



REQUEST FOR PROPOSALS City of Amsterdam

Architecture and Design Services for Multimodal Station & Pedestrian Connector

February 2023
RFP# 02-2023

The City of Amsterdam seeks to engage professional architectural services to create conceptual and schematic plans for a multimodal station and pedestrian connector. The proposed multimodal station will be located in Amsterdam's downtown with the pedestrian connector adjacent to the station and connecting to Riverlink Park at the foot of the Mohawk Valley Gateway Overlook (MVGGO) pedestrian bridge.



Figure 1: Multimodal Station Concept Drawing

BACKGROUND

In 2018, Montgomery County, NY, commissioned a multimodal feasibility study on behalf of the City of Amsterdam. The goal of the study was to find a feasible site to develop a new multimodal facility in downtown Amsterdam that can serve as a catalyst for economic growth.

The City of Amsterdam is planning to relocate the existing Amtrak station that is currently located outside of the downtown and establish a multimodal facility in the heart of the city. The new facility would provide space for all future transit needs, including rail, bus, car share services, taxi service, and bicycle/scooter facilities. The main train station hall would be fully integrated into the proposed Pedestrian Connector to the MVGO pedestrian bridge. This will create a nexus of transportation and development in the heart of downtown north of the tracks while linking to existing open spaces on the waterfront.

The critical link from the MVGO pedestrian bridge to the historic core of downtown Amsterdam is missing. There currently are very few options to get from the waterfront to downtown and the Pedestrian Connector to the MVGO would finally unlock the full potential of the waterfront. This pedestrian bridge will link the existing MVGO pedestrian bridge by crossing over the existing rail tracks and on-ramp to southbound NYS Route 30, and land at East Main Street.

As recommended by the multimodal study, the site requires the removal of NYS Route 5. The NYS Route 5 Removal project was included in the city's Round 3 NYS Downtown Revitalization Initiative (DRI) plan. The city is actively working with the NYS Department of Transportation (DOT) to complete this closure.

The City of Amsterdam has been activating a variety of sites located within the downtown to advance DRI projects and a variety of other plans. The multimodal station and pedestrian connector align with the city's complete streets initiative and redeveloping the downtown to enhance the pedestrian experience.

With the recent addition of CDTA services to Amsterdam, a multimodal station is needed now more than ever. The relocation of the Amtrak station to downtown is expected to aide in the increase of ridership and addition of routes. Due to the station location, current Amtrak riders do not have convenient access to retail, dining, or other services.

PROJECT DESCRIPTION

The City of Amsterdam seeks to engage professional architectural services to create conceptual and schematic plans for a multimodal station and pedestrian connector. The station and pedestrian connector design should capitalize on the unique character of the downtown while introducing state-of-the art and sustainable features. The station building layout should make the most of the space, ensure smooth circulation in the building, and create convenient retail and services. The design should interface with the city and downtown and create an attractive streetscape, signage, and lighting for connecting streets to create a sense of arrival and draw people to the transit center.

The Multimodal Station will include:

- A Transit Oriented Development (TOD) component to create a vibrant, livable, sustainable community.
- A train station that is easily accessible by local and regional users.
- A CDTA bus station/mobility hub that is easily accessible by local and regional users.
- Pedestrian access points to the train station from the street to the platform and vice versa.
- Preparation of commercial/retail spaces for fit out.
- A feasible economic redevelopment catalyst project for Amsterdam.
- A tie into proposed connectivity and access to the waterfront.
- Integration into public space design on the proposed NYS Route 5 open space.
- A visual anchor for historic downtown redevelopment.

- Optimize parking including ADA spaces to facilitate usage of adjacent public spaces.
- Opportunity to leverage additional funding for future phases.

The pedestrian connector will:

- Have a set of stairs and elevator at each end to help with accessibility.
- Be designed to aesthetically blend with the MVGO pedestrian bridge and the proposed multimodal station.
- Cross over the existing rail tracks and on-ramp to southbound NYS Route 30.
- Land at East Main Street and have public access via the proposed multimodal station.
- Have access to the Amtrak platform.



Figure 2: Downtown location for proposed multimodal station and pedestrian connector.

BUDGET

The total project budget, including all consultant fees, and other related costs is \$3,000,000 as the project hinges on grant funding.

