

## **Request for Qualifications**

Summit Reservoir Area Revitalization Plan  
Brownfield Opportunity Area Project  
Village of Philmont  
Columbia County, NY

Posted: 12/31/2012

Submittal Deadline: 01/25/2013 by 5:00pm

Websites: <http://www.philmont.org> (Village of Philmont)

<http://pbinc.org/summit/> (BOA project information)

### **Project Description and Preliminary Scope of Work**

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The Village of Philmont is requesting qualifications for consultant services for the preparation of a Brownfield Opportunity Nomination Step 2 Strategy for an area with two potential brownfield sites that are located within the Summit Reservoir Revitalization Area. The area includes the Summit Reservoir, a 21 acre, publicly owned body of water, a critical public amenity, and as such a center catalyst for the area as a natural resource.

The primary community revitalization objectives to be achieved by this project include, among other objectives: creating a sustainable community in Philmont and the Summit Reservoir Area, to minimize immediate and long-term impacts on the environment. This community has the potential to harness micro-hydro to decrease the ecological footprint through sustainable energy sources, waste-water management through sustainable parks, sidewalks, parking lots, and energy-efficient building restorations to a predominately historic building stock, and design practices and clean energy generation; creating a community based informed revitalization blue print for the area to include a thorough and in-depth analysis of existing conditions in the area; an economic trend s analysis that recognizes current trends in Philmont, such as, local farming, farm based education, alternative health care and practitioners, and the resurgence of fine craft based enterprises; and a plan for the reuse potential for properties located in the area with an emphasis on the identification and reuse potential of strategic brownfield sites as catalysts for revitalization. Anticipated community benefits resulting from this project include the reversal of the cycle of disinvestment and decay currently experienced in the area by creating a plan for a livable neighborhood which will assist with the attraction of future investments aimed at new uses such as housing stock restoration, retail, commercial and public amenities such as the restoration of Summit Reservoir and lake-side parks to improve the quality of life and economic development for the community.

The Village of Philmont is seeking a project team comprising of consultants proposed for this project who can fully address the complexities of this challenging area by applying a multidisciplinary approach to several project tasks and create a viable, innovative, and robust strategy. The team will be required to work with multiple constituencies, including, project management of Philmont Beautification, Inc; the Summit Reservoir Area Revitalization Executive Steering Committee; and engage community participation through visioning sessions. Proven success with community-based stakeholders is paramount.

In order to address the technical requirements, possible team consultants may include representatives with expertise in Community and regenerative Land-use Planning, Land Development, Real Estate, Architecture, Landscape Architecture, Hydrological Engineering, Civil Engineering, Human Use Potential, Ecology, and Marketing. Short-listed consultant teams must be able and prepared to respond to all Nomination Step 2 strategy scope of work. The preliminary Scope of Work is on pages 4-5 of this RFQ. This document is available as a pdf download at <http://www.pbinc.org/summit>

Funding sources for this project will include *NYS grant funds and local match*. The successful consultant team will be required to comply with *the Standard Clauses for NYS Contracts and the Agency Specific Clauses* (see attached sheets). *The Village of Philmont anticipates a total project cost of approximately \$ 181,000.00*

Consultants must meet the requirements of the relevant professional association for working within the jurisdiction of New York State. Prior relevant experience of Brownfield Opportunity Area projects is not a requirement, but may affect the scoring of submittals in response to the RFQ.

### **Submittal Deadline**

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The Stage 1: Qualifications submissions will be accepted until 5pm, on 25 January, 2013.

Successful candidate consultant teams will be invited to submit to Stage Two: Request for Proposals.

This Request for Qualifications is being released prior to the execution of the Village of Philmont project contract with the NYS Department of State Office of Communities and Waterfronts which may affect the anticipated date for final selection for consultant services in response to Stage Two: Request for Proposals.

