

# Request for Proposals

## LaSalle Waterfront Park Expansion Project: Including the Former Century Club Site

### I. Introduction

There is an opportunity to create a new public park utilizing the vacant former “Century Club” property and thereby expanding the LaSalle Waterfront Park. The design of the public park should compliment and begin to implement the recommendations found in the City’s waterfront plans and Niagara River Greenway Plan.

Therefore, it is the intent of this document to solicit proposals from qualified consultants to perform the services specified herein in accomplishing that goal.

To that end, City Council has authorized \$50,000 to this phase of the project and the administration seeks to begin work immediately, after selection, on the public consultation and design phase. The desired result of the design phase is that it will lead directly to a grant proposal/request for funding by the City, with construction to follow immediately thereafter. Proposals shall address all tasks listed herein.

### II. Objectives / Project Description

The City of Niagara Falls requires consultant services: planning, design and engineering to establish a master plan and specifications for an expanded public park at the current LaSalle Waterfront Park site, which shall specifically incorporate the former “Century Club” property (6611 Buffalo Avenue) into a new comprehensive park development. The consultant shall establish a comprehensive park program and master plan for the combined LaSalle Waterfront Park and Century Club Site.

The existing LaSalle Waterfront Park is approximately one acre, and is owned by the New York State Office of Parks, Recreation, and Historic Preservation (NYS PARKS), but operated by the city through a use permit. The former “Century Club” property is owned by the City of Niagara Falls, is approximately two acres and is located at 6611 Buffalo Ave., Niagara Falls, NY. The combined waterfront properties are bounded on the south by the Niagara River, on the north by Buffalo Ave., on the west by the LaSalle Expressway extension adjacent the north Grand Island Bridge, and on the east by a multi-unit occupied housing complex.

The consultant shall also provide a strategic analysis of the City’s current municipal park facilities within the LaSalle neighborhood, as well as a strategic analysis of the City’s currently proposed Upper River: Recommended Projects, as identified in the City of Niagara Falls USA Greenway Vision<sup>1</sup>. The intent of the strategic analysis is to generate a specific prioritization of park and recreation improvements in LaSalle generally, and Upper Niagara River Greenway projects specifically, which will serve as the basis for future capital improvement programming beginning in 2009.

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<sup>1</sup> Prepared for the Niagara River Greenway Commission [July 2006]

Primary tasks and objectives of the project include the following two components:

Part A.) LaSalle Waterfront Park Expansion – Plans and Specifications

1. Community participation and consultation specific to LaSalle Waterfront Park Expansion.
2. Preferred LaSalle Waterfront Park master plan/design, which can be under construction by 2009.
3. Accurate cost estimates for full implementation and construction of LaSalle Waterfront Park Project.
4. Engineering specifications sufficient for preparation of bid documents for LaSalle Waterfront Park.

Part B.) Strategic Assessment of Park Facilities and Capital Program Recommendations

1. Inventory and assessment of the City's current municipal park facilities in LaSalle Neighborhoods
2. Strategic analysis of the City's current municipal parks capital improvement program for facilities in LaSalle Neighborhoods
3. Prioritization of proposed "Upper River" Recommended Project initiatives identified in the City of Niagara Falls USA Greenway Vision
4. Recommendations for establishing a Niagara River Greenway project capital plan and program.

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

The consultant shall provide all services necessary for the completion of the project including, but not limited to the following tasks.

#### **Task 1 – LaSalle Waterfront Park: Project Orientation**

- A.** Meet with the project team: City Department of Public Works/Parks; Engineering; and Planning and Environmental Services to perfect project objectives, formalize project schedules, deadlines and meetings, clarify issues, and establish points of contact with City staff. Full cooperation between consultant and City staff, particularly the Project Manager is key if this project is to be completed successfully.
- B.** Meet with interested and involved agencies: NYS-DOT, OPR&HP, DEC, DOS, US-ACoE, etc. to ensure absolute coordination among public agency interests. Also, meet and consult with private stakeholders, such as La Salle PRIDE, or private property owners as necessary to establish a general parameter for design considerations.

