



Request for Proposals
Professional Design Services for
North Tonawanda Botanical Garden Living Shoreline Project
North Tonawanda, Niagara County, New York

July, 2019

Buffalo Niagara Waterkeeper
721 Main Street
Buffalo, NY 14203

REQUEST FOR PROPOSALS FOR:

Professional Design Services for
North Tonawanda Botanical Garden Living Shoreline Project
North Tonawanda, Niagara County, New York

REQUESTED BY:

Buffalo Niagara Waterkeeper

721 Main Street

Buffalo, NY 14203

(716) 852-7483

www.bnwaterkeeper.org

July, 2019

Jill Jedlicka, Executive Director
Renata Kraft, RLA, Deputy Executive Director
Emily Root, Director of Ecological Programs



Professional Design Services for North Tonawanda Botanical Garden Living Shoreline Project
North Tonawanda, Niagara County, New York

Table of Contents

| | | |
|-------------|--|---|
| I. | INTRODUCTION | 2 |
| A. | INVITATION TO SUBMIT PROPOSALS | 2 |
| B. | PROJECT SUMMARY | 2 |
| C. | SITE DESCRIPTION | 3 |
| D. | PROJECT BUDGET | 3 |
| II. | PROPOSAL SUBMITTAL REQUIREMENTS | 3 |
| A. | EXECUTIVE SUMMARY AND PROJECT APPROACH LETTER | 3 |
| B. | RESPONDENT QUALIFICATIONS | 4 |
| C. | ANTICIPATED SCOPE OF SERVICES | 4 |
| | Task 01 – Kick-off Meeting | 4 |
| | Task 02 – Background Review/Surveys/Data Collection | 4 |
| | Task 03 – Design Development | 5 |
| | Task 04 – Permitting | 5 |
| | Task 05 – Bidding, Awarding and Construction Contract Administration | 5 |
| D. | PROJECT SCHEDULE | 6 |
| E. | PRICING PROPOSAL | 6 |
| F. | REQUIRED STATEMENTS | 6 |
| III. | PROCUREMENT PROCESS | 7 |
| A. | PROPOSAL SUBMISSION INSTRUCTIONS | 7 |
| B. | PROCUREMENT SCHEDULE | 7 |
| C. | CONTRACT REQUIREMENTS | 8 |
| IV. | QUESTIONS REGARDING RFP | 8 |
| V. | EVALUATION OF PROPOSALS | 8 |
| VI. | MISCELLANEOUS | 9 |

ATTACHMENTS:

ATTACHMENT A - Project Location and BNW Conceptual Site Plan

ATTACHMENT B - BNW Proposal Score Card



Professional Design Services for North Tonawanda Botanical Garden Living Shoreline Project
North Tonawanda, Niagara County, New York

I. INTRODUCTION

A. INVITATION TO SUBMIT PROPOSALS

Buffalo Niagara Waterkeeper (BNW) is a community-based, not-for-profit organization that leads the region's effort to safeguard water resources for present and future generations and connect them to the water. BNW received funding from the Greenway Ecological Fund for a living shoreline restoration project at the North Tonawanda Botanical Garden property. The Greenway Ecological Fund was established by the New York Power Authority pursuant to the Niagara Relicensing Settlement Agreement.

BNW is seeking to retain a Consultant, or team of Consultants ("Consultant") to provide professional landscape architecture and/or engineering design, and construction administration services, to enhance and restore aquatic and riparian habitat at the project site. Services include site design, land and bathymetric survey services (as required for design), construction bid process assistance, and construction contract administration in coordination with some BNW construction observation.

B. PROJECT SUMMARY

As part of BNW's Living Shoreline Program, the goal of this project is to restore the existing landscape to a more natural and self-sustaining form, utilizing a combination of natural materials, native plants, and bioengineering techniques. The restored condition will achieve a seamless transition between the land and water and will create valuable aquatic, riparian, and upland habitats. Additionally, green infrastructure and bioretention components will be built into the project in strategic areas in order to collect and filter runoff.

The project will be designed to maintain sight lines, and to provide designated public access to the water to allow the community to experience the valuable natural and cultural resources at the site. A portion of the existing parking lot and road within the project area will be reclaimed and restored to native habitat in order to reduce the amount of impervious surface on-site.

Project design will consider current and planned improvements throughout the botanical garden property. All work performed for BNW must be accomplished with the protection of water resources and the environment in mind.

