

REQUEST FOR QUALIFICATIONS
Champlain Bridge Roadway Improvements
Crown Point, NY
June 18, 2018

Request for Qualifications
NYSDOT PIN# 1SB1.31.321

Project Sponsor: Lakes to Locks Passage, Inc. and Essex County
Project Coordinator: Margaret Gibbs (518) 597-9660

Lakes to Locks Passage, Inc. (LTLP) and Essex County Office of Community Resources invites you to submit your qualifications for consulting services to plan, design, secure all necessary permits and prepare construction documents for landscaping and traffic-calming measures to restore the scenic character of the NYS RT 185 approach to the Crown Point Bridge, also known as the Lakes to Locks Passage National Scenic byway. The outcome of this engineering study will create a “shovel ready” construction project. Specifically, planning and engineering design services are requested to provide physical connections, landscaping and traffic-calming measures to make the approach more pedestrian and bicycle friendly, and restore the scenic character that the road once possessed. Consultant will work with NYSDOT, NYSOPRHP, NYSDEC, Adirondack Park Agency, Essex County, the Town of Crown Point and other stakeholders to develop plans and specifications. The plans will identify and prioritize specific tasks, provide cost estimates of alternatives, and recommend funding sources. The selected consultant will:

- ensure that the proposed designs comply with safety and construction standards of potential funding sources, as well as all involved local, state and federal agencies;
- identify all areas that will be impacted by the work, and secure all necessary permits and approvals for construction.

PROJECT BACKGROUND

Since the late 19th Century, an array of transportation amenities and public lands have been clustered at the northern end of Crown Point. In the immediate vicinity of the bridge approach there are historical and recreational facilities, including the Crown Point State Historic Site, managed by the NYS Office of Parks, Recreation & Historic Preservation; and the Crown Point Public Campground and Day-Use Area, managed the NYS Dept. of Environmental Conservation.



The original bridge linking New York and Vermont was constructed in 1929. It was demolished in December 2009 and a new bridge was constructed in 2011. The new Lake Champlain Bridge is an exceptional design, and with new pedestrian and bicycle amenities incorporated into the structure, simply walking or bicycling across the bridge has become an attraction in itself. The new bridge has resulted in a significant increase in pedestrian and bicycle traffic in this area.

This provides an opportunity to rethink how the bridge, highway and surrounding State historic and recreational areas on both sides of the bridge could function as a unified park with facilities that work together through coordinated operations and physical connections in both New York and Vermont. This project will conduct planning for the Lake Champlain Bridge Heritage Park with the preparation of shovel ready construction documents for landscaping and traffic-calming measures that will increase bicycle and pedestrian safety and restore the scenic character of NYS Rt. 185 at the bridge approach.

It is anticipated that all proposed construction activities for this project shall occur within the NYS Dept. of Transportation (NYSDOT) highway Right-of-Way, and that previous surveys, designs and construction drawings prepared for NYSDOT will be made available to the selected consultant for use on this project. The not-to-exceed amount of \$85,000 for consulting services is funded through the Federal Highway Administration's National Scenic Byway program administered through the NYS Department of Transportation, and the NYS Department of State Local Waterfront Revitalization Program. The project sponsor, LTLP will work with the Essex County Office of Community Resources to secure consulting services for this project.

SCOPE OF WORK

Task 1: Site Reconnaissance and Schematic Designs

A. Site Reconnaissance

The Contractor or its consultant(s) shall conduct site-specific reconnaissance, in preparation for design. Work may include, but not be limited to, identification and mapping of the following:

- Site survey showing extent of project boundary. NYSDOT mapping from the 2009 bridge project can be assembled to reflect the current condition. Very little (if any) additional survey should be required.
- Ownership/grant/lease status of all lands to be incorporated into the design. NYSDOT can share the 2009 ROW/property line boundaries and ownership. All work for this project will be within the highway ROW.
- Manmade structures, buildings, or facilities on or adjacent to the site. NYSDOT will be able to provide that in their mapping.
- Above and below ground infrastructure, including stormwater treatment structures. NYSDOT will provide their mapping, consultant will need to verify if any changes have been made since 2009.
- Transportation/circulation systems (truck, car, bus, ferry, train, pedestrian, bicycle, etc.) that serve or are located near the site.
- Adjacent land and water uses.
- Historic and archeological resources. This information was studied extensively in and around the bridge site and will be provided by NYSDOT.
- Soil and, as appropriate, core sampling to determine site stability. NYSDOT will share any information they have from near the bridge approach.
- Topography and hydrology. NYSDOT mapping covers topography, hydrology specific to the project will be the responsibility of the consultant.
- Natural resources, including location of mature trees.
- View corridors.
- Zoning and other applicable designations.
- Analysis of site constraints, needs and opportunities

Products: Draft and final map(s) and written summary describing the above information and any other appropriate information identified during the project kick-off meeting submitted to NYS DOT and DOS for review and approval.

