



VILLAGE OF HASTINGS-ON-HUDSON

Municipal Building
7 Maple Avenue
Hastings-on-Hudson, New York 10706

March 29, 2019

Request for Proposal

Downtown Streetscape Improvements

The Village of Hastings-on-Hudson seeks proposals for a Conceptual Design for Downtown Streetscape Improvements.

Proposals will be received from Landscape Architects/Planning/Engineering Firms to prepare a design plan. All proposals will be reviewed and publicly opened by the Village Manager. All proposals must be sent electronically, mailed, or delivered to Village Hall. Additionally, two (2) printed copies of the proposal and one (1) electronic copy along with any other materials the consultant believes properly and fairly demonstrates their expertise and capability to complete the required Downtown Streetscape Improvement and Conceptual Design should be submitted.

Scope of Services

The goal of this study is to provide to the Village government a set of recommendations that will enhance the Downtown's appearance as a welcoming place for the community through improvement of public usability, overall appearance, and economic sustainability. We seek recommendations that will maximize the impact of a \$200,000 budget on downtown appearance and appeal.

The downtown area consists of Main Street from Five Corners to Warburton, Warburton from Washington to North Street/Broadway and the general area of the Metro North station to North Street, plus all spaces within these boundaries.

The Village seeks proposals to prepare a design plan ultimately leading to construction documents for the improvements of the Downtown environment. The project will be arranged in three (3) phases: the first phase will be preparation of a design plan, followed by a second phase which will include construction drawings and specifications where necessary. A third phase will entail the creation of a construction bid package followed by a review and comments on submitted bids, and finally, oversight of construction. Consistency in follow through will be important.

Areas of Study

The following improvements are typical of the sort that may be considered in proposals. Your recommendations may include some of these or other improvements, based upon maximizing the budget available

- Street tree improvements, including special attention to the tree wells/pits;
- Seasonal beautification planting plan;
- Tree removal and replacement and pruning recommendations;
- Litter/recycling/cigarette disposal barrel locations;
- On-street and off-street parking improvements;
- Installation of centralized parking pay stations;
- Existing paver replacement between curbs and sidewalks;
- Replacement or improvements of decorative streetlights;
- Improvements to signage;
- Pedestrian scale lighting;
- Outdoor seating areas;
- Landscape areas and other enhanced pedestrian amenities;
- Ideas and concepts for gateway improvements;
- Other suggestions can include improvements to the downtown outdoor spaces that accommodate Village programs such as social gatherings, outdoor dining, passive recreation, music and dance performances and seasonal communal activities;
- Suggestions on placement of new art installations;
- Improvements to the stairway leading from Steinschneider parking lot to Metro North train station (recommendations only);
- Sidewalk repair and replacement (recommendations only).

The consultant will be responsible for identifying the different areas in need of improvement. Additionally, the consultant will prepare the cost estimate of the various specific recommendations to determine project priorities.

The firm will present a preliminary version of the conceptual plan for the entire designated area to the public for input. Once the final plan is prepared, the consultant will present it to the Village Board of Trustees, which will provide final input and approval. The consultant will then prepare, where needed or appropriate, construction and bid documents (if necessary) for those related aspects of the work.

Submittal Summary

Description of Approach: A detailed description of the Consultant's approach to the project including the nature of the public process and intended extent of public involvement. Include a work program that identifies tasks, work products, deliverables, and the timeline for completion.

Team Expertise: Provide a brief description of general RF, the disciplinary nature of the team assembled for this project, specific evidence of relevant experience creating Downtown Streetscape Improvements, and identification of the personnel to be assigned to the project and their roles with résumés of all key personnel.

Cost: Provide a breakdown of costs by phase and include hourly rates for personnel or personnel profession category.

Comparable Projects:

- Provide a listing and description of similar projects the Consultant has performed;
- Provide reference names and contact information;
- Status of current project(s) (i.e. completed, ongoing, draft);
- Client municipality or private business;
- Public involvement describing the level of public input into the development of the design plan, discussing strategy for public involvement throughout the process;
- Representative work providing a summary of work product or electronic copy/link to sample a similar Downtown Streetscape Improvement Project for another client, preferably a municipality.

Firm Experience

Evaluation of Submittals: Consultants responding to this RFP must demonstrate experience in preparing a Downtown Streetscape Improvement Project for municipalities. The Village will hold a brief introductory project meeting/walk through for interested design team bidders on **April 10th at 10:00 am at Village Hall, 7 Maple Avenue, Hastings-on-Hudson, NY 10706**. Expertise in preparing said plan and in securing public support for it is an important attribute, as well as, strong written and oral communication skills with effective graphics and depiction of the plan.

Additional Information

Interested firms are advised, oversight for the project will be provided by the Downtown Working Group, with input from the Village Board of Trustees, Planning Board, Architectural Review Board, and appropriate Village staff.

Questions and proposals should be directed to:

Francis A. Frobels, Village Manager
7 Maple Avenue
Hastings-on-Hudson, NY 10706
villagemanager@hastingsgov.org or (914) 478-3400, ext. 617

RFPs will be accepted until the close of business, 4:00 P.M. on April 19th, 2019

FAF/jlp