Restored conditions will:

- Provide for more natural shoreline protections to reduce erosion;
- Establish much needed fish spawning and resting habitats along Tonawanda Creek, supporting such species as walleye and northern pike;
- Create an adequate riparian buffer environment that supports lower water temperatures and native habitat for numerous wildlife species;
- Provide natural green infrastructure that improves water quality in the creek;



Professional Design Services for North Tonawanda Botanical Garden Living Shoreline Project
North Tonawanda, Niagara County, New York

- Allow for public access within the project area; and,
- Improve the sustainability of the shoreline environment.

C. SITE DESCRIPTION

The project area is located at the North Tonawanda Botanical Gardens - 1825 Sweeney Street, North Tonawanda NY. This 12-acre park includes specimen trees, shrubs and flowers, along with a gazebo for lease and a public boat launch on the western banks of the Erie Canal/Tonawanda Creek just north of East Robinson Street. The approximate project area is depicted in Attachment A.

The project focuses on an area of land about an acre in size located immediately north of the boat launch. This section of the property is currently void of functional riparian vegetation and features only a few trees located within a lawn area that is mowed directly down to the water's edge. The shoreline edge presently includes minor erosion with slumping of soils, remnants of stone stabilizing blocks, and sections that are filled with crushed stone. These existing conditions, and the high profile of public activity at the site, offer great potential for implementation of restoration activities.

The land that makes up the Botanical Gardens is owned by NYS Canal Corporation, and is operated and maintained by the City of North Tonawanda. The North Tonawanda Botanical Garden Organization (NTBGO) has been working to revitalize the property over the past several years. The installation of a paddlesport launch several years ago has increased public use of the site for boating and fishing.

D. PROJECT BUDGET

The pricing proposal for design development and construction administration services should anticipate a construction budget of \$170,000. The targeted start of construction is anticipated for spring 2020.

Please include a total price for completion of the entire proposal at the bottom of the cost proposal.

II. PROPOSAL SUBMITTAL REQUIREMENTS

A. EXECUTIVE SUMMARY AND PROJECT APPROACH LETTER

The respondent is expected to provide an executive summary and project approach letter showing understanding of the project goals and deliverables and a general description of the services that the Consultant proposes to provide to BNW. Respondent recommendations for tasks or deliverables not currently defined in the *Anticipated Scope of Services* (as outlined below) should be clearly highlighted in the project approach letter and work plan. The letter



Professional Design Services for North Tonawanda Botanical Garden Living Shoreline Project
North Tonawanda, Niagara County, New York

must be signed by a person authorized to obligate the Consultant to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

B. RESPONDENT QUALIFICATIONS

Respondent submitting a proposal shall be actively engaged and experienced in, and/or shall subcontract to sub-consultants who are directly experienced in, the nature of the work described in this RFP. Respondent shall be able to provide professional design services including development of complete construction contract documents that are professionally sealed by a New York State Licensed Landscape Architect or Professional Engineer. Respondent shall be able to provide sufficient construction contract administrative services and should include team members with hydrological experience in shoreline habitat restoration in freshwater riverine environments. Respondent shall be experienced in identifying and obtaining all needed permits and agency notifications.

Respondents shall submit an organizational description, organizational chart (with designation of Primary Point of Contact), and resumes of the primary project team members and sub-consultants. Respondents should also provide a minimum of five (5) examples and references for projects of a similar nature that have been completed by the Consultant team.

C. ANTICIPATED SCOPE OF SERVICES

Task 01 – Kick-off Meeting

Within ten (10) business days of BNW issuing Notice of Award, the selected Consultant will participate in a Project Kick-off Meeting with BNW and project partners. The purpose of the meeting will be to introduce all members of the Project Team, review Project communication protocols, review the final Scope of Services, review and finalize the Project Schedule, review permitting strategy, and to discuss design milestones and deliverables. This Meeting may also be used for the Consultant to discuss any modifications to the preliminary design concept.

Task 02 – Background Review/Surveys/Data Collection

Tasks will include, but will not be limited to:

1. Consultant shall perform all necessary site visits and reconnaissance of the Project Site.
2. Consultant shall complete necessary data collection, including topographic, bathymetric, boundary surveys and evaluations, as required for design and construction implementation.
3. Consultant shall thoroughly document existing site conditions, opportunities and constraints.
4. Consultant shall evaluate locations for placement of recommended project elements.



Professional Design Services for North Tonawanda Botanical Garden Living Shoreline Project
North Tonawanda, Niagara County, New York

Task 03 – Design Development

The Consultant shall collaborate directly with BNW throughout the design development phase. After initial input by BNW, the site owners and additional Project partners, the Consultant is expected to proceed by further developing BNW's provided conceptual design (Attachment A) into schematic and final design.

Reviews: Check-ins with BNW and Project partners are expected to occur at 60%, 90% and 100% completion. The Consultant shall satisfactorily address feedback provided at each check-in before progressing the design to the next phase.

Opinions of Probable Cost: The Consultant is required to submit an opinion of probable cost at 60%, 90% and 100% completion.

Construction Contract Documents: The Consultant shall develop the 100% construction contract document bid package, stamped by a NYS Licensed Landscape Architect or Professional Engineer, sufficient for the construction of all Project elements.

Task 04 – Permitting

The Consultant shall identify all required permits necessary for the design and construction of the Project. Consultant shall complete all work necessary for obtaining approved permits for Project implementation, including any and all federal, state, multi-state and/or local permitting. Consultant must undergo appropriate coordination and consultation with the New York State Historic Preservation Office ("SHPO").

The Consultant shall coordinate communications with all permitting agencies and authorities, and shall prepare all permit applications including required plans and drawings. All permit fees shall be identified by the Consultant and payment of such will be the responsibility of BNW.

Task 05 – Bidding, Awarding and Construction Contract Administration

Bidding and Awarding:

1. The Consultant shall lead the bid process (in collaboration with BNW), including attendance at pre-bid meetings, reviewing and providing responses to bidder inquiries, and providing assistance to BNW in the review of bids.

Construction Contract Administration:

1. The Consultant shall provide options for construction contract administration services up to substantial completion (not including Period of Establishment) sufficient to effectively administer construction, with the expectation that BNW expects to provide some of the day to day observation, in conformance with BNW's construction schedule.



Professional Design Services for North Tonawanda Botanical Garden Living Shoreline Project
North Tonawanda, Niagara County, New York

D. PROJECT SCHEDULE

Services will commence upon BNW issuing the Notice of Award. Upon receipt of Notice of Award, Consultant will work with BNW's legal department to execute the contract. Once contract is executed, Consultant will begin the *Scope of Services*. The Consultant is anticipated to begin their services in late August, 2019.

The Consultant will develop the 100% construction contract document bid package, stamped by a NYS Licensed Landscape Architect or Professional Engineer, sufficient for the construction of all Project elements, by January 31, 2020.

Construction Bid Advertisement will be released in February 2020 with a construction commencement early 2020 (as weather permits). All construction must be substantially complete by the end of August, 2020.

The Consultant must agree to commence work on the issue date and to fully complete the Project within the time limit specified in the Agreement. All deliverables identified in the *Anticipated Scope of Services* are targeted for completion by August, 2020 or at such later date as shall be established by BNW.

E. PRICING PROPOSAL

The pricing proposal must be broken down by each task and sub-task. Each task and subtask listed in the pricing proposal must be identified in the same order as it was outlined within the *Anticipated Scope of Services*.

Consultants are encouraged to suggest items, and their cost, that might be deleted or added to the Project that might improve the outcome of the Project. Any such suggested additions or deletions must be identified with highlighting and must include a statement explaining the reason for the recommendation and any the potential impact upon the Project's overall budget or schedule.

Please include a total cost for completion of the entire proposal at the bottom of the pricing proposal.

F. REQUIRED STATEMENTS

- a. Statement that the proposer is not currently employed by, or affiliated with, BNW.
- b. Statement providing availability of all required insurance at the time of contract execution and that the selected Consultant will hold BNW and landowner harmless during the contract period.
- c. Statements that the Consultant and employees are legally able to work in the United States and New York State specifically.



Professional Design Services for North Tonawanda Botanical Garden Living Shoreline Project
North Tonawanda, Niagara County, New York

III. PROCUREMENT PROCESS

A. PROPOSAL SUBMISSION INSTRUCTIONS

Proposals must include, and be formatted, as per the following:

1. Executive summary and project approach letter
2. Respondent qualifications
3. Anticipated Scope of Services
4. Project Schedule
5. Pricing Proposal
6. Required Statements

Submission:

One (1) electronic version of the proposal contained on a CD or thumb-drive and two (2) hardcopies of the proposal are required to be submitted no later than **2:00 PM on Thursday, August 1st, 2019**. Late proposals will be rejected. Facsimile and email submissions will not be accepted. Proposal envelopes should be clearly labeled to identify the name of the proposer and the Project name.