B. Schematic Designs

The consultant will provide planning and engineering design services to coordinate site operations, physical connections, landscaping and traffic-calming measures to restore the roadway to the scenic character it once possessed. Consultant will work with NYSDOT, NYSOPRHP, NYSDEC, Adirondack Park Agency, Essex County, the Town of Crown Point and other stakeholders to develop plans. The plans will identify and prioritize specific tasks, cost estimates and funding sources.

The Contractor or its consultant(s) shall prepare alternative schematic designs of the facility or facilities, considering and including a summary of the following:

- Best management practices to be employed to avoid or reduce water quality impairments from upland runoff or in-water activities, and
- Impacts, if any, to State designated Significant Coastal Fish and Wildlife Habitat areas, Scenic Areas of Statewide Significance, other Coastal Management Program special management areas, or other sensitive resources, and how those impacts should be avoided or mitigated.

Unless otherwise specified during the project kick-off meeting, the Contractor or its consultant(s) shall provide a pallet of traffic calming methods and their applicability to this design problem. A maximum of three alternative schematic designs will be provided for review by the project advisory committee and the Departments. In consultation with the Departments and the project advisory committee, the Contractor shall select one of the alternative schematic designs as the basis for final design and engineering/construction plans and specifications, or shall work with the consultant(s) to develop a final schematic design incorporating elements of or building upon the alternative schematic designs. Final design and engineering/construction plans and specifications shall be prepared based on the selected schematic design.

Products: Alternative schematic designs prepared and submitted to NYS DOT and DOS for review and approval. Schematic design alternative prepared and submitted to the NYS DOT and DOS for review and approval.

Task 2: Public Meeting

In consultation with the Departments, a public information meeting shall be conducted to solicit public input on the schematic designs to assist in selecting a preferred alternative. A written summary of public input obtained at this meeting shall be prepared and provided to the Departments for review and comment.

Products: Public information meeting held. Minutes/Summary of meeting prepared and submitted to NYS DOT and DOS.

Task 3: Construction Requirement Analysis

The Contractor or its consultant(s) shall prepare an analysis of all federal, state and local requirements for the selected schematic design alternative, including necessary permits and approvals, and a description of how these requirements will be satisfied by the design. This

analysis shall be submitted to appropriate project partners and the Departments for review. A pre-permitting meeting with the Departments and the identified federal, state and local entities may be required to discuss any revisions needed to satisfy regulatory requirements. Work on final design shall not proceed prior to the Departments approval of the construction requirement analysis and the pre-permitting meeting, if necessary.

Products: Pre-permitting meeting with identified entities. Draft and final construction requirement analysis submitted to NYS DOT and DOS for review and approval.

Task 4: Environmental Quality Review

The Contractor or its consultant(s) shall prepare all documents necessary to comply with the State Environmental Quality Review Act (SEQRA) through determination of significance. The consulting firm will assess the need for permits and potential Phase IA/IB archeological study for construction to ensure that the design, engineering and subsequent construction have addressed any and all environmental and historical issues associated with construction.

Products: SEQRA documents through determination of significance, and Identification of all project permits necessary for construction submitted to NYS DOT and DOS for review and approval.

Task 5: Draft Final Design

The Contractor or its consultant(s) shall prepare a draft final design based on the selected schematic design alternative. The draft final design shall include all required maps, tables, data, written discussions, and other information identified in the contract and subcontract work plans and during the project kick-off meeting. The draft final design shall be provided to NYS DOT and DOS and the project advisory committee for review at least two weeks prior to the due date for comments. Department comments must be addressed to the satisfaction of the Departments in subsequent revisions of the products and the final design.

Products: Draft final design and supporting materials submitted to NYS DOT and DOS for review and approval.

