

Request for Qualifications
Planning Board of the Town of Poughkeepsie
Preparation of an Environmental Impact
Statement
For
MacDonnell Heights Town Center

Issued By:
Department of Planning
Town of Poughkeepsie
One Overocker Road
Poughkeepsie, New York 12603

Issued: April 7, 2016

Reply Date: April 25, 2016

Request for Qualifications
Planning Board of the Town of Poughkeepsie
Preparation of an Environmental Impact Statement
For
MacDonnell Heights Town Center

Section	Page
I. Introduction	2
II. Description of Work	2
III. Statement of Qualifications	3
IV. Evaluation; Selection; Questions	4
V. Insurance Requirements	5

I. Introduction

The Planning Board of the Town of Poughkeepsie has received an application from Kirchhoff Companies for site plan review approval of a project known as McDonnell Heights Town Center. The project would be a mixed use development including 288 to 350 residential dwelling units in apartments and townhomes; 85,000 to 180,000 SF of mixed commercial development (retail, restaurant, entertainment, office, service business, civic uses, etc.); outdoor recreation area(s); and associated parking. The project is expected to include connection to the Town of Poughkeepsie municipal water supply and the expansion of the existing service area of the Poughkeepsie Business Park wastewater facility including expansion of the wastewater treatment plant discharging to the Wappinger Creek.

The project is a Type I Action pursuant to the State Environmental Quality Review Act ("SEQRA"). The Planning Board has been established as the lead agency and anticipates that a Positive Declaration will be issued and a Draft Environmental Impact Statement ("DEIS") will be prepared. The Planning Board has received a written request from Kirchhoff Companies that the Planning Board undertake the preparation of the DEIS as authorized under 6 NYCRR 617.9(a)(1) of the SEQRA regulations. The cost of preparing the Scoping Document, the DEIS, the FEIS, the Findings Statement, and any other resolutions and documents related to the SEQRA proceedings will be borne solely by Kirchhoff Companies pursuant to 6 NYCRR 617.13 of the SEQRA regulations and Chapter 106 of the Town Code, with no expenditure of Town funds.

Accordingly, the Planning Board has issued this Request for Qualifications in order to identify, interview, and select a firm to prepare the Scoping Document, the DEIS, the FEIS, Findings Statement, and all required notices, correspondence, and documents related thereto.

Interested firms should note that this solicitation is for those firms that have the professional disciplines required to prepare and to complete the work "in-house", where the personnel assigned to the project are employees or principals of the selected firms. Joint ventures between otherwise qualified firms will not be selected, it being the intent Board's intent that a single firm be the sole source of all of the services required to perform the work without the use of additional or outside consultants.

II. Description of Work

The work involves the following primary tasks:

1. Review of the Site Plan Application, and any required special use permit and area variances for compliance with Town Code requirements, and evaluation of such applications and requirements in the DEIS and FEIS.
2. Preparation of the Scoping Document, the DEIS, the FEIS, and Findings Statement, and any required notices, resolutions, correspondence and documents relating to the SEQRA review for the project in coordination with Town staff and consultants, and the applicant and the applicant's design consultants.
3. Preparation of review memoranda related to the SEQRA proceedings.

4. Coordinating work efforts with Town departments and staff, including other consultants retained by the Town for the project.
5. Attendance at meetings with Town staff including, among others, staff of the building, planning, engineering, zoning, water, sewer, highway departments at Town Hall.
6. Attendance at meetings with the applicant and the applicant's design consultants at Town Hall.
7. Attendance at field trip meetings including meetings with other involved local, regional and state agencies.
8. Attendance at meetings of the Town Board, Planning Board, and Zoning Board of Appeals, at Town Hall related to the Scoping Document, the DEIS, the FEIS, and the SEQRA proceedings.
9. Other tasks as may be assigned on an as-needed basis related to the DEIS, the FEIS, and the SEQRA proceedings.

