

Request for Proposal for Professional Engineering Design Services for Public 41-Acre Riverview Road Park/Nature Preserve

May 2022

The Town of Clifton Park is soliciting proposals with estimated fee from qualified engineering/landscape architecture firms for engineering services for the town-owned, 41-acres property, on Riverview Road (a local road) from conceptual stage and preliminary design phase to construction documents, as needed. Specs can be downloaded at <https://www.cliftonpark.org/departments/town-clerk-s-office/town-clerk-bulletin-board.html/> or requested from the Town Clerk at tbrobston@cliftonpark.org . or picked up at the Town Clerk's Office, #1 Town Hall Plaza, Clifton Park, NY 12065.

Proposals must be submitted in **both** hard copy to Town of Clifton Park Town Clerk's Office, Attn: Town of Clifton Park Town Clerk, at One Town Hall Plaza, Clifton Park, NY 12065, **and** electronically to tbrobston@cliftonpark.org by **5 pm on Friday, June 17, 2022**. The Town anticipates awarding the contract by July 2022. Please identify your bid as Riverview Road 41-Acres Property Engineering Design Services RFP.

INTRODUCTION AND BACKGROUND

The Town of Clifton Park acquired a 41-acre property along the Mohawk River and Riverview Road in 2011. The Town has had previous professional services completed for this property including a property boundary survey, a professional wetland delineation, and has received volunteer assessments of the property's pond and flora. The Town's Open Space, Trails & Riverfront Committee has presented a working understanding of opportunities and challenges for site utilization to the Town Board. The Town would like to retain a professional engineering services firm to help build upon the previous concepts to plan, design and implement public access improvements.

WORK TO BE PERFORMED & PERFORMANCE SCHEDULE

The Town requests applicable engineering / design services for the following work elements:

- Existing Conditions Analysis. A property boundary survey and Wetlands Delineation have been prepared to date for this public property. Volunteer pond analysis and flora inventory has been also accomplished to date.
- Develop a conceptual plan with Town input (improved park access & parking; initial trail)
- Deliver Public Process: We anticipate approximately one public meeting / charrette to review the existing conditions and concepts with the public. The Town will help with public notification and advertisement, and town staff can provide support with the public meeting as needed. The town will offer some context / background for any such public presentation, so that the selected firm can focus on the current conditions.
- Refine Concepts into Preliminary Design and review with Staff and Open Space Committee.

- Respond / revise preliminary design Input; make final plan adjustments, and then proceed to preparation of Final Design
- Environmental Permitting Services as needed to address wetlands and stormwater drainage for public improvements.
- Phase I Archeological Study, if needed/required
- Guidance on Utilities – help the town navigate any coordination with utilities along Riverview Road
- Prepare Engineer’s Estimate
- Prepare Construction Documents – as needed (either for Town to do some of its own construction; or if needed, to go out to public bid)

Required Submission Items:

1. **Scope & Fee Proposal.** Please provide a response in letter format outlining the firm’s proposed scope of work/tasks and fee, and current billing rates.
2. **Experience of Firm.** (1 page or less). Describe, briefly, **three (3)** projects that best exemplify the range of technical and professional services for a project similar to this one. Identify project references that involve projects similar in type, size or scope to this Project and in similar locations.

RFP-related **questions** will NOT be accepted after **Tuesday, 5 PM on June 14, 2022.**

Questions should be directed to:

Town of Clifton Planning Department
 One Town Hall Plaza
 Clifton Park, NY 12065
 Attn: John Scavo, Director of Planning
 email: planning@cliftonpark.org

CONTRACTOR RESPONSE:

Please provide three (3) hard copies of the RFQ Submission, as well as a digital (PDF) copy of the response via email. **RFP reponses are due Friday, June 17, 2022, no later than 5 PM.** Late responses will be rejected and disqualified from further consideration.

RFP Responses are due to the **Town Clerk** by **Friday, June 17, 2022 at 5 p.m.** and should be directed to:

Town of Clifton Town Clerk
 One Town Hall Plaza
 Clifton Park, NY 12065
 Attn: Teresa Brobston, Town Clerk
 email: tbrobston@cliftonpark.org

Right to Reject Responses to the RFP and Proposals

This RFP does not commit the Town to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP or to procure or contract for services. The Town intends to select a qualified design consultant and negotiate an award for a contract based on the best interest and advantage to the Town and reserves the right to accept or reject any or all responses received from this request, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the Town to do so.