

Town of North Elba
Lake Placid, NY

Request for Proposals: Sidewalk Feasibility Study for WesValley Road

Summary: The Town of North Elba is soliciting proposals for a Sidewalk Feasibility Study for WesValley Road in North Elba and Lake Placid, NY. WesValley is an approximately 1-mile residential road that connects to important community resources. The goal of the project is to improve pedestrian access and safety. Final deliverables include a Feasibility Report, Concept Plan, and cost estimates.

RFP Release Date: September 26, 2023

Proposal Due Date: October 31, 2023

Submit Proposals To:

Haley Breen
Community Development Director
2693 Main Street
Lake Placid, NY 12946

Contact:

Haley Breen
Community Development Director
hbreen@northelba.org
518.523.9516

**Request for Proposals
Sidewalk Feasibility Study for WesValley Road
North Elba & Lake Placid, NY**

I. Overview

The Town of North Elba (“the Town”) is soliciting proposals from qualified consultants (“the Consultant”) for a Sidewalk Feasibility Study (“the Study”) for WesValley Road in North Elba and Lake Placid, NY. The Study will assess the feasibility of the installation of a concrete sidewalk on WesValley Road or identify alternatives that will improve pedestrian access and safety.

As part of the final report, the consultant will prepare a Feasibility Report and Concept Plan that includes cost estimates.

II. Project Description:

The purpose of this Study is to assess the feasibility of installing a concrete sidewalk on WesValley Road in Lake Placid and North Elba, NY, and to create a realistic concept plan that takes physical, fiscal, and contextual constraints into consideration to improve pedestrian access and safety.

WesValley Road is an approximately 1-mile road that connects a residential neighborhood to important community resources such as Main Street, grocery stores and pharmacies, and the Lake Placid Middle/High School. Pedestrian safety has been a long-standing concern, and local officials foresee pedestrian traffic increasing with the installation of two new housing projects on the road.

The project is located within both the Village of Lake Placid and the surrounding Town of North Elba. The Consultant will have to coordinate with representatives from North Elba and Lake Placid, including representatives from both the Town of North Elba Highway Department and the Village of Lake Placid Department of Public Works. The proposed sidewalk will be concrete and ideally a minimum of 6.5 feet wide in order to accommodate current maintenance processes. The final deliverables will include a Feasibility Report, a Concept Plan, and cost estimates.

III. Scope of Work & Budget:

A. General Scope of Work

The general scope of work for the Consultant will include the following:

1. Project coordination meetings. The Consultant will conduct coordination activities and/or be available to attend meetings with project stakeholders for the purpose of relevant activities such as data collection, concept development, site evaluation, cost estimation, and draft review.
2. Site reviews. The Consultant will conduct project site visits to evaluate the existing conditions, inventory and document relevant features, and visually identify potential constraints. The site visits may be coordinated with appropriate Town of North Elba

Highway Department and Village of Lake Placid Public Works representatives if appropriate.

3. Data collection. The Consultant will collect all data necessary to adequately assess the feasibility, create a concept plan, create necessary visuals, and estimate costs of the proposed sidewalk. This includes but is not limited to: right-of-way determination; documentation of visible obstacles; an inventory of existing stormwater/drainage and utility information; data sufficient to conduct a basic environmental assessment; and any other data necessary to fulfill the requirements of the Report Documentation.
4. Report Documentation: Draft and Final
 - a. Feasibility Report. The Feasibility Report will include discussion and assessment of existing features. At minimum, the Feasibility Report will address the following:
 - i. Determine which side of the street is most practical, or if a combination is necessary.
 - ii. As part of this determination, inventory and assess the barriers to installing a minimum 6.5-foot concrete sidewalk with appropriate buffers and curbing. This assessment should include:
 1. Right-of-way needs. An inventory of the parcels that would be affected by a sidewalk and an estimate of the necessary property taking and/or easements. Preference is to utilize public right-of-way as much as possible.
 2. Impacts of utility poles, utilities, trees, and other obstacles including relocations and removals.
 3. Impact to bicycle access and safety (cyclists typically ride on the shoulders)
 4. Sidewalk width. Sidewalk should ideally be at minimum 6.5 feet wide, but width will depend on site restraints and may vary. A width of 6.5 feet is most efficient for maintenance purposes.
 - iii. Assess need for new crosswalks and identify best locations.
 - iv. If it is determined that a new sidewalk is too expensive or not practical, recommend alternative solutions for improved pedestrian access and safety.
 - v. All improvements should be ADA-compliant and meet NYSDOT and other relevant standards.
 - b. Concept Plan. The Consultant will review data and develop a recommendation for the location and configuration of the sidewalk. They will review these results with representatives from the Town of North Elba and Village of Lake Placid to select and prepare the final conceptual plan.

