

Town of Elizabethtown – Windsor Memorial Park Design Services RFP

Request for Proposals (RFP)

Park Design Services – Windsor Memorial Park

The Town of Elizabethtown is soliciting proposals for professional park design services for the enhancement of Windsor Memorial Park, Court Street, Elizabethtown, NY.

Proposal Due: February 10, 2026 at 2:00 PM

Submission: - Electronic submission via Smartsheet link:

<https://app.smartsheet.com/b/form/019bb87eac237f56a7ba3f3d9957b53e> or - Mail/Delivery to: Town of Elizabethtown, PO Box 265, 7563 Court Street, Elizabethtown, NY 12932.

Submission Format Requirements

Mailed or Hand-Delivered Submissions - One (1) printed hard copy of the complete proposal - One (1) digital copy of the same materials provided on a USB thumb drive

Electronic Submissions - Technical Proposal and Cost Proposal must be submitted as a separate uploaded attachment.

Mark all submissions clearly: **“PROPOSAL – PARK DESIGN SERVICES.”**

This project is funded in part by a grant from the **New York State Office of Parks, Recreation and Historic Preservation (OPRHP)** through **Title 9 of the Environmental Protection Act of 1993**.

All bidders are subject to the terms of the **State of New York Contract for Grants – Standard Terms and Conditions**, which are available online at the New York State Grants Management website.

The Town of Elizabethtown affirmatively states that, with respect to any contract entered into pursuant to these instructions, all qualified firms shall be afforded equal opportunity to submit proposals without regard to race, color, sex, religion, age, national origin, disability, sexual orientation, or veteran status. Disadvantaged, minority, and women-owned business enterprises are encouraged to submit proposals.

The Town of Elizabethtown reserves the right to reject any or all proposals that are not deemed to be in the best interest of the Town, and to waive any technical or formal defects in proposals that the Town determines to be irregular, immaterial, or non-substantive.

The Town encourages all contractors and subcontractors to make good-faith efforts to achieve State M/WBE participation goals, including outreach to State-certified MWBEs and solicitation of bids from qualified firms listed by Empire State Development’s Office of Contractor and Supplier Diversity (OCSD).

Contact: Cathleen Reusser, Town Supervisor | 518-873-6555 | townhall@elizabethtown-ny.gov

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Project Overview

Windsor Memorial Park is a small, underutilized pocket park requiring restoration and enhancement. In January 2023, the Town was awarded funding through the NYS Office of Parks, Recreation and Historic Preservation (OPRHP) to support this effort.

The selected firm will prepare architectural and low-maintenance landscape designs consistent with the attached Site Survey and Conceptual Design. Improvements may include: - Walking paths - Seating and gathering areas - Landscaping - Memorial features - Lighting/electrical upgrades - Improved accessibility and connectivity

The goal is a complete, buildable design suitable for public bidding and construction.

General Requirements

The following general requirements apply to all proposals submitted in response to this RFP:

- **Inquiries:** All questions regarding this RFP shall be directed to the Town Supervisor. Any modifications or clarifications will be issued by written addendum only.
- **Proposal Validity:** Proposals must remain valid and irrevocable for a period of sixty (60) days from the submission deadline.
- **Proposal Costs:** All costs incurred in preparing or submitting a proposal are the sole responsibility of the proposer.
- **Exceptions:** Any exceptions to the requirements of this RFP must be clearly identified in the proposal. Failure to do so shall be deemed acceptance of all terms.
- **Confidential Information:** Proprietary information must be clearly marked as confidential. Cost information shall not be considered confidential.
- **Right to Reject:** The Town reserves the right to reject any or all proposals, waive informalities, and award a contract in the best interest of the Town.
- **Ownership of Materials:** All materials submitted in response to this RFP become the property of the Town upon receipt.
- **Legal Compliance:** By submitting a proposal, the proposer certifies compliance with all applicable Federal and State laws, including non-collusion requirements.
- **MWBE Participation:** Minority- and Women-Owned Business Enterprise participation is encouraged in accordance with New York State requirements.