Sealed qualifications submissions, plainly marked Request for Qualifications: Summit Reservoir Area Revitalization Project on the outside of the mailing envelope should be addressed to:

Sally Baker  
Executive Director  
Philmont Beautification, Inc.  
113 Main Street  
PO Box 1072  
Philmont, NY, 12565

## **Submittal Content**

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The submittal must be organized in sections containing the following information:

- **Description of the consultant team.** Describe the lead firm's legal structure, areas of expertise of the consultant team, length of time in business of the lead firm, number of employees, and other information that would help to characterize the firm and the consultant team. Provide the address of the main office of the lead firm (for legal purposes) and the address of the office that will manage the project.
- **Experience.** Briefly describe other projects executed by the lead firm and the consultant team proposed for this project that demonstrates relevant experience. Extensive descriptions of vaguely related projects are discouraged. List all relevant public sector clients for whom you and the proposed consultant team have performed similar work in the past five years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture, partnership, or a project team include the name of the lead firm. If applicable, please describe a situation in which your firm completed a project with the assistance of an outside project administrator.
- **Personnel.** Provide a professional resume for the key people proposed to be assigned to the project team (including any important sub-consultants), and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed scope of work project manager within your firm, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
- **Project Approach.** Describe the key tasks that you believe should be accomplished to complete the project. Provide a narrative description of how you propose to execute the tasks. If applicable, discuss any unique aspects of the project, alternative approaches the *Village of Philmont* may wish to consider or special considerations related to programmatic/funding requirements. Your team should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the project.
- **Project Schedule.** Describe your staff workload and availability and ability of the team to provide the resources needed in 2013-2014.

Brochures or other material that may be helpful in evaluating your team may be included in an appendix of the proposal.

## **Additional Information**

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Questions regarding the project may be directed to Sally Baker, Executive Director, Philmont Beautification, Inc., by sending an email containing the question(s) to [info@pbinc.org](mailto:info@pbinc.org) by 11 January , 2013. Answers to questions received will be included in a Questions and Answers document to be published at <http://pbinc.org/summit/> by 14 January. 2013.

Philmont Beautification, Inc.  
113 Main Street  
PO Box 1072  
Philmont, NY 12565  
Phone 518 697 0038  
Email: [info@pbinc.org](mailto:info@pbinc.org)  
URL: <http://www.pbinc.org>  
Project URL: <http://pbinc.org/summit/>

## **Selection Process**

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Following review of materials received in response to this RFQ, a Request for Proposal will be sent to the top ranked 3-5 lead firms with a consultant team. The Executive Steering Committee will rank firms and project teams according to the following evaluation criteria:

- History and Capability to Perform Project
- Relevant Project Experience
- Qualifications of Project Team
- Familiarity with Area and Project
- Project Approach
- References
- Technical qualifications
- Location/proximity
- Availability of the project personnel and ability to meet our scheduling requirements
- and factors particular to the current project being considered.

An Executive Steering selection committee will assist with project team evaluations and make recommendations to the *Village of Philmont* will make the final selection. The *Village of Philmont* will seek to negotiate a contract, a detailed scope of work, fee,

schedule, etc. with the preferred lead firm. If unable to reach agreement, *The Village of Philmont* will terminate negotiations, and commence negotiations with the second-ranked lead firm, and so forth.

