

Village of Watkins Glen -
Clute Park Redevelopment
Request for Proposals (RFP)

RFP Release Date:
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Responses Due:
December 20, 2018



THE VILLAGE OF
WATKINS GLEN



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Section 1: Purpose and Background

1.1 Purpose

Schuyler County and the Village of Watkins Glen with the Schuyler County Partnership for Economic Development (SCOPED) are seeking proposals from Architectural and Engineering teams to provide professional consulting services for design, preparation of bid documents and construction support for the Clute Park Redevelopment including a new pavilion, bathhouse, and ice rink/splash pad.

1.2 Background

The Village of Watkins Glen is situated at the southern tip of Seneca Lake, in the heart of the Finger Lakes region of New York State. The Village of Watkins Glen's scenic beauty, abundant recreational amenities, and proximity to population centers such as Ithaca, Corning, and Elmira also make it an attractive locale for potential investors. The economy of the Village of Watkins Glen and Schuyler County is heavily dependent on tourism. Major attractions located within the Village and the surrounding areas include Seneca Lake, Franklin Street, Watkins Glen State Park, the Catharine Valley Trail, Watkins Glen International, and the International Motor Racing Research Center. Visitors can also sample wines from over 30 wineries on the Seneca Lake Wine Trail, take a cruise aboard the Stroller IV or the Seneca Legacy, shop on Franklin Street, or partake in a variety of water sports on Seneca Lake. These area attractions draw an estimated 1.5 million visitors to Schuyler County each year.

Schuyler County and the Village of Watkins Glen have received funding from the New York State Office of Parks, Recreation and Historic Preservation (NYS OPRHP), NYS DOS Local Waterfront Redevelopment Program (LWRP) grant awards, and Downtown Revitalization Initiative (DRI) Funds to implement substantial park improvements to Lakeside Park that will transform the park into a year-round destination and signature public amenity for the Village.

