

February 9, 2024

RE: Request for Proposals for Engineering Design Development Consultant Services for the Westchester RiverWalk Connection Project in Tarrytown, New York

I. Introduction

Scenic Hudson is seeking the services of a consultant team to provide engineering, design, and related services for the Westchester RiverWalk Connection, a high-profile, multi-million-dollar trail connection project in Tarrytown, New York. The selected Consultant will assist with the design development of the RiverWalk Connection, which connects the completed section of RiverWalk at Losee Park with the completed section near the end of Van Wart Avenue south of the new Governor Mario M. Cuomo Bridge. The scope of work includes, but is not limited to:

- Advancement of the RiverWalk Connection to 100% Construction Drawings with cost estimates conducted at major design intervals;
- Provide information as needed to support the environmental review (which has its own Consultant team); and
- Assist with agency coordination and preparation of accompanying state and federal permit applications.

II. Background

Westchester RiverWalk is a planned 51-mile multi-use path along Westchester County's Hudson River shoreline. Currently, approximately 32 miles of the trail are complete. The incomplete section most urgently in need of construction, and the subject of this RFP, is a 0.6-mile gap under the new Governor Mario M. Cuomo Bridge between Green Street and the existing trail at Van Wart Avenue, Tarrytown (the "Project") (see Appendix A for Figure 1). Scenic Hudson and its partners have completed a Feasibility Study for the Project and have secured a consultant team to conduct the environmental review (SEQRA/NEPA) process. The Feasibility Study included 30% preliminary design development documents as well as three options that were publicly vetted during the Study (available upon request). Following the completion of the Study, several variables have changed that necessitate updates to the project design, further described in Section V of this RFP (Scope of Work).

Scenic Hudson is the project sponsor for the environmental review and design of the Westchester RiverWalk Connection and has secured funding from Westchester County to fund the environmental review and from New York State to fund the design development work. The selected consulting firm(s) will be retained by Scenic Hudson and managed principally through Indigo River Consulting LLC (Indigo River), the selected Owner's Representative for the Project. Scenic Hudson anticipates hiring a consultant team within the next 1-3 months to lead the team in all aspects of the design development process, in coordination with the environmental review consultant (selected through a prior RFP process) and Indigo River.

III. Site Variables

The Project intent is to advance the routing and design of a context-sensitive multi-use (bicycle/pedestrian) trail along the Hudson River shoreline. Based on the Feasibility Study, key site variables that will need to be balanced to achieve that aim include the following:

- **Land Ownership:** The property in the Project area is owned by public entities including the Metropolitan Transportation Authority (MTA) (owner of the Metro-North railroad [MNRR] tracks), the NYS Thruway Authority (NYSTA), and Village of Tarrytown. The "lands under water" adjacent to the Project area may be under the jurisdiction of the New York State Office of General Services (NYSOGS).
- **Site Constraints:** The Project area has several physical, environmental, and regulatory constraints that the trail design will need to address. These include maintaining MNRR's required separation (setback) from the railroad tracks, a crossing above MNRR's railroad tracks, protecting ecological resources related to the Hudson River, including endangered or at-risk species (if any), a small wetland area, and security buffers required by the U.S. Department of Homeland Security (bridge) and MNRR (rail line) related to the Governor Mario M. Cuomo Bridge. In addition, the Project must be designed to safely accommodate bicyclists and pedestrians in a multi-use context as well as accommodate the needs of emergency responders and maintenance staff and equipment.
- **Sea Level Rise:** The design will need to address the risk posed by sea level rise and storm surge to the design and maintenance of the proposed trail, in accordance with applicable policies from local, state, and federal agencies.

IV. Project Team

Bidders have the responsibility to identify the team members they deem fit for the Project. The following is a list of potential specialties that may be required to be complete the Project:

- Structural engineer
- Marine engineer
- Geotechnical Engineer
- Waterfront Permit Consultant
- Natural Resources Consultant
- Landscape Architect
- Bicycle/Pedestrian Planning and Design Consultant
- Lighting Designer
- Electrical Engineer
- Mechanical Engineer
- Civil Engineer
- Cost Estimator
- Security Design Engineer
- Sign, Graphics and Wayfinding Consultant
- Environmental Remediation Engineer
- Sound Engineer