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Technical Proposal Requirements

The Technical Proposal shall demonstrate the qualifications, competence, and capacity of the proposer to perform the services described in this RFP. Emphasis shall be placed on experience, technical approach, and the qualifications of key personnel. No cost or pricing information shall be included in the Technical Proposal.

The Technical Proposal shall include, at a minimum, the following components:

1. Cover Page and Table of Contents

- Firm name, address, and primary contact information

2. Firm Qualifications and Experience

- Description of the firm, office location, and staffing resources
- Relevant experience with park design, landscape architecture, and publicly funded projects

3. Project Team

- Identification of key personnel and subconsultants
- Roles, responsibilities, and relevant licenses or certifications

4. Relevant Project Experience

- Up to five (5) representative projects of similar scope and complexity
- Include brief descriptions and examples of implemented designs

5. Technical Approach and Work Plan

- Proposed methodology for completing the Scope of Services
- Quality assurance/quality control approach
- Coordination with the Town and OPRHP review process

6. Project Schedule and Management

- Proposed project schedule consistent with the anticipated milestones
- Communication and coordination plan

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Cost Proposal Requirements

The Cost Proposal shall be submitted as a separate document from the Technical Proposal. No cost or pricing information shall appear in the Technical Proposal.

The Cost Proposal shall present a **total all-inclusive maximum price** for the services described in this RFP and shall include all direct and indirect costs, including overhead, administrative costs, and reimbursable expenses.

The Cost Proposal shall include, at a minimum, the following components:

1. Cover Page and Certification

- Firm name and address
- Certification that the signer is authorized to bind the firm and enter into a contract with the Town

2. Cost Summary by Phase

- Project Administration / Meetings
- Preliminary (Schematic) Design
- Final Design and Construction Documents
- Bidding Phase Assistance
- Construction Phase Services (if proposed)

3. Staffing and Hourly Breakdown

- Estimated hours by staff classification
- Applicable hourly rates
- Extended totals supporting the maximum price

4. Reimbursable Expenses

- Identification of anticipated reimbursable expenses, if any
- All reimbursable expenses shall be included within the total all-inclusive maximum price

5. Alternates

- Separate pricing for any alternates identified in this RFP, including the Bandstand Structural Analysis

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Contract Requirements

The selected firm will be required to enter into a written agreement with the Town of Elizabethtown. The contract shall include, at a minimum, the following requirements:

- **Form of Agreement:** Agreement between Owner and Consultant (AIA standard form or equivalent), as approved by the Town.
- **Grant Compliance:** All work shall comply with the State of New York Contract for Grants, including Appendix A (Standard Clauses), Agency-Specific Terms and Conditions, and Program-Specific Terms and Conditions.
- All bidders are further subject to the terms of the **State of New York Contract for Grants Appendix A (Standard Clauses for New York State Contracts), Attachment A-1 (Agency-Specific Terms and Conditions), and Attachment A-2 (Program-Specific Terms and Conditions)** (copies enclosed), all of which must be included in the Bid Package and attached to all contracts and subcontracts.
- **Funding Acknowledgement:** The contract and all bid documents shall include the required OPRHP funding acknowledgment language.
- **Vendor Responsibility:** For contracts meeting applicable thresholds, the selected firm shall complete and submit a New York State Vendor Responsibility Questionnaire.
- **Insurance:** The selected firm shall provide certificates of insurance meeting Town and State requirements prior to contract execution.
- **Prevailing Wage:** Where applicable, all construction-related work shall comply with New York State prevailing wage requirements.
- **Subconsultants:** Any subconsultants must be identified in the proposal and approved by the Town.
- **Term of Contract:** The anticipated contract term is two (2) years, with the option for a one (1) year extension for additional or related services, subject to mutual agreement.

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Contract Award & Execution

Following evaluation of proposals, the Town intends to award the contract to the responsive and responsible proposer whose proposal is determined to be in the best interest of the Town, based on the evaluation criteria set forth in this RFP.

The Town reserves the right to: - Conduct interviews with one or more proposers; - Request clarifications or additional information; - Negotiate scope, schedule, and fees with the highest-ranked proposer; and - Reject any or all proposals if deemed to be in the Town's best interest.

