

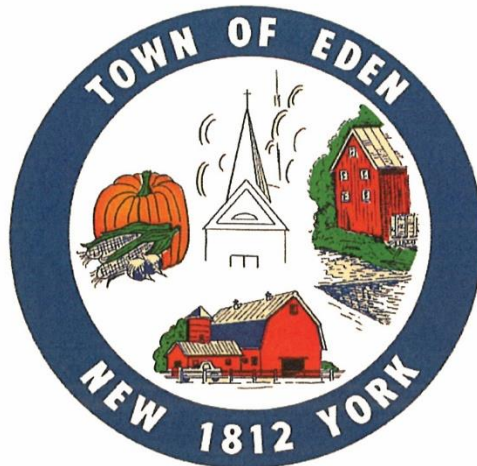
# Request for Proposals

Professional Services for Bley Street Mill Park Study

Town of Eden, Erie County, New York

EPF #181263

Requested By:



Town of Eden  
2795 East Church Street  
Eden, New York 12561

June 2019

Melissa Hartman, Town Supervisor

Richard Ventry, Deputy Supervisor/Town Council

Michael Byrnes, Town Council

Gary Sam, Town Council

Susan Wilhelm, Town Council

## A. Invitation to submit proposals

The Town of Eden is seeking to retain a Consultant, or team of Consultants (Consultant) to provide professional services to conduct a feasibility study for the development of a recreational/cultural park at Croop's Mill on Bley Street, including an assessment of the structural conditions of the building, adaptive reuse potential, community outreach, conceptual plans, estimates, future funding sources, and recommendations for proposed project implementation/phasing.

## B. Project Summary

The long-term vision for this project is to develop the mill and surrounding property as a cultural and recreational park that can be utilized to showcase the agricultural history of the Town in conjunction with other local assets (Welch Museum) as well as the importance of mills in the founding of many of the communities throughout New York. The grounds can be used for walking trails with interpretive stations, as well as active areas for community or showcase gardens, and access to the waterfront could be incorporated through fishing access or passive viewing. The condition of not only the mill, but also the adjacent creamery, are a primary concern, and maintaining their stability while exploring potential reuse in the overall park are a priority of the Town. This project was specifically mentioned in the Town's Comprehensive Plan.

## C. Site Description and History

Croop's Mill, situated on the banks of the Southern Branch of Eighteen Mile Creek, is owned by the Town of Eden, though the surrounding lands and other associated structures are currently privately owned. The mill building has been in existence since the early 1800's and represents one of the few last remaining mills in the Town. The mill has been in a long-standing state of deterioration with several stop-gap measures taken by the Town to stabilize the structure and improve the envelope to further protect it from the elements. Without a strategic assessment for restoration and a plan for the future of the mill and grounds, it will remain an isolated resource to the community and a severely underutilized asset in terms of history, culture, and recreation given its proximity to the water. An area along Eighteen Mile Creek that includes the mill was nominated to the National Register of Historic Places in 1974-1975 as the Eden Mills Conservation Area (90NR03138) – the area was given a State Register listing in 1980.

The Town's recently completed Comprehensive Plan, ***Cultivate Eden***, identified the mill as a potential catalyst project to spur additional tourism and economic development potential in the Town in addition to the preservation measures noted above. The intent of the project is to prepare a feasibility study to assess the condition/structural integrity of the buildings, focused specifically the mill itself, and develop recommendations for stabilization, restoration, and any adaptive reuse. In addition, a site analysis will be performed that will identify improvements and amenities to convert the building and grounds to a public park that includes passive recreational areas, waterfront access, interpretive and historical information, agricultural heritage, and potential trail connections.

The Town is actively working towards revitalizing and improving the hamlet of Eden Center, the center of government and general community activity in the Town and seeks other opportunities to expand economic development and well as improve its visibility to visitors and future residents. The intent of

this project to develop the mill and grounds into a park to satisfy both of those goals while also providing another recreational resource to existing residents.

#### D. Proposal Submittal Requirements

##### 1. *Project Approach Letter*

Consultants must submit a 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 the Town of Eden. Recommendations for tasks or deliverables not defined in the Anticipated Scope of Services as outlined below should be clearly highlighted in the Project approach letter and work plan. The letter must be signed by a person authorized by the Consultant 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.