The Town of Poughkeepsie Planning Board is charged with primary responsibility for administration of Chapter 135, "Lot Line Revisions", Chapter 177, "Subdivision of Land", and Chapter 210, "Zoning", of the Town of Poughkeepsie Code. The Planning Board also has shared or secondary responsibility for administration of Chapter 97, "Erosion and Sediment Control"; Chapter 113, "Flood Damage Prevention"; Chapter 116, "Aquatic Resource Protection"; Chapter 126, "Historic Preservation"; Chapter 173, "Stormwater Management"; and Chapter 215, "Waterfront Consistency Review". The examination of potential project impacts in the DEIS and the FEIS may include an analysis of project consistency with any of these town code chapters.

As of the date of release of this RFQ the lead agency has not issued a Determination of Significance, and has not issued a draft scope for the DEIS. Notwithstanding, it is expected that the issues to be covered in the DEIS will require the technical expertise of firm personnel not only well-versed in the preparation of a DEIS, but having the necessary planning, engineering, architectural, cultural resources, traffic assessment and design, biology, hydrology, and economic disciplines as they relate to environmental impact assessment under SEQRA. Responding firms are expected to have the necessary professional expertise "in-house" as employees or principals of the firm.

The personnel of the firm must have a thorough knowledge of New York State subdivision, planning, and zoning laws including the relevant sections of the Town Law, General Municipal Law, and the Environmental Conservation Law. This would also include specialized knowledge of the substantive and procedural requirements of the State Environmental Quality Review Act. Strong writing and public speaking skills are essential. The employee designated by the firm as the primary contact shall also demonstrate an ability to work interactively with Town Staff, elected and appointed officials, citizens, and the development community.

The selected firm will report directly to and will work at the direction of the lead agency and the Director of Municipal Development.

Qualified firms are encouraged to submit qualifications for the work as specified, and are encouraged to identify any specialized skill(s) or knowledge of relevance to the work as outlined herein.

III. Statement of Qualifications

Responders are discouraged from submitting excessively long resumes and biographical materials that do not add substantively to the RFQ or otherwise assist the lead agency or the Department in understanding the qualifications of the firm. In order to assist the lead agency and the Department each proposal shall use the following format:

1. A brief description of the qualifications of the firm submitting the proposal, including: full business name, legal status (corporate, partnership or sole proprietor), number and type of employees, specialties, and longevity.
2. Project Team Members (Curriculum Vitae). List any specialties or strengths that make the personnel assigned to this project uniquely suited to the task of performing the work as outlined in this RFQ. Provide an organizational chart of the principals and employees proposed to work on this project, including the Project Manager who would be assigned to this project and who shall be the Department's main point of contact. This shall include a listing of each individual's relevant project experience in regard to the tasks and responsibilities they would perform in this project. It is very important to include project management experience for the proposed Project Manager.
3. Cost & Expenses. The scope for the DEIS has not yet been developed. Once the scope has been approved by the lead agency the selected firm will be asked to provide a cost estimate to prepare the DEIS. Similarly, upon completion of the public review and receipt of all written and oral comments on the DEIS, the selected firm will be asked to provide a cost estimate to prepare the Final EIS and Findings Statement. For purposes of this RFQ firms are asked to provide the hourly billing rate for any personnel who would be assigned to perform the work as outlined herein. A rate for each type of expense, such as mileage, printing expenses, etc. shall also be specified.
4. Non-Collusion Certification. Complete with signature and acknowledgment.
5. Submittal. The submission shall consist of both hardcopy and electronic documents as follows:
 - a. Hardcopy submissions shall consist of one (1) original and four (4) copies and shall be delivered no later than 12:00 noon EST on Monday, April 25, 2016. The hardcopy response shall be sent to the attention of Neil A. Wilson, Director of Municipal Development, Town of Poughkeepsie, One Overocker Road, Poughkeepsie, New York 12603 either by U.S. Mail, overnight delivery, or hand delivery.
 - b. Electronic submissions shall be in a pdf, jpeg, tiff, or other suitable write-protected image format capable of being opened and viewed using any standard Windows based software and shall be delivered together with the hardcopy submission no later than 12:00 noon EST on Monday, April 25, 2016. The electronic submission may be delivered via email to cbarone@townofpoughkeepsie-ny.gov, or may be submitted on a Compact Disc or flash drive.