Contract award is subject to: - Approval by the Town Board, as required; - Successful negotiation of a final written agreement; - Completion of all required State and Town compliance documents; and - Receipt of any required funding or grant approvals.

No proposer shall have any legal or equitable rights arising from this RFP unless and until a written contract has been fully executed by the Town.

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Scope of Services

The consultant shall provide professional services sufficient to produce complete, buildable, and grant-compliant project documents acceptable to the NYS Office of Parks, Recreation and Historic Preservation (OPRHP).

1. Project Administration and Coordination - Conduct regular coordination meetings with the Project Team, including Town representatives and community stakeholders - Prepare and distribute meeting agendas and summaries

2. Schematic / Preliminary Design and Cost Estimation - Prepare schematic and preliminary design documents consistent with the approved Conceptual Design - Evaluate alternatives as necessary to meet budget, site constraints, and grant requirements - Prepare preliminary opinions of probable construction cost (OPCC) - All proposed improvements shall comply with applicable ADA accessibility requirements

3. Final Design and Construction Documents - Prepare complete plans, technical specifications, and bid-ready construction documents stamped by a NYS-licensed design professional - Incorporate Project Team and OPRHP review comments - Coordinate cost efficiencies, value engineering, and constructability considerations as appropriate

4. Bidding Phase Assistance - Assist the Town with preparation of bid documents and procurement materials - Participate in pre-bid meeting and site visit - Submit documents to OPRHP for technical review and acceptance prior to advertisement

5. Construction Phase Services (Optional / Alternate) - Provide construction administration and oversight services if authorized by the Town

Alternate 2 – Bandstand Structural Analysis Provide a separate cost proposal for a structural condition assessment and written report for the existing bandstand, including repair recommendations and opinions of probable cost.

This alternate is not currently included in the approved OPRHP grant scope and is provided for informational and planning purposes only unless separately approved by OPRHP.

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PLEASE NOTE

The following requirements apply to all design and construction documents prepared under this RFP and are necessary to satisfy NYS Office of Parks, Recreation and Historic Preservation (OPRHP) grant review and acceptance standards:

- All project documents (plans, specifications, estimates, reports, etc.) must be prepared and stamped by a professional licensed in the State of New York.
- Construction documents shall include complete specifications and drawings sufficient for public bidding, including, but not limited to, site plans, plans, elevations, sections, details, and schedules, as applicable.
- Drawings shall be clearly labeled to identify significant features, materials, finishes, existing conditions, and proposed work.
- During the course of the project, conditions may warrant revisions to the accepted contract documents. Where changes are substantial, the preparation of record (as-built) drawings may be required at project closeout.
- Draft project documents shall be submitted to OPRHP staff for technical review. Review comments may require revisions and resubmission until documents are accepted for grant purposes.
- Upon acceptance, OPRHP will stamp the bid-ready documents “Accepted for Grant Purposes.” One accepted set shall be maintained at the construction site.

Submission Checklist

This checklist is provided for the convenience of proposers to ensure all required materials are included. Failure to submit required items may result in disqualification.

Technical Proposal (No Cost Information) - Cover Page with firm name and contact information - Table of Contents - Firm qualifications and relevant experience - Identification of key personnel and subconsultants - Examples of comparable park or landscape design projects (max. 5) - Technical approach, work plan, and methodology - Proposed project schedule and management plan

Cost Proposal (Separate Submission) - Cover Page and signed certification - Total all-inclusive maximum price - Cost breakdown by project phase - Staffing plan with hours and rates - Identification of reimbursable expenses (if any) - Separate pricing for alternates (if applicable)

General Submission Requirements - Proposal submitted by the stated deadline - Technical and Cost Proposals submitted as separate documents - Any exceptions to the RFP clearly identified - All required signatures included

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APPENDIX A

OPRHP GRANT COMPLIANCE REQUIREMENTS

This Appendix is incorporated into and made part of the Request for Proposals.

This project is funded in part by the New York State Office of Parks, Recreation and Historic Preservation (OPRHP) through Title 9 of the Environmental Protection Act of 1993. All services, documents, and deliverables produced under this RFP must comply with applicable OPRHP grant requirements and the State of New York Contract for Grants.