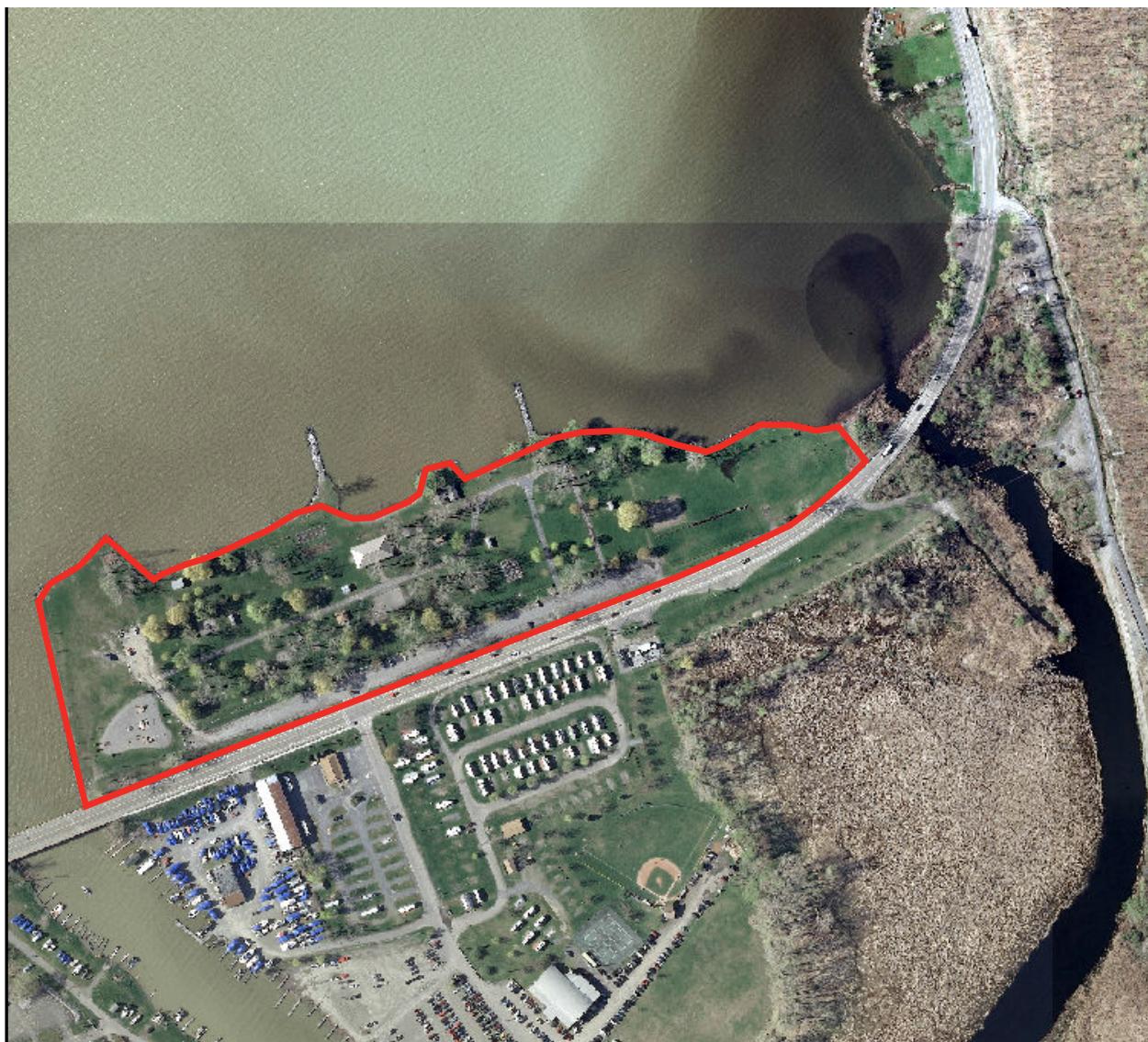


1.3 Project Location

The entire site is adjacent to Seneca Lake and the entrance to the Cayuga and Seneca Canal (formally the Chemung Canal). The parcel is owned by the Village and Cargill owns the underlying mineral rights to the property and an easement for ingress and egress to a well and pipeline it maintains on the parcel.

This is a municipal park and must remain public under the NYS Office of Park, Recreation and Historic Preservation. There is an existing pavilion and bathhouse on the site which funding has been secured to redevelop, a designated swimming area that must be retained but may be relocated from the current area to a different area within the park.

A public waterfront pathway is proposed which will encompass a 15-foot public right-of-way following the shoreline and connecting the entire Seneca Lake waterfront area with the adjacent newly constructed pedestrian bridge on the east end of the park.



Section 2: Project Description

2.1 Project Goal

The goal of the project is to make improvements in Clute Park for residents and to attract visitors. The project will include the design and construction of the Ice rink/splash pad, lighting, entrance/driveway/parking, landscaping, signage, and related improvements. As part of the Downtown Revitalization Initiative (DRI), a Master Plan for Clute Park was developed. It is the intent that the proposed project will generally follow the developed Master Plan.



Source: Thread Collective

2.2 Project Components

Pavilion and Ice Rink/Splash Pad Complex

At the center of year-round improvements will be a recreational seasonal ice rink, which will be transformed into a splash pad, amphitheater, or open space for events in the summer months. The ice rink will be used by residents and visitors of all ages and abilities and must be ADA compliant in design and function.

The open-air rink is proposed to be located in the west-central portion of Clute Park. The rink will be utilized for winter sports, including curling and some ice hockey activities (although it will not be a regulation-sized hockey rink) as well as general public skating. The ice rink will require supportive elements including chilling infrastructure, storage space for an ice resurfacer and related supplies, and an operator station. An ice rink storage facility will need to be incorporated into the design.

The ice rink will be utilized by the Village as a revenue stream with generated revenue paying for ongoing operations and maintenance. The final design should include input from related outside contractors of similar operations.

The splash pad component is intended to be multigenerational and used by visitors of differing abilities. The splash pad must be ADA compliant and provide experiences for visitors with motor and sensory disabilities. The splash pad should include both interactive and passive water structures.

Northwest of and adjacent to the ice rink/splash pad is the proposed location of a two-story weatherized and climate controlled pavilion to replace the existing seasonal pavilion space. On the first/ ground floor the new pavilion space should be provided to include a small café/ cocoa station, skate rental office, storage, and bathrooms/ changing area. On the second floor, the new pavilion should incorporate a space to be possibly used by a restaurant, as well as a catering kitchen, and event space. The pavilion must be ADA compliant, providing either ramp or elevator access. The pavilion should be sited to block northwesterly winds and provide easy access from the ice rink/splash pad to bathroom and café facilities. In addition, the pavilion needs to incorporate a blank outside wall suitable for year-round visual projection.