Deliverables: Meeting minutes [all meetings]

## Task 2 – LaSalle Waterfront Park: Site Inventory and Analysis

Develop the inventory and site analysis that includes, but is not limited to the following:

1. **Existing Condition.** Analyze the existing condition, use and user demand of the present facilities. Assemble existing site information to sufficiently assess existing site characteristics. The site analysis at a minimum should identify for analysis:
  - ✚ Legal Property Survey for 6611 Buffalo Avenue
  - ✚ Topography (by CNF)
  - ✚ Sub-surface conditions
  - ✚ Infrastructure and infrastructure capacity (water, sewer, gas and electric)
  - ✚ Roads, pedestrian access
  - ✚ Existing preliminary design plan
  - ✚ Key positive site attributes
  - ✚ Ecological assessment of habitat value both on and off-shore
2. **Vehicle Parking.** The plan shall consider and suggest off-street parking for park users.
3. **Enhancement of Pedestrian and Bicycle Access.** Maximize the unique attributes of the site. Enhance the Riverview trail/path by ensuring that the site functions as a key activity node and trailhead facility and that the pedestrian/bicycle circulation system is incorporated into the Niagara River Greenway [River View] Trail.
4. **Lighting.** The plan should design and recommend appropriate lighting types, as well as their locations.
5. **Buildings.** There is an existing comfort station, assess adequacy. Also, provide further recommendations regarding future concessionaire opportunities.
6. **Offshore Structures.** What if any structures or improvements can be accommodated offshore that would enhance the use and experience of the park, such as boat docks or piers.
7. **Site Furniture and Signage.** Suggest locations for benches, trash receptacles, and picnic tables throughout the park. Appropriate signage should also be recommended (must be consistent with NR-Greenway signage standards).
8. **Riverbank.** Analyze the condition of the riverbank and recommend what improvements, if any, are needed to: naturalize and/or stabilize the shore.
9. **Canoe Launch.** The site shall accommodate the placement of a “canoe launch” facility.
10. **Trees and Plantings.** Identify the location of existing trees and their condition. The plan should significantly address the issue of site landscaping. The intent is to create visual and horticultural diversity in the park, as well as add a significant

amount of plantings and in particular, habitat sensitive plantings to the project site while specifically designed to minimize maintenance.

Deliverables: Tech Memo-1 Compilation of data collected and a findings summary.

### **Task 3 – LaSalle Waterfront Park: Public Consultation Process**

Design and implement a public consultation process that will ensure the maximum opportunity for broad public engagement and participation in determining resident priorities and concerns, including the development of clear preferences for the LaSalle Waterfront Park natural and built elements, program, and future development consideration.

A minimum of three (3) public meetings shall be held.

Deliverables: Tech Memo-2 Agreement on public consultation process, public meeting agenda and required outcomes. All written and graphic materials in support thereof

### **Task 4 — LaSalle Waterfront Park: Preliminary Plan/Community Forum**

Conduct a public meeting, forum, workshop, or charrette using the inventory analysis and prior consultations of other stakeholders. The purpose of which is to ensure a public vetting of a preliminary design plan. Multiple alternatives shall be considered. Consultant is responsible for any graphics, drawings, and written materials necessary to complete this task. 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 in a technical memo (Tech Memo 2). The consultant shall supply colored rendering of the preliminary plan, multiple color copies of the plan and report, as well as electronic files. The electronic files will include in addition to the documentation of the final plan, PPT, JPEG, PDF, and principle graphics intended for public display.

Deliverables: Tech Memo-3 A summarized account of the public's input, as well as design alternatives considered and consensus recommendations for final master plan / program and design

### **Task 5 — LaSalle Waterfront Park: Final Master Plan**

Based on the input and comments raised in Tasks 2-4, the Consultant shall revise the plan and cost estimates appropriately.

Deliverables: Tech Memo-4, which shall include the following:

- ✚ Written executive summary of the park master planning process and outcomes, including but not limited to:
  - ❑ Illustrative LaSalle Waterfront Park Master Plan
  - ❑ Written description of the Master Plan elements
  - ❑ Revised accurate cost estimates for all proposed elements of the plan
  - ❑ Full-color graphics and drawings of the LaSalle Waterfront Park Master Plan suitable for presentation, poster display, and grant submission
- ✚ The consultant shall supply one reproducible original and no less than 20 color copies of a final report including drawings, colored rendering of the master plan, etc. Documentation and drawings shall be submitted in mutually agreed to formats, including electronic copy formats.

### **Task 6 — LaSalle Waterfront Park: 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 documentation necessary to bid for construction. The consultant shall prepare plans and specifications in cooperation with the Department of [City] Engineering for their review and approval.

