood residents. Based on the comments and concerns raised, the consultant shall adjust the plan accordingly. The consultant shall supply two 3' x 4' colored renderings of the preliminary plan; five color 11" x 17" copies of the plan; and five copies of the written report. All pictures and photographs must be dated and captioned with the location and a brief description of the activity being documented.

#### **Task 5 - Final Master Plan**

Based on the comments raised in Task 4, revise the plan and cost estimates appropriately. The consultant shall supply 10 copies of the final master plan report including 11" x 17" reductions of the drawings; one 3' x 4' mounted colored rendering of the final master plan and reproduces. All pictures and photographs must be dated and captioned with the location and a brief description of the activity being documented. An electronic copy of the final report (including designs, maps, drawings and plans) must be submitted on a

labeled CD-R in Adobe Acrobat Portable Document Format – PDF, created using 300 dpi scanning resolution.

**Phase One construction is expected to include the following elements:**

Off-Street Parking  
Walking Paths  
Canoe Launch  
Picnic Shelter  
Picnic Tables  
Benches  
Seat Benches  
Signs  
Landscaping/Grading

**Task 6 - Final Design and Construction Documents**

The consultant shall supply all usual design and related services required for the preparation of all plans, specifications and related documents necessary to bid the project. The consultant shall prepare plans and specifications for review and approval by the City, prepare contract agreement forms, general and supplementary conditions, and other related documents. Supply five copies for review. The City will supply the consultant with two copies of the City's standard bid and contract forms.

The consultant will prepare any required addenda, will review any requests for substitution of material and equipment, and will review all bids. Final design and construction documents must be certified by a licensed professional engineer, architect, or landscape architect and the appropriate seal must be affixed to these documents.

The Consultant will supply fifteen (15) copies of the plans and specifications with the bid documents for the contract.

**Task 7 – Permits and Approvals**

After the final design and construction documents have been approved by the City, all necessary permits or other approvals shall be obtained. Potential permitting and approval agencies include but are not limited to: federal agencies, i.e., Army Corps of Engineers; DOS, pursuant to the consistency provisions of the federal Coastal Zone Management Act; other New York State agencies, i.e., DEC, DOT, OGS, OPRHP; and, agencies of Niagara County and the City of Niagara Falls.

**Task 8 - Construction Supervision (Option)**

During the construction phase, the Consultant shall:

1. Provide general inspection of the contract by periodic visits, of not less than (7) hours per week at the Project site, to supplement the work of the City inspector. The consultant shall monitor the contractors operations to observe compliance with all contract requirements. This shall include observation of the execution of the work and the materials and equipment installed by the contractors to the end that the Project will be completed in accordance with the intent of the plans and specifications.
2. Interpret the plans, specifications and contract documents and decide all other technical design issues in connection with the commencement and execution of the work.
3. Direct the contractor to provide a NYS licensed land surveyor or professional engineer or such other person with similar qualifications approved by the City to lay out the work in conformance with the standard operation procedures of the Department of Engineering, City of Niagara Falls.
4. Review the proposed progress schedule of the contractors and subcontractors for the Project showing coordination of the work of the various contractors and subcontractors.
5. Examine the drawings submitted by all contractors and subcontractors; coordinate construction drawings with shop drawings, interpret the plans and specification and resolve any conflicts therein; furnish additional instructions and detailed drawings to carry out the work; issue such clarifying details as may be required to achieve conformance with the intent of the contract drawings and specifications; prepare, analyze and recommend to the City change orders and all modifications of the plans and specifications as may be necessary as the work progresses, and check the fairness of additional costs or credits to be charged or allowed in connection with such changes.
6. Determine the amount and monitor the quality, acceptability and fitness of all parts of the work and check and recommend for approval all partial estimates submitted for payment by the contractors.
7. Assist in the coordination of the work of the contractors and hold weekly job meetings with the contractor's representatives to expedite and coordinate the work and minimize possible interference and delays.
8. Make a final and thorough inspection of the completed work to determine that it is in first class condition and certify to the City the completion thereof, in accordance with the intent of the drawings, plans and specifications, and thereupon approve the contractor's estimates and claims for final payment.
9. Services during construction by the Consultant are to commence upon the start of the construction work and shall continue until the completion and acceptance of the work by the City.

10. The Consultant shall supply the City with the following:
  - ✚ •Inspection reports
  - ✚ •Bi-weekly progress reports
  - ✚ •Records of job meetings and any correspondence with public or private organizations
  - ✚ •Complete set of as-built 'Mylar' tracings. These tracings must be stamped with the seal of a New York State licensed Professional Engineer and approved by the Consultant.
  - ✚ •The Consultant is to reinspect all construction work one (1) year after the date of acceptance of the work by the City. Any defecting aspects requiring follow-up work by the contractor are to be listed in writing. A final job certification letter documenting that the work is completed per the intent of the plans and specifications is required prior to the release by the City of all retained moneys.
  - ✚ •A final quantity and cost accounting for each division of work.

## **IV. Proposal Submittal Requirements**

### **A. Miscellaneous Requirements**

The City of Niagara Falls reserves the right to reject all proposals which do not comply with these instructions. Proposals will not be returned and will become property of the City once submitted.

1. Each proposal should be typed or printed double spaced on no more than ten 8 1/2" x 11" pages. Proposals must be received by 3:00 pm on Jan. 25, 2010. Four (4) copies of the proposal should be submitted to:

Sherry L. Shepherd-Corulli  
City Hall, Room 14-B  
745 Main Street  
Niagara Falls, New York 14302-0069

2. Expenses incurred in the preparation of the proposals are borne by the Company with the understanding that the Company may not apply to the City for reimbursement of these expenses.
3. Each proposal should be accompanied by a cover letter signed by an officer empowered by the Company to sign such material and thereby commit the Company to the obligations contained in the proposal.
4. Supplements or amendments to the RFP, if any, will be mailed by the City.
5. The Company shall maintain in force the insurance requirements specified in attachment (Instructions for City of Niagara Falls Standard Insurance Certificate).
6. The Consultant shall agree to abide by all applicable Federal, State, and Local laws, rules and regulations regarding equal opportunity and affirmative action. The City has established the following goals for the

participation of certified minority and women-owned businesses (M/WBE's) on this project:

MBE's: 7 percent of the total dollar value  
WBE's: 7 percent of the total dollar value

Describe how the Company will meet these requirements.

## **B. Proposal Content**

The proposal should contain the following sections:

1. Technical - Describe the approach to be taken in addressing the scope of work.
2. Describe the management plan to be used in completing the tasks set forth in the scope of work. This description should include proposed project schedule showing starting and completion dates for all tasks and a staff-loading-by-task chart showing individuals allocated time by task, hourly wage rates, and total labor charges. Resumes of proposed personnel should be included in this section.
3. Qualifications - Describe the Company's related experience and identify references including contact person and phone number for each referenced job.
4. Insurances - List types and limits of the Company's insurances.
5. Cost Proposal - Submit separate cost breakdown of labor and expenses for each component of the scope of work. Fees should include all expenses including labor, travel, phone, reproduction costs and other reimbursables. It shall include all services outlined in this proposal. Any survey work necessary will be negotiated as a separate item and may be performed by City staff.

## V. Proposal Review

Upon receipt of the proposals, the City's evaluation team will be assembled and proposals will be judged according to the following point system:

<b>Technical:</b>	<b>50 points</b>
Understanding of scope of work	
Appropriateness and reasonableness of approach	
<b>Management and Staffing:</b>	<b>35 points</b>
Project schedule	(15)
Efficiency of management plan	(10)
Breakdown of staff and labor	(10)
<b>Company Qualifications:</b>	<b>30 points</b>
Experience with projects of similar scope including landscape design, waterfront parks, master plans, recreation planning and community-based design	
<b>Cost:</b>	<b>35 Points</b>
Reasonableness of fee	(15)
Thoroughness of cost breakdown	(10)
<b>Maximum Total</b>	<b>150 points</b>

It is the intention of the City of Niagara Falls to select one Consultant based solely on this RFP and on the quality of the proposals received. (Sub-consultants and/or joint ventures are permitted). Top ranked firms may be requested to prepare and give an oral presentation before a city selection committee. Selected and non-selected firms will be notified in writing. The selected firm should be prepared to begin work immediately upon execution of an agreement.

The City of Niagara Falls reserves the right to reject any late or incomplete submission, and all proposals for whatever reason.

Any questions regarding this RFP should be directed to:

Thomas DeSantis, Senior Planner  
phone: (716) 286-4477  
fax: (716) 286-4485  
[desantis@nfez.org](mailto:desantis@nfez.org)

or

Sherry Shepherd-Corulli, Grant Coordinator  
phone: (716) 286-4372  
fax: (716) 286-4337  
[sherry.shepherd-corulli@niagarafallsny.gov](mailto:sherry.shepherd-corulli@niagarafallsny.gov)

## A. Jayne Park, Niagara Falls, New York 14304