Grant Review and Acceptance - All draft and final design and construction documents shall be submitted to OPRHP for technical review. - Revisions shall be made until documents are accepted for grant purposes. - Construction may not be advertised or initiated prior to written OPRHP acceptance.

Professional Standards - All documents shall be prepared and stamped by a professional licensed in the State of New York. - Drawings shall clearly distinguish existing conditions from proposed work.

Procurement and Contract Requirements - Bid packages shall include all required NYS Contract for Grants clauses and certifications. - Prevailing Wage, Non-Collusive Bidding Certification, and Vendor Responsibility requirements shall apply as applicable.

Historic and Environmental Compliance - Where applicable, work shall comply with The Secretary of the Interior's Standards for the Treatment of Historic Properties.

Construction Administration - Deviations from accepted documents require prior written approval from the Town and OPRHP, as applicable. - As-built drawings may be required at project closeout.

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APPENDIX B

Evaluation Criteria and Scoring

This Appendix is incorporated into and made part of the Request for Proposals.

Proposals will be evaluated using a best-value approach based on technical qualifications and cost. Cost will not be the primary factor in the selection of a firm.

Mandatory Requirements

Proposals must meet the following minimum requirements to be considered responsive: - The firm and key personnel are properly licensed and/or certified in New York State. - Demonstrated experience with small park design and/or park restoration projects. - Demonstrated experience with publicly funded projects and applicable State requirements.

Evaluation and Scoring

The maximum possible score is **100 points**, allocated as follows:

Technical Proposal – 80 Points

Experience (40 Points Total) - Firm experience and qualifications: 5 points - Project team experience and qualifications: 5 points - Quality of related projects (up to three examples): 10 points - Unique or specialized qualifications: 10 points - Experience with publicly funded projects: 5 points - Demonstrated DBE/MWBE compliance experience: 5 points

Technical Approach (20 Points Total) - Understanding of the project scope: 10 points - Technical approach and methodology: 10 points

Project Management (20 Points Total) - Quality assurance / quality control plan: 5 points - Project communications plan: 5 points - Funding agency and regulatory compliance approach: 2.5 points - Proposed project schedule and management plan: 7.5 points

Cost Proposal – 20 Points Cost proposals will be scored separately and combined with the Technical Proposal score.

Cost points will be calculated using the following formula:

Average of all qualified cost proposals ÷ Proposer's cost proposal × 20 = Cost score

The Town reserves the right to conduct interviews, request clarifications, and negotiate scope and fees with the highest-ranked proposer prior to contract award.

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APPENDIX C

Attachments

This Appendix is incorporated into and made part of the Request for Proposals.

All attachments listed below are available at the Dropbox link provided below.

<https://www.dropbox.com/scl/fo/g4nd3gtun6uf5iy0c3473/AGDWqG1CdsDfzo2qlrRgvWg?rlkey=i42thqy5mhvn7qqdcun5xst7d&st=4fagco5c&dl=0>

- 1. Site Survey
- 2. Approved Conceptual Design
- 3. State Contract for Grants, including:
 - Appendix A – Standard Clauses
 - Attachment A-1 – Agency-Specific Terms and Conditions
 - Attachment A-2 – Program-Specific Terms and Conditions

APPENDIX D

Non-Collusive Bidding Certification

This Appendix is incorporated into and made part of the Request for Proposals.

Each proposer must complete and submit the following Non-Collusive Bidding Certification with its proposal. Failure to submit a completed certification may result in disqualification.

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this proposal, the undersigned certifies that:

1. The prices in this proposal have been arrived at independently, without consultation, communication, or agreement with any other proposer or competitor relating to such prices, the intention to submit a proposal, or the methods or factors used to calculate prices.
2. The prices in this proposal have not been knowingly disclosed by the proposer, prior to opening, to any other proposer or competitor, nor will they be knowingly disclosed until after the award of a contract, unless disclosure is required by law.
3. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
4. The undersigned certifies under penalty of perjury that the foregoing is true and correct.

Firm Name: _____

Authorized Representative (Print Name): _____

Title: _____

Signature: _____

Date: _____

End of Document