SCOPE OF WORK

Upon selection, the successful firm/team shall work closely with the city staff and consultants to develop a detailed scope of work and project schedule. If the Consultant believes that the project can be enhanced in any way by the addition of other tasks or the deletion of any specified tasks, such information shall be included in the proposal. The central components and project-specific scope of work include:

Project Management and Coordination

- Create, administer, and monitor the project work plan.
- Coordinate with Amtrak, CSX, and NYSDOT and city departments, as necessary.
- Lead project kickoff meeting and any necessary progress and coordination meetings.
- Coordinate with city's related studies and investments including the DRI, LWRP, Complete Streets, and Comprehensive Plan updates.

Site Investigation, Data Collection, Record Research

- Review existing records and data including multimodal feasibility study, Amtrak and CDTA ridership, bike and rider share data.
- Include SEQR and NEPA completion.
- Locate on-site utilities.

Public Engagement

- In collaboration with the city, create and conduct a public engagement process, consistent with NEAP, to share information, gauge opinions, and refine goals and objectives. Process could include varied forms of engagement, for example, hands-on charrettes, focus groups, and surveys.
- Support website and social media posting and updates on the project.
- Create presentation materials and support general outreach to stakeholders and elected officials.

Conceptual and Schematic Designs

- Create draft and final concept plans for the multimodal station building, site, and pedestrian connector that include phasing for full project build out and a descriptive narrative.
- Develop at least three design concepts to reach goals and address issues and support the selection of a final design.
- The team should develop schematic plans based on the final preferred conceptual plan.
- The team should create a design report as a final product.

Station Design Submittal

- Prepare complete detailed plans, standard and project details, technical specifications, bid schedule, bid item descriptions, and engineer's cost estimate.
 - Submit one set of full-size stamped and signed final drawings along with technical specifications and other contract documents.
 - Submit one copy of final quantity calculations and engineer's construction cost estimate.
 - Submit all digital files (AutoCAD, MS Word, MS Excel, etc.) for the project.
- Prepare certain marketing materials as part of a pre-leasing and post-completion leasing effort.
- Prepare standard fit-out package(s) for prospective tenants.
- Consultant shall prepare the Scope of Bids and Bid Schedule specification sections in addition to the technical specifications.
- Create a plan for efficient circulation and access through the site including pedestrian access, CDTA bus station/mobility hub, vehicular pick up and drop off, taxi stand, handicapped parking, bike and scooter parking, and access to the pedestrian connector.
- Create a landscape plan for the multimodal campus.

- Produce a detailed streetscape plan to create a sense of arrival and draw people to the station-area and downtown, to include landscaping, pedestrian lighting, signage, art, and pedestrian amenities.
- Prepare high-level project costs and economic benefits.

Master Plan

- Create a Master Plan and presentation that consolidates work products and findings from all previous tasks into a single document.

SUBMISSION OF PROPOSALS

Interested respondents must submit three (3) paper copies of their proposals and one (1) electronic versions of their proposal no later than **1:00pm on Thursday, March 30, 2023**. Proposals should be submitted to:

City of Amsterdam
Clerk's Office
61 Church Street
Amsterdam, NY 12010
Attention: Amanda Bearcroft

Proposals received after the scheduled time and date will not be accepted. Facsimile and E-mail proposals will not be accepted.

PROPOSAL CONTENT AND CONDITIONS

Each proposer must submit a complete proposal which addresses each component of the RFP.

- A full description of how the Scope of Work will be completed along with a schedule detailing when the items will be completed.
- Work samples demonstrating relevant to the Scope of Work proposed.
- A description of each staff member or sub-consultant who will be involved with this project and a description of their role in the project.
- A client list for similar projects in the last five years, including contact name and phone number, and a brief description of projects.
- Budget and expense information which details all costs including personnel expenses which state the name and title of each individual assigned to the project, their hourly rate and the number of estimated hours the individual will be working on the project. The same information should be submitted in detail for subcontractors.
- Administrative costs for travel, postage, photocopying, telephone, printing, and other related expenses must be detailed. Also, estimates of expense for each of the tasks with assumptions.

CONDITIONS GOVERNING PROPOSALS

Only those proposals which contain complete information and are responsive to the RFP will be considered.

Proprietary or patented information which may be included in the proposal must be clearly identified and brought to the City's attention.

The City of Amsterdam reserves the following rights:

- To accept or reject any or all proposals;

- To waive or modify minor irregularities in proposals received;
- To negotiate with proposers, within the proposal requirements, to best serve the interests of the community and HUD;
- To amend specifications after their release, with due notice given to all bidders to modify their proposals to reflect changed specifications;
- To consider every offer as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation;
- To award a contract for any and all parts of a proposal including award of specific project components to individual proposer team members and to negotiate with the successful bidder(s).
- By submitting a proposal, the proposer agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP.
- The City of Amsterdam will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

The Consultant must comply with all provisions in the Contract between HUD and the City of Amsterdam, including all appendices. A copy of the contract is available upon request.