##### 2. *Respondent Qualifications*

All Consultants 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. The project team must include a member with architectural/structural engineering experience to assess the condition of the Mill as well as historic preservation to ensure recommendations are historically appropriate. Respondents shall submit a description/overview of the organization, organizational chart (with designation of Primary Point of Contact) and resumes of the primary project team members and any sub-consultants. Respondents should also provide a minimum of three (3) examples and references for projects of a similar nature that have been completed by the Consultant team. Respondents shall be willing to travel to, and be present at, on-site and off- site professional and public meetings and work proactively with any Project partners.

##### 3. *Anticipated Scope of Services*

###### **Task 1 – Project Kickoff**

After executing a contract with the Town of Eden, the selected Consultant will participate in a Project Kick-off meeting. The purpose of the meeting will be to introduce all members of the Project Team (including any representatives from NYS Parks), review project communication protocols, review the final Scope of Services, review and finalize the project schedule, and to discuss milestones and deliverables.

###### **Task 2 – Conditions Analysis**

Consultant shall perform all necessary site visits and reconnaissance of the Project Site to assess the conditions of the site, including the mill and creamery. The Town will provide the Consultant with any available planning documents; additional documents will need to be researched by the Consultant and included or referenced where necessary within the final report.

### **Task 3 – Meetings & Public Outreach**

The Consultant will incorporate any feedback obtained during the Comprehensive Plan process into the project along with any additional public outreach associated with the project. It is anticipated that at least one public meeting will be included during the project to inform residents and gather any additional information on history and/or desired elements. Meetings with the Town and/or any steering committee set up to provide oversight of the project shall be determined. These meetings shall be used to provide updates to the Town, discuss draft findings or recommendations, and review materials. A final public meeting, at a minimum presenting the conceptual plan, final recommendations, and priority actions, shall be given to either the Town Board or as a separate public meeting.

### **Task 4 – Mill Structural Assessment and Adaptive Reuse Feasibility**

As noted in previous sections, the mill is the primary focus for architectural/structural assessment and adaptive reuse. A general assessment of the former creamery and farmhouse should also be included, though to a lesser extent with the farmhouse as it is currently being occupied by the current landowner. A preliminary architectural assessment was performed which identified general foundation and envelope degradation at the mill and roof decay at the creamery building. The expected deliverable would entail an assessment of these buildings and a detailed report that outlines high priority needs and recommendations for stabilizing and restoring the buildings. In addition, based on these findings, input from the Town and community in conjunction with Task 3, opportunities for adaptive reuse should also be included. Life safety is a primary concern with respect to the buildings and the extent of public interaction within them will be dependent upon the findings of the assessment.

### **Task 5 – Park Concept Development**

A conceptual plan was developed as part of the Town's Comprehensive Plan process. This plan will be re-evaluated in light of the findings in Task 4 along with additional insight from the Town, residents, and other stakeholders, including but not limited to, NYS DEC (Eighteen Mile Creek access) and NYS Parks. The desired park would include a mix of cultural/historical interpretive areas as well as active and passive recreational elements. It is assumed that the extent of active recreation would be limited to small playgrounds, preferably context sensitive with the historical nature of the site. Walking paths, boardwalks, informational panels/kiosks, pavilions/lean-tos, sitting benches, overlook platforms, picnic tables, demonstration spaces, parking, and limited vehicle circulation would all be elements to consider in the park development concept.

### **Task 6 – Draft Park Study**

The draft study would include the information from previous tasks in a report format that includes supporting narrative, maps, plans, example photographs, etc. It is anticipated that the report would provide an overview of planning process, summary of community input, existing site and building conditions, major findings, concept overview, priority actions and recommendations, phasing/implementation, and future funding. An estimate of park development, including necessary work to the buildings, should also be included. Though the project will not result in construction or ground disturbance, consultation with the NYS Historic Preservation Office (SHPO) should be undertaken as part of the project in order to determine

the extent of future reviews and consultation with respect to rehabilitation, reuse, and ground disturbance. Any potential permits or approvals from other agencies should also be identified. This report will be provided to the Town for review and comment.

#### **Task 7 – Final Park Study**

A final study will be provided addressing all comments from the Town and any other involved agencies. Prior to final acceptance or approval of the study, the Town shall undertake the appropriate environmental review under SEQRA, with the Consultant providing support in documentation. The final number of copies of the study to be provided to the Town will be determined. An executive summary may be developed as part of the project as well at the discretion of the Town.