V. Contract Scope of Work

1. Phase 1

The design development process shall be led by a design firm that has a demonstrated history of providing engineering, design, and consulting services on successful waterfront trail and open space projects. Additional services may be added at the sole discretion of Scenic Hudson.

i. Task 1: Basis of Design Report

The Consultant shall review the Feasibility Study and existing conceptual drawings, inspection reports, surveys, and available documents as they relate to the overall planning and design of the Project, and which serve as the primary program documents for the Project. The Consultant shall review preliminary existing conditions drawings and surveys to identify key issues and alternatives in advancing the design process. The Consultant will refer to relevant public involvement plan documents prepared in order to

incorporate any public feedback previously received on the Project. The Consultant shall collect, organize, verify and/or review all pertinent information necessary to undertake Task 1.

At the completion of Task 1, the Consultant will submit Basis of Design Report summarizing the findings, identifying any issues or concerns, and identifying any additional required data to progress the design.

For the Basis of Design Report, the Consultant shall produce the following:

- a. Note any conditions encountered at the Project Site that may impact the design.
- b. Review all documents assembled and note all data that may impact the Project.
- c. Thoroughly investigate the functional needs of the Project Site and develop a program for the Project.
- d. Identify standards, guidelines and requirements of agencies, utilities, and all other governmental, public and private organizations with current or proposed jurisdiction over various aspects of the Project Site.
- e. Assemble and review all available reports, designs, surveys, maps, and public and private plans, documents, and other applicable records relative to the Project that are obtained from agencies or other entities as required to execute the Services in an efficient and thorough manner. Where required, or as directed by Scenic Hudson, the Consultant shall conduct interviews with personnel of any affected or interested agency, utilities or other group to obtain relevant data for the Project.
- f. Identify any additional information not contained in the existing documentation but that is needed to fully assess existing conditions and capacity of the Project.

ii. **Task 2: 30% Design Drawings**

Scenic Hudson has already undertaken a Feasibility Study that contains a 30% concept design; however, this design is outdated and requires multiple revisions due to a change in route alignment and MNRR setback requirements. In addition, the selected Consultant shall perform an assessment of design feasibility independent of the previously prepared concept design.

The Consultant shall be responsible for all services required to complete the scope of revising the 30% design drawings completed for the Feasibility Study, in response to a number of updates that have occurred since the preparation of the drawings (previously prepared Feasibility Study drawings are available at request). These updates include a new MNRR requirement that the project be designed to adhere to a minimum 25-foot clearance from the centerline of the nearest MNRR track and desired route and design modifications. Particular attention will be paid to the structural design of the trail connection

within the MNRR right-of-way between the tracks and Hudson River shoreline, including a section under the Governor Mario M. Cuomo Bridge. The Consultant will coordinate as necessary with regulatory agencies including but not limited to the MTA, NYSTA, the Village of Tarrytown, Westchester County, the New York State Department of Environmental Conservation (NYSDEC), the United States Army Corps of Engineers (USACE), Homeland Security, and the New York State Department of State (NYSDOS). The Consultant shall coordinate its Services with the work of other Agencies' project work within the Project area, if any.

The Preliminary 30% Design drawings shall comply with mitigation and environmental requirements of waterfront permitting agencies including NYSDEC, USACE, and NYSDOS (refer to Task 3 below). These approvals are anticipated to be required for the construction of the proposed structure along the shoreline and/or cantilevered over the riprap and Hudson River itself over portions of the 0.6-mile project length. The Consultant shall include scope for presenting the design at up to three (3) public meetings, in coordination with the environmental review consultant, and responding to public comments as necessary on the proposed design.

At the completion of this task, the consultant will provide Scenic Hudson with a concept design that stays within the construction budget. An accompanying cost estimate is also included as part of this scope. The Consultant will evaluate the proposed improvements and compare potential engineering solutions. The consultant will advise on the most economical and longest life span engineering solution. This task should also include potential coordination with relevant agencies to confirm their concurrence on the revised concept and indicate what agencies will be requiring in the 60% design set (Task 4).

iii. Task 3: Permit Applications

The Consultant shall prepare a Permit Matrix. The Permit Matrix will identify all the relevant permit applications required to approve construction of the proposed Project, the required permit submissions, expected approval timeframe, and status of each permit. The agencies include (but are not limited to) the following (refer to Task 1 work):

- a. Joint Permit Application, comprised of the following agencies:
 - i. New York State Department of Environmental Conservation (NYSDEC)
 - ii. New York State Department of State (NYSDOS)
 - iii. United States Army Corp of Engineers (USACE)

- iv. New York State Office of General Services (NYSOGS)
- b. Metro North Railroad (MNRR)
 - i. Filings for constructing within 200 feet of the MTA/MNRR property
- c. NYSTA
- d. U.S. Department of Homeland Security
- e. Any other applicable permits which may be required for the construction of the Project.