Task 6: Final Design and Construction Documents

The Contractor or its consultant(s) shall prepare the final design and construction drawings, plans, Specifications, and cost estimates for landscaping and traffic calming measures for the roadway. The final design and construction documents shall be provided to NYS DOT and DOS and the project advisory committee for review at least two weeks prior to the due date for comments. Final design and construction documents are subject to approval by NYS DOT and DOS. **These documents must be certified by a Licensed Professional Engineer, Architect, or Landscape Architect and the appropriate seal must be affixed to these documents.**

The consultant will identify and secure all necessary permits required for construction.

Products: Final design and construction documents, certified by a licensed professional Engineer, Architect or Landscape Architect submitted to NYS DOT and DOS for review and approval, as well as all necessary permits.

Project Timeline

All tasks for this project must be completed by May 11, 2019. A specific project schedule and billing milestones will be established in the project agreement.

- June 18, 2018 – Issue Request for Qualifications
- July 10, 2018 – Optional site visit with interested consultants, contact Margaret Gibbs at mgibbs@lakestolocks.org to register by noon on July 6, 2018.
- July 20, 2018 - Submissions due 5:00 PM.
- July 23-27, 2018 -- Review of proposals, schedule interviews
- July 31, 2018 – Expected award of contract

The consultant submission will provide a schedule for:

- Project start-up meeting
- Meeting to review preliminary site report permits and archaeological survey needs
- Meeting to review preliminary designs and construction budget
- Complete final designs and construction bid documents
- Secure necessary permits for construction

Submission Requirements

Please provide a digital copy of your Qualifications, providing:

- A statement of interest to provide consulting services for the not-to-exceed fee of \$85,000
- A schedule for tasks, milestones and payment requests
- Resumes of key personnel
- Three examples of previous work
- Three references that can confirm ability to complete projects on time and within the project budget

Please submit, by [e-mail](#), the requested materials by **5:00 PM July 20, 2018** to:

Margaret Gibbs
Lakes to Locks Passage
(518) 597-9660
mgibbs@lakestolocks.org

****M/WBE firms registered with the State of New York are strongly encouraged to apply.**

Project Requirements, Funding Source, Proposal Review and Project Administration

Funding for this project is provided through grants from the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users ("SAFETEA-LU") as administered by the Federal Highway Administration National Scenic Byways Program through the NYS Department of Transportation; and under Title 11 of the Environmental Protection Fund provided by the NYS Department of State Local Waterfront Revitalization Program. The consultant fee available for meetings, travel and consulting services is not-to-exceed \$85,000. Lakes to Locks Passage is responsible for the fiscal administration of the Scenic Byways portion of this project. Essex County is responsible for the fiscal administration of the NYS DOS-funded portion of this project. Payment will be made as outlined in the milestones and payment schedule, subject to approval of invoices and deliverables.

Submissions will be evaluated by the Project Committee for:

1. Demonstrated experience of the consultant for the services required
2. Clarity, organization, and comprehensiveness of proposal
3. Evidence of a history of completing projects on time and within the project budget

Based upon the review of the written proposals, an interview may be necessary for consultant selection. Lakes to Locks Passage and Essex County reserve the right to negotiate any portion of the proposal, or reject all submissions. In awarding contracts, Lakes to Locks Passage and Essex County do not discriminate by reason of race, creed, color, disability, sex, or national origin.

Firm Qualifications

- Recent prior experience with transportation design involving highways and park lands.
- Experience with the National MUTCD and the current New York State Standard Specifications; Construction and Materials.
 - Project criteria, reporting, management and evaluation standards, financial compliance and documentation
 - Applicable project requirements and reporting on similar scope projects including references on successful and timely project completion
- Capacity for creative, innovation solutions for challenges, including possible public stakeholder involvement
- History of successful time/task management and completion by target date, designation within specifically identified financial constraints
- Demonstrated competency in management of complex projects
- Successful completion of administrative duties by project staff; including preparation of routine project status reports, monitoring and verification of all project-based invoicing with regularity

Engineering Selection Evaluation Criteria

Qualifications will be evaluated by the selection committee using the following criteria:

- Experience and qualifications of the firm, project manager and staff assigned to the project.
25 points
- Experience and qualifications of the consultant staff in the design of traffic-calming transportation projects.
25 points
- Understanding of project scope and approach.
25 points
- Demonstrated experience with previous projects of similar size and scope.
15 points
- Experience of the firm with locally administered federal aid projects and NYSDOT projects.
10 points