Proposals must be delivered to:

Emily Root
Director of Ecological Programs
BUFFALO NIAGARA WATERKEEPER
721 Main Street
Buffalo, NY 14203

B. PROCUREMENT SCHEDULE

A pre-proposal meeting will be held, rain or shine, at 2:00 PM on Thursday, July 11th at the Project site (meet at 1825 Sweeney Street). Attendance by the primary Consultant at the pre-proposal meeting is mandatory for those intending to submit a proposal.

Project proposals are due by 2:00 PM on Thursday August 1st, 2019.

Consultant interviews, if deemed necessary by BNW, are anticipated to be held mid-August, 2019. All respondents will be notified in writing as to whether they were selected or not selected to provide the services described in this RFP by late-August, 2019.



Professional Design Services for North Tonawanda Botanical Garden Living Shoreline Project
North Tonawanda, Niagara County, New York

C. CONTRACT REQUIREMENTS

Agreement:

The selected Consultant will be required to enter into a Consulting Agreement with BNW, using BNW's standard Agreement.

The Consultant will not begin any work outlined within the RFP prior to being notified of Award by BNW in writing, through means of a "Notice of Award" issued by BNW. The Consultant must agree to commence work on the award date and to fully complete the Project within the time limit specified in the Agreement.

Insurance:

The selected Consultant will be required to maintain the types and limits of insurance as required by BNW: A commercial General Liability Policy of at least \$1M, Auto Insurance, Umbrella Insurance, New York State Worker's Compensation Coverage and Professional and Pollution Liability Insurance. Insurance certificates naming BNW and Landowner as additional insured which reflect a Waiver of Subrogation, must be provided to BNW prior to the commencement of the Project.

Indemnification:

The selected Consultant will be required to indemnify and hold harmless BNW and their agents and employees.

IV. QUESTIONS REGARDING RFP

Responders who have any questions regarding this RFP/Project are permitted to submit questions in writing to Juliann Parker, Administrative Assistant, at the following e-mail address: projects@bnwaterkeeper.org with the subject line "RFP Questions – North Tonawanda Botanical Garden Living Shoreline Project."

All questions must be received by 4:00 PM July 18th, 2019. All questions will be answered in writing and sent to all Consultants that attended the mandatory pre-proposal meeting and site visit, via e-mail correspondence by July 24th, 2019. No questions will be answered over the phone.

Other BNW personnel are **NOT** authorized to discuss this request for proposals with responders, before the proposal submission deadline. Contact regarding this RFP with any person not listed above could result in disqualification.

V. EVALUATION OF PROPOSALS

All proposals will be reviewed in accordance with, and be subject to, the criteria, procedures, submission requirements and other requirements outlined in this RFP. Proposals will be evaluated based on: clarity of proposal, understanding of the Project, Project schedule,



Professional Design Services for North Tonawanda Botanical Garden Living Shoreline Project
North Tonawanda, Niagara County, New York

qualifications of the project team and previous relevant project experience. An example of our scoring sheet is included as Attachment B.

After receipt and BNW's evaluation of the proposals, BNW may, at its discretion, interview one or more Consultants that submitted a proposal, to allow the shortlisted Consultant teams an opportunity to present their proposal to, and discuss it with, BNW, and to answer BNW's questions regarding their proposal. If a contract is to be awarded, BNW will award the contract to the Consultant whose proposal, at BNW's discretion, is in the best interest of the Project. BNW is not required to select the lowest bidder and reserves the right to negotiate costs with shortlisted teams prior to making a final selection.

VI. MISCELLANEOUS

BNW reserves the right to postpone or withdraw this RFP, to accept or reject any and all proposals, to modify or amend the terms of this RFP, or to waive any requirement of this RFP with respect to one or more respondents, to negotiate or hold discussions during the interview process (if conducted) regarding the terms of any proposal received in response to this RFP, or take any other actions with respect to issuance or award of this RFP, all as BNW may deem to be in the best interest of BNW and the Project.