This task will include responding to all agency and agency comments. It is anticipated that the updated 30% design drawings will be utilized for all permit applications. The Consultant shall file all permit applications on behalf of Scenic Hudson.

As a part of this Task, the Consultant shall prepare a Waterfront Construction Logistics Summary, and work with Scenic Hudson and its partners on summarizing construction, materials, weights of assemblies, topography, elevations above the existing grade and tracks, water depths, location of MHW, MLW, the Tidal Wetland Adjacent Area (TWAA) limits, geotechnical properties of the upland area (including the prevalence of organics), presence of wetlands (freshwater or tidal), and other pertinent information. A Wetland Delineation is covered under the existing scope of the environmental review consultant.

iv. Task 4: Final Design/Contract Documents (60% - 100% Final Design)

The Consultant shall further the design documents based on the reviewed and approved 30% design documents. The design documents will include but are not limited to: geotechnical, structural, civil, drainage, electrical, mechanical, landscaping, lighting, bicycle/pedestrian safety, the needs of emergency responders, and wayfinding/signage. The Consultant shall propose a consolidated team under the management of a prime consultant to execute the complete and full design of the Project.

The Consultant shall synthesize the relevant data assembled under previous Tasks into Contract Documents for the Project and make progress submissions as requested by Scenic Hudson and its partners following the following general guidelines:

- a. 60% Final Design documents and 60% cost estimate
- b. 80% Final Design documents and 80% cost estimate
- c. 100% Final Design documents and maintenance plan/estimate
- d. Construction Documents

The Consultant shall include adequate scope to encompass steering committee and/or client meetings, as well as agency review page-turns, to review each design advancement. It is anticipated these would occur remotely via Zoom. At 100% Final Design, the Consultant shall prepare a refined cost estimate for maintenance of each phase of the Project. Construction Administration will be contracted separately.

v. Task 5: Calculations

The Consultant will provide signed and sealed calculations in accordance with all applicable Building Codes and industry standards.

VI. Management Structure and Administrative Contract Scope

In coordination with Scenic Hudson and Indigo River, the Consultant shall:

- Provide weekly updates on the status of the work to keep the project moving on schedule;
- Alert the need for any potential change orders;
- As requested by Scenic Hudson, attend periodic meetings or otherwise communicate with relevant agencies, government entities, regulatory bodies, or other relevant stakeholders;
- Produce presentation materials and attend internal and external meetings, reviews, discussions, conferences, or presentations with the Scenic Hudson as required;
- Conduct relevant/necessary site visits;
- Prepare all deliverables in generally accepted formats for submission; and
- All deliverables will be reviewed by Scenic Hudson, Indigo River, and potentially other agencies and stakeholders. The Consultant shall plan for a two-week review period following key submissions, and the preparation of subsequent draft submissions that may be required following review and feedback.

VII. Selection Criteria

The following will be used to evaluate the proposals:

- Project approach
- Related experience with designing park and waterfront trail projects
- Successful implementation of these projects
- Experience working with relevant regulatory agencies
- Schedule

- Fee

VIII. Proposal Submission Requirements

Please provide your proposal via email, including the sections listed below, by 5 PM on Friday, March 8, 2024 to annie@indigoriver.com. Questions for Scenic Hudson on this RFP will be accepted up to Friday, February 23 and can also be directed to Annie Boggs, AICP at annie@indigoriver.com.

2. Approach

The Consultant shall provide an approach to the design and permitting processes. The approach should include a list of expected deliverables and any expected constraints or challenges. In the approach, the Consultant should reference similar experience. The approach is the Consultant's opportunity to identify any required scope or tasks that have not been listed within this RFP. The approach shall not exceed ten (10) pages.