Source: Thread Collective

It is envisioned that the pavilion and café will be operated year-round by an outside, contracted concessionaire, with the space available for public dining and venue rental. Revenue generated by the concessions and facility rental will be utilized to fund ongoing maintenance and operational costs of the pavilion. Operation of the ice rink/splash pad will also be outsourced to a private operator.

New Bathhouse

A new weatherized and climate controlled bathhouse will be constructed near its current location and adjacent to the designated swimming area. The bathhouse must be ADA compliant and designed for inclusivity. The bathhouse needs to include separate areas for men and women. Each area should include bathrooms, changing rooms, showers, diapering areas, and sinks. In addition, there needs to be a minimum of two gender neutral/ family rooms to include a toilet, sink, and shower. Additionally, the facility must include a Lifeguard Breakroom, and First Aid Station.

Improved Pedestrian Walkways

Current pedestrian pathways should be improved throughout the park and additional pathways should be added to create an approximate three-quarter mile loop running parallel to East 4th Street and the lakefront, as proposed in the Clute Park Master Plan. Pathways need to be lit and improve access at the west side of the park. The pathways should also connect on the east side of the park to a new pedestrian bridge that is being constructed with separate grant funding. The new pedestrian bridge links the park to the existing kayak launch area at Tank Beach.

Active Recreation Areas

The inclusion of active recreation areas is important to the overall success of the park. Currently, the park contains a basketball court, playground equipment, outdoor fitness equipment, and a skate park. These aspects need to be retained in some manner and can be relocated within the park.

Passive Recreation Areas

The inclusion of green space within the park is critical. A large area at the center of the proposed pedestrian loop will remain open for active and passive recreation as well as large-scale events.

Parking and Utility Improvements

Vehicular access to the pavilion and ice rink/splash pad complex will be accomplished via a looped drop-off area, with the majority of parking provided at the existing surface lot. A new turn-around area will be added at the eastern end of the lot. ADA-compliant parking spaces must be located adjacent to the complex. In addition, in order to accommodate the new pavilion and bathhouse, new water, sewer, and electric, and fiber lines will need to be placed to service the new buildings and connect to any improvements.

2.3 Project Funding

- LWRP Grant (Project Seneca Phase 1): \$1,091,500 total, including:
 - Bathhouse: \$750,300
 - Park & Trail enhancements: \$75,000
- LWRP Grant (Project Seneca Phase 2): \$1,319,362 total, including:
 - Pavilion: \$1,202,623
- NYS Parks Grant (Ice Rink/ Splash Pad): \$415,000
- DRI funding: \$2,017,428

The total cost for design and construction of this project is not to exceed to awarded grant funding.

Section 3: Scope of Work

Schuyler County and the Village of Watkins Glen desire to engage a qualified Professional Architecture, Landscape Architecture and Engineering Firm to provide Design Services and Project Management for the Project, from conception to completion. Major tasks shall include the following:

3.1 Architectural/ Landscape Architectural Design:

1. Complete a site visit to Clute Park to meet with key park personnel, local officials, and other stakeholders to learn about the project and the public engagement process that has occurred to date.
2. Review the existing Clute Park Master Plan which was developed as part of the DRI process. As part of this review, the consultant will ensure that based on existing conditions the master plan components are still viable and meet the goals of the Village and the surrounding community.
 - Any proposed changes to the master plan should be reviewed by the Clute Park Redevelopment Committee for approval.
3. Provide no less than two (2) design alternatives and preliminary construction estimates for each funded component outlined in the project details. The alternatives will be reviewed by the public and the Clute Park Redevelopment Committee (The Committee). The final Alternative will be selected by the Committee. The final alternative will be presented to the Village Board for approval.
 - Anticipated Maximum Funding is \$4,651,551 with the following breakdown for each component: Pavilion (\$1,202,623), Ice Rink/ Splash Pad (\$830,000), Bathhouse (\$750,300), remaining \$1,868,628 for other improvements.
4. Deliver the following items to County and Village staff, after Village Board approval:
 - A. All Final Renderings plan (36" x 48") and provide PDF version
 - B. AutoCAD files
 - C. Project report- in pdf format and include site inventory and analyses, conceptual alternatives, and changes to the existing Clute Park Master Plan