#### *4. Project Schedule*

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 Scope of Services are anticipated for completion within a 12-month period from contract execution or within a timeframe established by the Town of Eden.

#### *5. Pricing Proposal*

Pricing proposal should include the total cost for Consultant services for all tasks noted in Section D3 above with fees associated with each task broken down. Each task deliverable must be identified in the same order as it was outlined within the Anticipated Scope of Services.

#### *6. MWBE/EEO*

Funding for this project comes in part through an Environmental Protection Fund (EPF) grant administered by the New York State Office of Parks, Recreation and Historic Preservation (OPRHP). Under Article 15A, Executive Law, the State of New York is committed to providing Minority and Women Owned Business (MWBE) equal opportunity to participate in government contracts. The following goals have been set for this project: **30% MWBE**, to include at least **13% MBE** participation and **17% WBE** participation. The successful bidder may be required to furnish reports showing the participation of various business enterprises of subcontractors and suppliers on the contract.

#### *7. Required Statements*

- i. Statement providing availability of all required insurance at the time of contract execution and that the selected Consultant will hold the Town of Eden and any other landowner(s) harmless during the contract period.
- ii. Statements that the Consultant and employees are legally able to work in the United States and New York State specifically.

### *E. Procurement Process*

#### *1. Proposal Submissions*

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

- a. Project approach letter
- b. Respondent qualifications
- c. Anticipated Scope of Services
- d. Project Schedule
- e. Pricing Proposal
- f. Required Statements

The EPF funding number noted on the cover page must be included on the proposal. One (1) electronic version of the proposal and two (2) hardcopies of the proposal are required to be submitted no later than 2:00 PM on June 28, 2019. 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 Hawkins  
Town Clerk  
Eden Town Hall  
2795 East Church Street  
Eden, New York 14057

## *2. Procurement Schedule*

Project proposals are due by 2:00 PM on June 28, 2019.

Consultant interviews, if deemed necessary by BNW, are anticipated to be held within two weeks after project proposals are received. 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 July 12, 2019.

## *3. Contract Requirements*

### **Agreement:**

The Project will be awarded to one Consultant that will be held solely responsible for providing the professional services required for the Project. The selected Consultant will be required to enter into a Consulting Agreement with the Town of Eden.

The Consultant will not begin any work outlined within the RFP prior to being notified by the Town in writing. The Consultant must agree to commence work on the date contained within the written notice 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. Insurance certificates naming the Town of Eden as additional insured which reflect a Waiver of Subrogation, must be provided to the Town prior to the commencement of the Project.

**Indemnification:**

The selected Consultant will be required to indemnify and hold harmless the Town of Eden and their agents and employees.

**F. Questions Regarding RFP**

Responders who have any questions regarding this RFP are permitted to submit questions in writing to Marlene Grunder, Administrative Assistant to the Town Supervisor, at the following e-mail address: [marlene@edenny.gov](mailto:marlene@edenny.gov) with the subject line "Questions Regarding RFP for Mill Park Study".

All questions must be received by 12:00 PM June 26. All questions will be answered in writing and sent to all Consultants who have been sent or requested a copy of the RFP. No questions will be answered over the phone or by other employees/staff/representatives of the Town of Eden before the proposal submission deadline. Contact regarding this RFP with any person not listed above could result in disqualification.

**G. 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 (in no particular order or preference):

- a. Clarity of proposal
- b. Understanding of the Project
- c. Project schedule
- d. Qualifications of the project team
- e. Previous relevant project experience

After receipt and the Town's review of the proposals, the Town of Eden may, at its discretion, conduct interviews with one or more Consultants that submitted a proposal, to allow the shortlisted Consultant team(s) an opportunity to present their proposal to, and discuss it with, the Town, and to answer the Town's questions regarding their proposal. If a contract is to be awarded, the Town of Eden will award the contract to the Consultant whose proposal, at the Town's discretion and in consultation with any funding sources, is in the best interest of the Project. The Town of Eden is not required to select the lowest bidder.

The Town of Eden has been and will continue to be an equal opportunity organization. All qualified Minority and Women-Owned Business Enterprise (MWBE) suppliers, contractors and/or businesses will be afforded equal opportunity without discrimination because of race, religion, national origin, sex, age, disability, sexual preference or Vietnam Era Veterans status.

**H. Miscellaneous**

The Town of Eden 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 Town of Eden may deem to be in the best interest of the Town and the project.

The Town of Eden 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  
Location Map