BNW does not assume the responsibility or liability of costs incurred by Consultants responding to this RFP or to any subsequent requests for proposals, interviews, additional information, submissions, etc. prior to issuance of an Agreement.

Attachment A



North Lake Shoreline Restoration || Chicago Botanical Gardens
 Special attention was given to the plants' seasonal interest and habitat offerings for migratory birds. Visitors are able to learn about natural erosion control and native species.



Hyde Park Lake Living Shoreline || Niagara Falls, NY
 Diverse mosaic of habitat zones designed to treat stormwater runoff, expand riparian buffers, and strategically incorporate pedestrian trails and boardwalks for access and education.

CONCEPTUAL DESIGN PLAN NOTES

- 1 Design upland topography to create a balance of cut/fill while also enhancing access and overlook opportunities.
- 2 Raingardens and/or bioswales will be integrated throughout, and planted with native species adaptable to wet conditions. Flow of water to maintain positive drainage towards creek.
- 3 Network of experiential and educational elements including low-impact paths and interpretive signage.
- 4 Habitat enhancements throughout to include in-water habitat logs, shoreline snags, and bird boxes.



Attachment B

PROPOSAL SCORECARD FOR PROFESSIONAL DESIGN SERVICES

Project Name: _____
 Consultant Team: _____
 Date Reviewed: _____
 Reviewer Initials: _____



| PROPOSAL SUBMITAL REQUIREMENTS: All boxes must be checked "yes" by the project manager to begin scoring proposal | | | Notes |
|--|---|---|-------|
| | Y | N | |
| Was consultant at pre-proposal walk? | | | |
| Was submission received by indicated deadline? | | | |
| Executive Summary and Project Approach Letter | | | |
| Organization Description | | | |
| Organizational Chart | | | |
| Designation of a Primary Point of Contact | | | |
| Resumes of Project Personnel | | | |
| Team includes a team member with hydrological experience | | | |
| Resumes of sub-Consultants | | | |
| Five (5) References for Work of a Similar Nature | | | |
| Anticipated Scope of Services | | | |
| Project Schedule | | | |
| Pricing Proposal | | | |
| Statement that the Consultant is not Currently Employed by, or Affiliated with, BNW | | | |
| Statement Providing Availability of Required Insurance | | | |
| Statement of Legally Able to Work in the United States and NYS | | | |

| | |
|-----------------------|------------------|
| SCORING MATRIX | Score / 100 pts. |
|-----------------------|------------------|

| | |
|---|--|
| 1 Clarity of Proposal: (10 pts.) | |
|---|--|

| | |
|--|--|
| Did the proposal demonstrate an understanding of the needs of the objectives of the project? (10 pts.) | |
|--|--|

| | |
|--|--|
| 2 Understanding of the Project: (25 pts.) | |
|--|--|

| | |
|---|--|
| Did consultant team understand the objective, did they capture this understanding in the Executive Summary? (10 pts.) | |
|---|--|

| | |
|--|--|
| Did the project approach letter explain the process or how the Team will approach the scope? (15 pts.) | |
|--|--|

| | |
|--------------------------------------|--|
| 3 Project Schedule: (10 pts.) | |
|--------------------------------------|--|

| | |
|---|--|
| Did the Team meet the proposed schedule, have they laid out their schedule in a way that predicts success of the project deliverables? (5 pts.) | |
|---|--|

| | |
|--|--|
| Project team's work plan (Scope of Services) delivers on all key tasks within the project schedule? (5 pts.) | |
|--|--|

| | |
|--|--|
| 4 Qualifications of the Project Team: (30 pts.) | |
|--|--|

| | |
|--|--|
| Past performance of the Project Team, as a whole. Have they worked on similar project's together and are those successful? (10 pts.) | |
|--|--|

| | |
|---|--|
| Qualifications of individuals on the Team - (20 pts.) | |
|---|--|

| | |
|--------------------------------|--|
| 5 Experience: (25 pts.) | |
|--------------------------------|--|

| | |
|---|--|
| Project experience with focus on in-water and upland habitat restoration (utilizing native plant communities) and public access and in freshwater riverine environments? (10pts.) | |
|---|--|

| | |
|--|--|
| Past expeerience on 5 or more similar projects? (15pts.) | |
|--|--|

TOTAL SCORE:

| |
|-----------------------------|
| ADDITIONAL COMMENTS: |
|-----------------------------|