3.2 Construction Document Services:

1. Prepare construction drawings and specifications (project manual).
 - Reviews by the Project Committee of both the drawings and project manual at 60% completion, 90% completion and at 100% completion.
 - The design team will meet with the Project Committee to discuss review comments at the, 60% and 90% stages of completion.
2. Prepare construction cost estimates and keep them up-to-date thru the life of the project. Critical times will be, 60%, 90% & 100%. This project will be bid as a unit price bid so the cost estimate should be set up in this manner with certain elements (ie. pavilion building) bid as a lump sum line item.
3. Complete all environmental testing and review.
4. Complete pre-design geotechnical services. At a minimum boring should occur under all paved areas and building locations and any other structural elements with critical footings proposed. The exact amount will be agreed upon once a layout is known.
5. Provide for all necessary utilities including water, sewer, electrical.
6. As-built – At the completion of the construction project provide a digital set (AutoCAD) and one set of PDF's of as-built plans.
7. Facility Operation Plan – The plan will include a list of qualified operators, a feasible revenue project, recommended amenity and rental fees, and a day-to-day operating plan for the operator and the Village.
8. Management Plan – At the completion of the construction project compile all product information including all warranties into a concise document (digital and 1 paper copy) for the Village of Watkins Glen Staff to use. A separate landscape maintenance document for all plant material specified shall also be provided. This landscape maintenance document will need to be developed during the CD phase of the project and reviewed with Project Committee and Village Parks staff prior to bidding the project, and finalized once the project is complete. This will assist Village staff in determining how areas are to be maintained in order to properly budget operating funds for the park.

3.3 Project Construction Management:

Due to the unique grant funding for the project and project reporting requirements from multiple funding agencies, the construction management and reporting will be a critical component of this project. Project/ Construction management will be provided by the selected firm from conception to completion. Management to include regular meetings with contractors and subcontractors; regular site visits and site monitoring; regular reporting to the committee, Schuyler County, and the Village of Watkins Glen; regular review of the budget and timeline; attendance and participation in all public meetings and hearings; tracking of all invoices and payments; MWBE solicitation, compliance, and reporting; contractor payment review and reporting, and other specific reporting as required by the individual funding agencies.

3.4 Project Schedule:

Below is a recommended schedule. Any changes to this process should be included in the design team proposal.

Project Initiation/Kick Off: February 2019

Construction Complete: No later than May of 2021

In the schedule, time should be identified for M/WBE solicitation, required public input meetings and hearings. Ideas on how to accelerate the design process to allow for early construction are encouraged.

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Section 4: Request for Proposals

Schuyler County and the Village of Watkins Glen intend to select an architectural and engineering team with successful past experience with similar project types, providing management, organization, resources, and talent to achieve the design, coordination, project management, reporting, and scheduling goals of this project. The Architect shall complete all work in accordance with the latest applicable codes, standards, regulations, grant requirements and shall incorporate a fiscally and environmentally sustainable design approach.

REJECTION OF PROPOSALS: Village of Watkins Glen reserves the right to reject any or all proposals, in whole or in part, received as a result of this Request for Proposals.

INCURRING COSTS: The Village of Watkins Glen and the County are not liable for any cost incurred by the proposer prior to acceptance of a proposal and the award and execution of a contract.

PROPOSAL DEADLINE: Proposals are due by 4:30pm on December 20, 2018. Late Submissions will not be accepted. Three hard copies and one electronic copy of the proposal must be delivered to the Schuyler County Planning Department.

Proposals should be addressed to
Kristin VanHorn
c/o Clute Park - RFP
Schuyler County Planning Department
105 Ninth Street, Unit 39
Watkins Glen, NY 14891

4.1 Submission Requirements

Submission of qualifications shall include, but not be limited to:

1. Proposer's complete name, business address, and telephone number and the name, mailing address, and telephone number of the person that the Project Committee should contact regarding the proposal, as well as the location of the office(s) where work will be carried out.
2. A description of the proposer's organization, including names of principals, number of employees, longevity, client base, areas of specialization and expertise and any other pertinent information in such a manner that proposal evaluators may reasonably formulate an opinion about the stability and financial strength of the organization
3. Provide similar experience of the key team members illustrating similar projects or work related to the capabilities in designing parks/ public recreation facilities and processes described in the scope of work. Include sub-consultant (if any) capabilities as related to the scope of work. Cite specific projects of a similar nature to the Project described herein and list a reference with primary contact information for each project cited.