IV. Evaluation; Selection; Questions

Department Staff and members of the Planning Board and Town Board shall review each response received for compliance and completeness with respect to the criteria as outlined herein. The written proposals shall be evaluated in relation to the following criteria:

1. Organization, completeness, and responsiveness to this RFQ.
2. The consultant firm's experience with communities with attributes similar to the Town of Poughkeepsie.
3. The relevant experience of the firm and the employees assigned by the firm to perform the work.
4. Competitiveness of the stated hourly rates and costs.

One or more firms may be selected to be interviewed. It is anticipated that interviews would be conducted during the week of May 9, 2016. At the conclusion of the interview process, the interview team will make a recommendation to the Planning Board and to the Town Board.

Upon approval of the selected firm a work schedule and budget based on the expected scope of work for preparation of the Scoping Document, the DEIS, and any related resolutions and notices will be prepared and reviewed. The work scope and budget, together with a written Contract, shall be approved by the Town Board and executed by the Town Supervisor before commencement of work unless otherwise authorized by the Town. Work shall commence upon execution of the Contract.

Questions regarding this RFQ must be submitted in writing to the attention of Neil A. Wilson, Director of Municipal Development, Town of Poughkeepsie, One Overocker Road, Poughkeepsie, New York 12603 by U.S. Mail, overnight delivery, or via email to cbarone@townofpoughkeepsie-ny.gov. All written questions must be received no later than Tuesday, April 19, 2016. Each written question and a reply will be posted on the Town web-site at <http://www.townofpoughkeepsie.com/planning/index.html>. It shall be the responsibility of each consultant replying to this RFQ to check the Town web-site for such questions and replies. Questions and comments that are not in writing will not be accepted and will not receive a reply. The Town reserves the right to extend the time period for receipt of qualifications in order to respond to one or more written question(s) and to provide adequate time for responding consultants to consider the reply(s) to such question(s).

The Town reserves the right, among other options, to reject any and all Qualifications, waive informalities in the process, reissue the RFQ, interview, and/or negotiate scope and fees with one or more responding firms, and/or request additional information from one or more firms, and to retain more than one firm. The award shall be made to the firms whose proposal, in the sole opinion of the Town, best takes into consideration all aspects of this RFQ and would be in the best interest of the Town to retain. This document is not an offer to contract, but is a Request for Qualifications. Neither the issuance of this RFQ, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the Town, will commit the Town to award a contract to any respondent even if all of the requirements in the RFQ are met. The Town may modify these requirements in whole or in part and/or seek additional respondents to submit quotations. Only the execution of a written contract will obligate the Town in accordance with the terms and conditions contained in such contract.

IV. Insurance Requirements

Upon award, the successful Firm shall supply and maintain insurance that indemnifies and holds harmless the Town, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly out of acts or omissions here under by the contractor or third party under the direction or control of the contractor. The successful Firm must furnish the Town with Certificates of Insurance prior to commencement of work. The minimum required coverage shall be as follows:

Workers Compensation	Statutory Requirements
New York State Disability	Statutory Requirements
General Liability/Property Damage	\$2,000,000 combined single limit policy
Automobile Liability	\$1,000,000
Contractual Liability	\$2,000,000
Professional Liability	\$2,000,000

NON-COLLUSION CERTIFICATION

By submission of a proposal in response to this Request For Qualifications each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) Any prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor; and
- 3) No attempt has been made or will be made by the vendor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Name of Firm: _____

Address of Firm: _____

Telephone: _____

By: _____
Signature of Representative of Vendor Firm or Corporation

Print or Type Name of Representative of Vendor Firm or Corporation

STATE OF _____)

SS.:

COUNTY OF _____)

On the _____ day of _____, 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or provided to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC