



Town of Clifton Park, New York
Request for Qualifications (RFQ) for
Town Center Public Park Plan



Date of Issue: August 20, 2018

The Town of Clifton Park, through this RFQ, is soliciting Statements of Qualifications from firms with urban design, planning, landscape architecture, engineering and design services for the development of a Town Center Park Plan and Schematic Design Layout.

Submittals

Interested firms are invited to submit a statement of qualifications for providing the requested professional services to the Town of Clifton Park, by 4:00 p.m., September 18, 2018. Proposals submitted after this deadline will not be considered.

Statement of Qualifications submittals shall consist of (3) paper sets and one digital storage device (CD or USB Flash Drive) in PDF format, mailed or delivered to:

Clifton Park Town Hall
Clifton Park Town Clerk's Department
One Town Hall Plaza
Clifton Park, NY 12065

Contact

For additional information concerning this RFQ, any other aspect of the selection process or the project in general, please contact via email only:

John Scavo, Director of Planning
Email: Jscavo@cliftonpark.org

All questions must be submitted by email and must be received prior to 4:00 p.m. EST on August 27th. Answers will be released to all interested parties prior to noon on August 30th. Any cost incurred by an interested firm in preparation, transmittal, or presentation of any information or materials submitted in response to the RFQ shall be borne solely by the firm.

The Town of Clifton Park Reserves the right to reject any and all submittals at any time.

Consultant Selection Criteria

- An organizational chart and biographies for your project team, including all sub- consultants. We expect the consultant team to be conducted by experienced landscape architects / park planners, and may include professional, specialized subconsultants as needed.
- A statement of the percentage of time your proposed key resources will have available to devote to the project.
- Your firm's identification of the critical work elements and how your team would address these issues (i.e. public participation, design charrettes).



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- A discussion of your firm's approach to the project and your plan to produce the required documents.
- A proposed schedule for completing the work, including intermediate project stages leading to a final project and in sufficient detail to allow an assessment of the firm's ability to provide the resources necessary to meet the schedule.
- Experience from past similar projects containing a brief executive summary of each with outcomes and deliverables. Experience with habitat assessments development of natural trail systems, and other park development projects should be emphasized. Also, provide up to three (3) references containing the contact name and number for the client, or if not available, a contact name and number of the current most knowledgeable person associated with the project.
- Identify Phase I Improvements to be implemented in 2019 related to the accessibility, safety, and public enjoyment of the park space.

Component	RFQ/Presentation Score
Responsiveness to the RFQ	5 points
Previous experience in similar projects	20 points
Understanding of project scope	25 Points
Ability to meet the schedule/budget	10 points
Expertise of key personnel	20 points
Response from references/past projects	20 points
Total	100 Points

Negotiation/Scope Development

The top-ranked firm will be notified in writing and be asked to meet and submit their prospective scope of services, schedule and a fee proposal.

If, after negotiation and consideration, the Owner is unable to reach an acceptable agreement with the top-ranked firm, the Owner will terminate negotiations with the top-ranked firm and, at its sole discretion, may enter negotiations with the second ranked firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFQ.

Final Selection

Once an agreement is reached with a preferred Architecture/Engineering Firm, a professional Services Agreement will be drafted for full execution. A Notice to Proceed will be issued to formally begin work.



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Background

The Clifton Park community is keenly interested in gathering public consensus and developing a conceptual land use plan for 37± acres within the Town Center near Exit 9. The property was formerly owned by the Shenendehowa Central School District and deemed surplus by the Board of Education. Voters approved the sale of the property to the Town of Clifton Park on December 5, 2017. On February 28, 2018 the Town and Shenendehowa School District completed the transfer of ownership. This parcel of land is identified as Tax Map ID# 271.-3-39.1.

The land has been acquired by the Town of Clifton for municipal uses, expansion of the Town's park and recreational network, furtherance of the Town's Open Space and Town Center Plans as well as to provide a recreational and cultural area for residents and public entities. The public plan will create a comprehensive, shared community vision for the property; identify and address issues and concerns, prioritize near term and long-term improvements, identify opportunities for collaboration and identify strategies to ensure that the property is safe and accessible for all visitors.

The property is located in a prime east-west transportation corridor of the Town, occupying a unique central place within the heart of the Town Center / Exit 9 Area of Clifton Park. The land is primarily woodlands and is located near 11,500 students and adult employees at the Shenendehowa School Campus. The land is also adjacent to commercial and retail businesses, easily accessible from Interstate-87 and State Route 146. These uses include the Clifton Park Center Mall, the Shops at Village Plaza, multiple restaurants, the Southern Saratoga YMCA, daycare, and residential living in Town Center.

This property could serve as protected Town Center open space and could provide for park uses, civic uses, and a location for pedestrian, bicyclist, and other modes of transportation. Assorted land uses in proximity of the project site include the Clifton Common Athletic Fields, Town Hall, nearby neighborhoods, Clifton Park – Halfmoon Public Library, and the Shenendehowa Schools Campus and have the potential to access the main commercial Town Center area of Town by traversing the project site.

This space will complement and add value to the largest commercial center in Town, which is evolving through the implementation of the Town Center Plan and Town Center Form Based Code Zoning. This parcel is anticipated to be a recreational asset and green haven that is woven into the fabric of the Town Center Vision for urban vibrancy and mixed-use activities within the Exit 9 and Route 146 Corridor.