4. Project Approach and Schedule: A detailed description of how your firm proposes to approach this Project. Include sufficient discussion of proposed methodologies, techniques, and procedures for each work item. Provide a breakdown and description of tasks assigned per project team member. Describe the hierarchy of project management. Provide suggestions for any additional services, which may enhance the value and/or affect the overall economy and effectiveness of the Project.
 - Project Schedule: Note any unique services the design team can provide and any changes to the schedule in order to complete the project. Any suggestions on how to accelerate the design process to allow construction to begin in a quicker timeframe are encouraged.
5. Project Team(s): Provide an Organization Chart of the project team specifying the dedicated Project Manager, key personnel, and sub-consultants assigned to the team and the availability of backup personnel that will support this Project. Include a brief summary identifying roles and responsibilities and general qualifications (i.e., professional registrations, certifications and/or licenses) of the each team member (including sub-consultants) in disciplines appropriate to the Project, as well as education, availability to work on this Project, experience, years of experience (with current firm and other firms). Please do not list firm staff members that are not directly working on the Project team. If more than one Project Manager or team is desired, please include this information and describe why this is necessary and how it is anticipated to work.
 - Project Manager Qualifications: Experience of the project manager with park/ public recreation facilities planning including education and relevant experience. Experience should include public meetings, design and master planning, project management and construction. Please list references and contact information for these projects.
6. Detailed Budget: The budget must identify the key components and subcomponents. Estimates must include the costs to complete each component and subcomponent, including estimated staff costs. The budget should use the same terminology as the project approach and schedule.
7. Insurance and Contract Statement: Provide a statement that the firm has reviewed and is willing to meet the requirements as specified in Appendix A - Standard Clauses for Schuyler County Contracts, and provide insurance as specified in Appendix B – Minimum Insurance Standards for Schuyler County Contracts.
8. Identification of Lawsuits and Administrative Claims/Fine): Consultants must identify all lawsuits, administrative claims or fine proceedings Consultant has been a party to in the past five (5) years. Include any fines levied by any governmental unit relating to the proposed work in this RFP such as fines from the DEC, Department of Labor or other units of government.

4.2 Questions

Direct questions regarding this request for RFP can be sent to Kristin VanHorn, Schuyler County Director of Planning, via email at kvanhorn@co.schuyler.ny.us or 607-535-8211.

Applicants are encouraged to schedule a site visit or conference call to review site conditions, opportunities, and constraints with project representatives prior to submitting a proposal.

4.3 Confidentiality

The rules of the bid do not permit disclosure of the identity of participating firms until after the designated proposal deadline. After that date, no attempt will be made to withhold the names of developers who have submitted proposals, although financial reports and similar data submitted with each proposal will be treated as confidential.

4.4 Evaluation Criteria

Requests for Proposals will be evaluated based on the criteria below, by the Clute Park Redevelopment Committee (The Committee) which is comprised of the Schuyler County Administrator, Schuyler County Planning Director, Schuyler County Partnership for Economic Development Executive Director, Village of Watkins Glen elected officials, Village Superintendent, and Parks Manager.

- 1. Firm experience/reputation/workload:** The firm's experience in similar work and the record of successful results of that work. Consideration will be given to the firm's ability to take on additional work, demonstrate understanding of the Village's goals and purposes of this Project, specific management approach, how well the firm's organization structure show sufficient depth of its present workload, approach to managing the project's budget and time, and the firm's ability to offer the breadth and quality of services required for this Project.
- 2. Response to the project objectives outlined in the scope of work:** The proposed approach for performing the work for this Project, including demonstrated understanding of the scope of work for this Project and Project deliverables. Ideas that are innovative, cost-effective, sustainable and feasible for the Project will be given additional weight.
- 3. Experience of the personnel assigned to this project team:** A firm provides the resources but the individuals assigned to a project are how the job gets done. The Committee will give weight to the individual qualifications of the project team members who will be assigned to do a majority of the work on the Project. Consideration will include the Project Manager's individual qualifications, experience, and location, which key personnel will be assigned to the Project, and any sub-consultants individual experience, qualifications, and location. Preference will be given to those firms demonstrating a strong ability to meet the State of New York M/WBE requirements.
- 4. Schedule:** Consideration will be given to the firm's ability to meet schedules and responsiveness to the Project Committee. Once a contract is awarded, the selected firm must be in a position to begin work immediately and move quickly towards completion.

4.5 Selection Process

The Committee will select the top three firms to proceed to the RFP process which will include an in-person presentation from the selected firms.