The Concept Plan will include recommendations for location, configuration, and connections and will be prepared on aerial photography with existing right-of-way and parcel boundaries. It will also identify any additional right-of-way that may be required. Other design elements such as signing, pavement markings, and modifications will be identified.

The final product should include conceptual drawings of the recommended improvements and/or photos and graphics to convey study information.

- i. Cost Estimate Report: The Concept Plan will also include an estimate of the total project cost for the sidewalk and related improvements. This should include a.) a cost estimate for installation, including costs of removal or relocation of structures, property takings or easements, changes to existing infrastructure, etc. and b.) cost estimate for maintenance, that should include consideration of municipal resources and local weather patterns. WesValley is cross-jurisdictional and is managed by both the Town of North Highway Department and the Village of Lake Placid Department of Public Works.

B. Budget

The allocated budgeted for this project is \$40,000.

IV. Anticipated Process Schedule

RFP Release Date: September 26, 2023

Deadline for submission of written questions: October 13, 2023

Proposals Due: October 31, 2023

The Town may make changes to this schedule as necessary. Women and Minority Owned Businesses are encouraged to submit a response.

The Town will make every reasonable effort to keep respondents informed about the RFP process. Notifications about timeline date changes, amendments to the RFP, and other information about the RFP will be posted on the Town of North Elba/Village of Lake Placid website. However, failure to provide such information shall not delay or invalidate the Town's right to make a decision to award an agreement pursuant to this RFP.

A. Written Questions

Consultants may submit written questions by email to Community Development Director Haley Breen at hbreen@northelba.org no later than 5:00 PM EST on October 13, 2023.

Responses will be sent directly to the inquirer and all accumulated responses will be available for review on the Town of North Elba website at northelba.villageoflakeplacid.ny.gov within 3 business days.

B. Proposal Requirements

The Consultant should address and provide any necessary explanation for the following points in their response:

1. Brief organizational overview of their experience in the market.

2. Capacity of the organization, including overview of project team and estimated timeline of the project.
3. Relevant background and experience with projects of similar scope.
4. Work plan outlining methodology and approach.
5. Additional services offered by the Consultant that are relevant to this project.
6. Any additional information that should be considered when evaluating the proposal, such as any creative approaches or supporting documentation.
7. Reference contacts are encouraged but not required.

C. Proposal Submission

Proposals must be received by Haley Breen no later than 5:00 pm EST on October 31, 2023. One original sealed proposal package containing a flash drive with a PDF of the proposal and two complete hard copies must be delivered by mail to

Haley Breen
Community Development Director
2693 Main Street
Lake Placid, NY

The package must be marked on the outside with the company's name and name of the project (“WesValley Sidewalk Feasibility Study”). Each hard copy shall be signed by an individual authorized to enter into and execute contracts on the Consultant’s behalf.

D. Evaluation Criteria

The Town of North Elba will conduct an impartial evaluation of all submittals received in response to this RFP by the Proposal Due Date of **October 31, 2023**. The respondent selected will be chosen based on its ability to meet the overall objectives outlined in this RFP.

Each proposal will be reviewed based on the following:

1. Clear understanding of project goals and needs.
2. Methodology and workplan.
3. Experience with projects with similar scope or that require similar skill sets.
4. Clear understanding of NYSDOT, ADA, and other relevant standards required for this project.
5. Technical competence and capabilities.
6. Appropriate personnel and capacity to complete requested service on schedule and within budget and availability that aligns with that of the Town.
7. Willingness to abide by the Terms and Conditions with few or no objections.
8. Reasonableness of cost.

E. Evaluation Process

An evaluation committee (the “Committee”) will be appointed to evaluate the proposals. The Committee will review proposals based on the criteria listed above over a minimum of seven business days.

During the review process, the Town may request additional information from respondents.

F. Professional Services Agreement

The Consultant selected will be required to enter into a Professional Services Agreement (PSA) with the Town of North Elba. The establishment of a PSA will be contingent upon approval by the Town Board. Unless otherwise stated in the proposal, the Consultant’s response to this RFP shall be deemed its acceptance of the terms of this PSA. In the PSA the Town will reserve the right to terminate the PSA at any time.

V. Miscellaneous

The Town of North Elba reserves the right to amend or withdraw this RFP in their sole discretion, including any timeframes herein, upon notification of all Consultants as set forth above, and in such case, the Town shall have no liability for any costs incurred by any Consultant.

The proposal and all materials submitted with the proposal shall become property of the Town and will be subject to the NYS Freedom of Information Law. If any proprietary information is submitted with the proposal, it must be clearly identified and a request to keep such information confidential must be submitted.

Submission of a proposal shall constitute a binding offer by the Consultant to provide the services at the prices described therein at such time as the parties enter into a PSA.