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Project Team

The selected consultant team will work with the Town Planning Staff and an advisory committee as well as a stakeholders group throughout the development of the plan to ensure that the diverse perspectives and interests of the community are heard, considered and addressed.

Advisory Committee

The project will be conducted utilizing an advisory committee and stakeholders group that has been appointed by the Town Board. The Advisory Committee will assist the planning team, provide constructive feedback, support the community's interests and will work to advance the vision of the community.

The Advisory Committee includes professionals who have a history of work, body of knowledge, and understanding of past efforts of previous Planning Projects such as the Town Center Plan, Exit 9 Land Use & Transportation Study, Town-wide Recreation Plan, Open Space Plan, Trails Plan, the Western Clifton Park Land Conservation Plan, and public plans for the 13 miles of waterfront along the Mohawk River.

Scope of Work that is Needed:

For existing data, the Town of Clifton Park has a professional property boundary survey that will be made available to the consultant team for use in base mapping.

- Prepare a base map that will be used for planning purposes, and that will become the basis for a final product of a **conceptual land use plan**. Base map should include significant nature features, existing trails, and open areas.
- Evaluate demographics, adjacent land uses, and zoning for properties within .25 miles of the 37^{+/-} acre parcel.
- Conduct a **habitat assessment** of the site to get an understanding of the site and its natural resources, and include a narrative with mapping to document the existing information and specific site data. This understanding of the conservation biodiversity will be critical in order to help inform the values for the natural characteristics of the site balanced with the potential public uses. We expect this task to be conducted by an expert field biologist or similarly qualified individual.
- Conduct a **wetlands delineation** and mapping of the site for jurisdiction and non-jurisdictional wetlands, and include any Town of Clifton Park Land Conservation Zone, if relevant for watercourses. However, no permitting is anticipated for this scope of work.



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Public Engagement / Public Process

The Town is envisioning a series of public workshops and other means of engagement, to hear from members of the community about advancing a shared vision for the 37 acre parcel. We anticipate our selected consultant, staff and advisory committee will need to work with the general public, as well as stakeholders and potentially a few focus groups to better understand the specific needs of stakeholders with a range of interests and connections to the proposed park/civic/open space. The community desires to have input and discussion with: the local business community, the YMCA, Clifton-Park Halfmoon Public Library, Shenendehowa Central School District (including youth!), and Public Safety and Social Service agencies (such as CAPTAIN Youth & Family Services and Saratoga Bridges) during the planning process. Additionally, access and mobility for a wide range of potential park users will be considered in terms of the ability for this conceptual plan to meet the wants of special needs and underserved populations.

To provide diverse opportunities for the general public and greater community to advise and inform the plan, we recommend that the consultant team will offer the following public engagement opportunities, ***or recommend an alternative approach within the RFQ Response:***

1. Place Assessment / Existing Conditions Analysis
 - a. Kick-off Meeting with Advisory Committee/plan field visit/review base mapping and initial data available; refine outreach plan and schedule.
 - b. Habitat and wetlands work to be conducted by Staff.
 - c. Field Visit – Consultants and staff will lead a field visit and walkthrough of the site with the Advisory Group. This visit will be conducted as open to the public as well.
 - d. Public Workshop. This workshop will present the key existing conditions including key field visit observations & findings; habitat assessment findings and potential conservation recommendations; wetlands delineation /stream course location and buffer data; site context and analysis of how this place fits into the greater landscape of the community. This analysis will include the movement of people through this area and consider existing modes of transportation and mobility in and around this site. The meeting will be key to establishing expectations about the unique setting of the specific site, but also the contextual lay of the landscape, neighboring public places, neighboring residential, potential future residential locations, and prior to leading into the visioning work.
 - e. Focus Groups/Stakeholders. Review the analysis to date with key focus groups/stakeholders to gain early input on opportunities and potential concepts.



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- f. Conduct a Wrap-up/Review meeting with Advisory Committee on results/findings from outreach for this phase.
2. Visioning; Identification of Positive Opportunities & Development of Initial Use Concepts
 - a. Conduct an Advisory Committee meeting to prepare for the outreach during this phase.
 - b. Conduct a web-based Survey Monkey type of community survey – utilizing / sharing existing conditions – to solicit input.
 - c. Conduct a public workshop to conduct visioning and to identify positive opportunities for the site and initial concepts.
 - d. Revisit with Key Focus Groups/Stakeholders to conduct visioning and identify initial use concepts.
 - e. Conduct an advisory committee meeting to review the feedback and concepts from this phase. Review preliminary conceptual plan with committee.
 3. Preliminary Conceptual Plan
 - a. Consultant to review Preliminary Conceptual Plan at a public meeting.
 - b. Review same with focus groups.

Approvals:

The Consultant will develop a draft final plan for public review and approval. The approval process will include a final SEQR Determination, Town Board Public Hearing, and Final Presentation to the public.

Anticipated Timeline and Schedule

Plan development and public involvement for the planning process is anticipated to take place in 2018 through 2019.

Town Staff, in conjunction with assistance from our selected consultant, will begin research and outreach in 2018. Public workshops will take place in fall of 2018 and winter of 2019.

Following the public workshops and advisory group meetings, a draft plan will be created and made available at a public meeting; public engagement and draft document review will occur, prior to beginning the final approval process. It is expected that the majority of 2019 will be needed to complete this planning endeavor.