INQUIRIES

All inquiries regarding the RFP should be made in writing and sent either regular mail or e-mail and must cite the RFP section in question. Answers to substantive questions will be provided to all proposers. Inquiries should be directed to:

Amanda Bearcroft, Director of Community & Economic Development
 (518) 841-4304
 abearcroft@amsterdamny.gov

PRESENTATION BY PROPOSERS

Presentations will be conducted for the two highest scoring proposals.

The presentations will be made to provide the City with an opportunity to obtain an understanding of:

- The extent of the firm's depth of knowledge of the subject matter of the RFP;
- Whether the methods and resources that will be used by the firm in performing services to achieve the project goals and objectives are appropriate, and cost effective;
- The firm's ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project;
- To allow proposers to further define the primary features and benefits of their proposal;
- To evaluate the public presentation skills of the proposers.

Presentation format is left to the discretion of the proposers. Presentations will be limited to a one-hour period per respondent, which includes questions. All key managerial personnel, as well as key personnel working on the project, must be in attendance at the proposal presentation.

LIABILITY

The City of Amsterdam and HUD are not liable for any cost incurred by any individual or firm for work performed to prepare its proposal or for any travel and or other expenses incurred in the

preparation and or submission of its proposal. Further, the City of Amsterdam is not liable for any costs incurred prior to approval of the contract.

EVALUATION PROCESS

The City of Amsterdam will review submitted proposals with reference to the qualifications and criteria as detailed in this Request for Proposals. The intent is to select the consultant having the technical capability and necessary experience to perform the services as outlined in this RFP within the time frame required.

SELECTION CRITERIA

The selection of a consultant for this effort will be based on the following criteria:

1. **Technical Proposal:** Proposals will be evaluated based on their quality, clarity, and demonstrated understanding of the project objectives. The proposal must include a plan outlining how each item in the Scope of Work will be addressed.
2. **Relevant Experience:** The Proposer must provide a list of all projects similar in scope and nature completed in the last five years. The Proposer must demonstrate experience with New York State-based municipal projects. The projects listed will be used to determine the proposer's expertise, experience, and knowledge. Submission of sample reports or products from previous projects is encouraged.
3. **Implementation schedule:** Proposals will be evaluated based on their ability to complete the project within an eighteen-month time frame. The proposal must include an implementation schedule that lists all milestones for the development and implementation of project deliverables.
4. **Cost Proposal:** A Cost Proposal Outline organized to follow the outline of Scope of Work and assign a detail of cost for the action including personnel costs and reimbursable expenses.
5. **Team Composition and Resumes:** The Proposer must provide a list of all person(s) who will be assigned work pursuant to this RFP (including subcontractors), as well as their resumes showing qualifications, educational background, training and expertise.
 - a. Team members will be evaluated based on relevant education, work experience and professional accreditation.
 - b. The Proposer must designate an individual as the Project Manager who will be directly responsible for all activities of the organization and provide their resume showing qualifications, educational background, training and experience. The project manager must have managed the implementation of at least one other project of similar scope and nature. A description of the project must be submitted with the resume.
6. **Presentation Skills:** The Proposer will be evaluated based on their knowledge of the subject material, their ability to relay the message in a clear, concise, and timely fashion and their ability to field questions posed to them. The Proposer will also be evaluated on form and format of their presentation, its professional nature, and the ability to captivate the audience and keep their attention. The Proposer may be asked to demonstrate their presentation

skills, both written and oral, by providing samples of previous presentations and written material.

7. Location of Office: The Proposer will be evaluated based on their proximity to the community to ensure a physical presence, when necessary, throughout the process of this project.
8. References: The Proposer must submit three (3) references from projects of similar scope and nature. Each reference should include a contact name and phone number along with a statement describing the project. The City of Amsterdam reserves the right to obtain information from other sources.

NOTIFICATION OF AWARD

The City of Amsterdam will notify the successful bidder by phone, followed by written confirmation. Each bidder whose proposal is not accepted will be notified in writing.

The City of Amsterdam will authorize the award of a contract to the successful proposer based upon the evaluations and recommendations of the Grant Coordinator. In the event that a contract cannot be finalized within thirty (30) days of the award, the City Council of the City of Amsterdam reserves the right to enter negotiations with the consultant which received the second highest evaluation.