3. Organization Chart and Resumes

Provide an organizational chart identifying the proposed key staff members and their associated project roles. Identify the project manager and/or project executive. The project manager is expected to be the main point of contact for Scenic Hudson and Indigo River, and is the individual responsible for daily communications, project deliverables, and schedule. Describe the roles of each proposed personnel and their specific contribution to the project. Identify any specialist or personnel that the proposer expects will be required to complete the project, even if that specialty was not listed within this RFP. Provide the resumes of all key personnel.

4. Project Examples

The Consultant shall provide examples of a maximum of five (5) relevant projects. The examples should include the following information: client, client reference contact, contract dates, contract status, consultant fee, and construction fee, and if relevant, details that describe the construction and operation of the project.

5. Schedule

It is expected that the design process will kick off in Quarter 2 of 2024. Please provide a schedule that links to the anticipated deliverables and processes. The schedule should take into account that Task 2 must be

completed as soon as possible in order for the SEQRA lead agency to complete environmental review by Quarter 1 of 2025.

6. Fee

Provide a fee for each deliverable, including the expected hours and hourly rates. Complete the Fee Table provided below and include a detailed breakdown of hours, billing rates, and titles associated with each task or sub-task. Please also provide a list of key personnel billing rates. Any additional tasks identified can be included as contingency items.

Phase No.	Task No.	Task/Sub-Task	Fee	
1	1	Basis of Design Report		
	2	30% Preliminary Design Drawings & Cost Estimate		
	3	Permit Applications		
	4	60% Design Documents & Cost Estimate		
		80% Design Documents & Cost Estimate		
		100% Design Documents & Cost Estimate		
		Final Design/Contract Documents		
	5	Calculations		
		Contingency Tasks		
		Total		

7. General Provisions

This Request for Proposals, including all attachments, exhibits, and any amendments or addenda (collectively, the “RFP”), is subject to rights reserved by the Scenic Hudson and their representative, Indigo River – including, but not limited to, Scenic Hudson’s right to:

- Withdraw and/or cancel this RFP at any time before final award of the contract;
- Request clarification and/or additional information from any or all Bidders;
- Amend any term or requirement of this RFP at any time before award of the contract (Bidders may amend their Proposals, as directed by Scenic Hudson, if Scenic Hudson materially alters or amends the RFP after submission of proposals);
- Alter any key dates or deadlines related to this RFP;

- Award the Work, in whole or in part, to one or more Consultants with or without interviews or negotiations;
- Reject any proposal that does not strictly conform to the requirements of this RFP;
- Conduct an interview with any or all of the Bidders to aid the evaluation process;
- Request a best and final offer from any or all of the Bidders; and
- Negotiate potential contract terms with any Bidder.

If selected, the Consultant must produce proof of the following coverage.

1. Workers' Compensation and Employer's Liability. Certificate form C-105.2 or State Fund Insurance Company form U-26.3 is required for proof of compliance with the New York State Workers' Compensation Law. State Workers' Compensation Board form DB-120.1 is required for proof of compliance with the New York State Disability Benefits Law. Location of operation shall be "All locations in Westchester County, New York."
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 (c.s.1) per occurrence and a \$2,000,000 aggregate limit naming the Additional Insureds (described below) on a primary and non-contributory basis. This insurance shall include the following coverages:
 - i. Premises - Operations.
 - ii. Broad Form Contractual.
 - iii. Independent Contractor and Sub-Contractor.
 - iv. Products and Completed Operations
3. Commercial Umbrella/Excess Insurance: \$2,000,000 each Occurrence and Aggregate naming the Additional Insureds, written on a "follow the form" basis.
4. Automobile Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and a minimum limit of \$100,000 per occurrence for property damage or a combined single limit of \$1,000,000 unless otherwise indicated in the contract specifications. This insurance shall include for bodily injury and property

damage the following coverages and name the Additional Insureds:

- i. Owned automobiles.
 - ii. Hired automobiles.
 - iii. Non-owned automobiles.
5. Contractor's Professional Liability. The Contractor shall provide proof of such insurance. (Limits of \$1,000,000 per occurrence/\$3,000,000 aggregate).

Additional Insureds: Insurances should include the following entities (and all their respective members, subsidiaries, representatives, employees, consultants and affiliates) as Additional Insureds: Scenic Hudson, Westchester County, NYS Thruway Authority, MTA, MNRR, and the Village of Tarrytown.



— Proposed RiverWalk Connection