Deliverables: The construction drawings, plans, and specifications shall be submitted, to the City's designated Project Manager, in mutually agreed to formats, including electronic copies and formats. [AutoCAD | DWG & GIS | SHP]

### **Task 7. A. — Strategic Assessment of Municipal Park Facilities**

1. Compile an inventory of the City's current municipal park facilities in LaSalle Neighborhoods
2. Assess the quality of the facilities and the adequacy of those facilities to serve LaSalle neighborhoods
3. Assess the potential for those facilities to contribute to the Niagara River Greenway Vision
4. Generate recommendations to address noted deficiencies in LaSalle park facilities

Deliverables: Tech Memo-5 Compilation of data collected, analysis, and a findings summary.

#### **Task 7. B. — Greenway Implementation: Capital Planning Recommendations**

1. Identify probable enabling agencies as well as probable impediments to implementation of each proposed "Upper River" Niagara River Greenway project as identified in the 2006 City of Niagara Falls USA Greenway Vision document
2. Evaluate the proposed "Upper River" Niagara River Greenway project list for suitability in meeting state and federal grant program funding requirements
3. Prioritize the proposed "Upper River" Niagara River Greenway project list based on the potential for grant funding (other than Greenway) and the internal capacity of the City to initiate and complete with the fewest impediments
4. Generate recommendations for establishing a Niagara River Greenway project capital plan.

Deliverables: Tech Memo-5 Compilation of data collected, analysis, and a findings summary.

### **IV. Proposal Submittal Requirements**

#### **A. Miscellaneous Requirements**

The City of Niagara Falls reserves the right to reject all proposals for any reason, and to disqualify any proposal that is late or otherwise does not comply with these instructions. Once submitted, proposals will not be returned and will become property of the City.

1. Each proposal should be typed or printed on 8 1/2" x 11" paper. Proposals must be received by 12:00 pm on 5/19/2008. Four (4) copies of the proposal should be submitted to:

Sherry 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. Proposals shall address all tasks listed herein. Proposals exceeding the amount authorized by City Council must explicitly identify those items as not contained within the base proposal.

5. The Company shall maintain in force the insurance requirements specified in attachment (Instructions for City of Niagara Falls Standard Insurance Certificate).
6. New York State has specific requirements relating to this project (see attachment). In responding to this RFP, 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: 5-10 percent of the total dollar value

WBE's: 5-10 percent of the total dollar value

Describe specifically 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 project management approach to be used in completing the tasks set forth in the scope of work. This description should include a proposed project schedule showing starting and completion dates for all tasks and a staff-loading-by-task, hourly wage rates, and total labor charges.
3. Qualifications - Describe the Company's project experience relevance to this proposal, and identify references including contact person and phone number for each referenced job and those of primary sub-consultants.
4. Resumes of proposed personnel should be included in this section.
5. Insurances - List types and limits of the Company's insurances.
6. Cost Proposal - Submit separate cost breakdown of labor and expenses for each component of the scope of work. Fees should include all expenses inclusive of labor, travel, phone, reproduction costs and all other reimbursables. It shall include all services outlined in this proposal.

Notes:

- ✚ Survey work is required, and will be included as an alternate or negotiated as a separate item.
- ✚ Limit responses to items 1 through 3 above to a maximum of ten pages (single sided) and a separate cover letter

## 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:

### **Technical: 50 points**

Appropriateness and reasonableness of approach to complete tasks most thoroughly and without ambiguity

### **Management and Staffing: 30 points**

Project schedule (10)  
Efficiency of management plan (10)  
Breakdown of staff and labor (10)

### **Company Qualifications: 40 points**

Experience with projects of similar scope including landscape design, waterfront parks, master plans, recreation planning, and community-based design (30)  
Experience of 'Consultant Team' dedicated to identified tasks (10)

### **Cost: 30 Points**

Reasonableness of fee in delivering task objectives (20)  
Thoroughness of cost breakdown (10)

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### **Maximum Total: 150 points**

It is the intention of the City of Niagara Falls to select and contract with one Consultant based solely on this RFP and on the quality and value 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.

Any questions regarding this RFP should be directed to:

Thomas DeSantis, Senior Planner  
phone: (716) 286-4477  
fax: (716) 286-4485  
Thomas.DeSantis@niagarafallsny.gov

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



**INSTRUCTIONS FOR**  
**CITY OF NIAGARA FALLS STANDARD INSURANCE CERTIFICATE**

Standard Insurance Requirements apply to the following classifications:

Construction and Maintenance  
Purchase of, or lease of merchandise or equipment  
Professional Services  
Property Leased to others or Use of Facilities or grounds  
Concessionaire Services  
Livery Services  
All purpose Public Entity Contracts

The Provider of any of the above classifications shall obtain, at his own costs and expense, the following insurance coverage with insurance companies licensed in the State of New York with a Best Rating of at least B+ and shall provide a Certificate of Insurance as evidence of such coverage to the City of Niagara Falls before commencement of work and/or lease or delivery of merchandise or equipment.

Certificate should be made to the City of Niagara Falls, N.Y., Room 242, 745 Main Street, PO Box 69, Niagara Falls, N.Y. 14302-0069 and should reference the operation.

Prior to non-renewal, cancellation of insurance policies, or material change, at least 30 days advance written notice shall be given to the Certificate Holder.

All Certificates of Insurance shall be approved by the Risk Management Department prior to the inception of any work.

Minimum coverage with limits and provisions are as follows:

A. **Comprehensive General Liability**

With a minimum combined single limit of liability for Bodily Injury and Property Damage of \$1,500,000.00 per occurrence and 3,000,000.00 annual aggregate. The coverage shall include:

- \* Premises and Operations
- \* Products and Completed Operations
- \* No exclusion for X C U coverage (explosion, collapse and underground)
- \* Independent Contractors
- \* Broad Form Property Damage
- \* Contractual Liability
- \* Fire Legal Liability
- \* Personal Injury Liability (Cov. A, B and C)
- \* Liquor Liability (if alcoholic beverages are to be dispensed under NYS License.)
  
- \* If the work to be performed is undertaken pursuant to a home improvement contract and a City right-of-way permit is required only by reason of the installation, repair or replacement of a driveway, apron, or sidewalk within the City right-of-way, then the limits of liability for comprehensive general liability set forth in this section shall be \$1,000,000 per occurrence and \$2,000,000 annual aggregate.

The City of Niagara Falls shall be named as an Additional Insured on the General Liability Policy with the following provisions:

1. The insurance company or companies issuing the policies shall have no recourse against the City of Niagara Falls for payment of any premiums or for assessments under any form of policy.
2. The insurance shall apply separately to each insured (except with respect to the limit of liability).
- B. **Auto Liability:** (if licensed vehicles are to be used in the operation) With a combined single limit for Bodily Injury and Property Damage of \$1,000,000.00 each occurrence, the coverage shall include Owned, Hired and Non-owned autos (Symbol 1 should be designated for Liability Coverage on Business Auto Policy).
- C. **Excess Umbrella Liability:** If General Liability and/or auto limits are lower than required in the above sections, Umbrella Liability or Excess Liability to the required limit is acceptable.
- D. **Owners Protective Liability:** (on contracts for construction which exceed a cost of \$100,000). With a minimum limit of \$1,500,000.00 each occurrence and 3,000,000.00 aggregate. Named insured shall be the City of Niagara Falls, New York.
- E. **Professional Liability:** If the contract includes professional services (engineers, architects, etc.), contractor will carry professional liability insurance with a minimum limit of one million dollars (\$1,000,000.00).
- F. **Property Insurance:** (if applicable) Contractor shall purchase and maintain property insurance upon the work at or off the site to 100% of the contract completed value. This insurance shall include the interest of the Owner, Contractor and Subcontractors in the work; shall insure against the perils of fire and extended coverage; shall include "all risk" insurance for physical loss and damage including theft, vandalism and malicious mischief, collapse and water damage. All such insurance required by this paragraph shall remain in effect until the work is completed and accepted by the Owner.
- G. **Statutory Workers' Compensation and Employers Liability:** All contractors doing business with or vendors entering upon City of Niagara Falls property shall carry the above insurance, in compliance with the Workers' Compensation Law of the State of New York.
- H. **Performance and Payment Bond: (if specified in bid request)** A performance and payment bond shall be issued by a Surety company who is licensed by the Insurance Department of the State of New York in favor of the City of Niagara Falls in the amount of not less than \_\_\_\_\_ percentum of the total amount and shall be delivered before commencement of lease or assumption of operations under contract.

**NOTE: IF THE CONTRACT IS FOR PROFESSIONAL SERVICES ONLY, (ENGINEERS, ARCHITECTS, ETC.), PARAGRAPHS D, F AND H WILL NOT APPLY.**