**The Preliminary scope of work for the consultant will be as follows:**

1. Identifying and providing a clear description and justification of a manageable study area and associated boundaries.
2. Completing a comprehensive land use assessment and analysis of existing conditions in the study area with input from project partners, including Identifying strategic sites that represent key redevelopment opportunities and are catalysts for revitalization. The analysis of existing conditions, may include, but not be limited to, Ownership/Grant/Lease Status; Tax Lien Properties Analysis; Assessment and Condition of Structures, Buildings or Facilities; Physical Inventories of Sites and Building Inventories; Water and Sediment testing at Easterly creek inlet to Summit Reservoir; Bathymetric Measurements of Summit Reservoir; Engineering assessment of silt and hydrology of Summit Reservoir; Summit Mill structural engineer assessment of foundation / south supporting wall; Canal St. Warehouse structural engineer assessment of foundation / west supporting wall; engineering assessment for the use of micro-hydro along waterway of Summit Dam, and Agawamuck Creek drops, and holding ponds. Phase 1 Environmental Site Assessments (ESA) of two (2) potential brownfield sites; Each of these analyses will be based on information collected throughout the BOA process and the I-86/I-99 process in addition to any information collected by the *Village of Philmont*.
3. Contribute towards a community participation process, including a clear description of a community vision and associated goals and objectives for the study area, and techniques to enlist partners.
4. Public outreach will include a public informational meeting to publicize the project, visioning sessions and preliminary design charrettes, including the draft and final Nomination, Executive Summary, advancing to BOA Step 3.
5. Based on the analysis, a description of key findings and recommendations for future uses and other actions for redevelopment and community revitalization, including maps, and schematics, and a final Nomination.
6. Providing a series of key recommendations to serve as the basis for the Implementation.
7. Completing an economic and market trend s analysis to determine the range of realistic future uses and types of redevelopment projects to revitalize the study area inclusive of current trend s found in Philmont, including, human use potential, local farming, farm based education, alternative health care and practitioners, and the resurgence of fine craft based enterprises. The consultant will contribute to the creation of a timely and relevant Economic and Market Trend s Analysis for the entire Brownfield Opportunity Area in relation to the village downtown, existing amenities and local businesses.
8. Recommend necessary public (infrastructure) or private measures to stimulate the economy: Based on all the collected information, the consultant project team

will recommend the necessary infrastructure improvements necessary to stimulate investment, promote revitalization, enhance community health, and improve environmental conditions.

The NYS approved NYS/DOS BOA Work Plan containing consultant services scope of work included in this RFQ and products is available as a pdf download at:  
<http://www.pbinc.org/summit/>

### **Expected Outcomes**

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The Summit Reservoir Area Nomination Step 2 Strategy will create a blueprint for an integrated community which is compact, diverse and walkable, connecting the Summit Reservoir Area to the Philmont village downtown. The Nomination Strategy will inform an area which is ecologically sustainable as well as a vibrant and livable place - an innovative project for a bold new direction in the Philmont's revitalization planning.

It is anticipated that the Nomination Step 2 Strategy will act as a catalyst for development of the Summit Reservoir Area, resulting in a positive economic and environmental impact on the area and the village as a whole. Development in this area is inherently sustainable, due to the areas assets, including natural resources, a DEC conservation district and buffer zone surrounding the Summit Reservoir, and additional open space and trails potential. There is the potential to create a vibrant, mixed-use neighborhood within easy walking distance to the downtown, Pine Haven Nursing Home, the Columbia County Land Conservancy High Falls, Village amenities, and the future location of the Hudson Valley Rail Trail. The project will demonstrate excellence in sustainable and/ or regenerative planning using the principle of the triple bottom-line, in which the success is measured through ecological, economic and social needs of the community.

### **BOA Study Area**

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The Summit Reservoir Area is bounded approximately by Martindale Road to the east, the Columbia County Land Conservancy High Falls to the west, the Main Street (Rt. 217) to the north (to Elm Street leading to Canal Street), and the Summit Heights to the south.

### **Brief Project Background**

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The need for a Nomination Step 2 for the Summit Reservoir Area is motivated by the numerous Main St. revitalization projects completed from 2006-2012 in the village

downtown, including several new businesses opening. These include, among others, a successful farm-to-table restaurant, a public house providing organic pub fare and vibrant local music scene, a 6-bedroom hotel providing a bar, dining room, and lakeside outdoor dining continuing a 150 year tradition of this recently restored historic establishment built by the Harlem Railroad Vanderbilt family, a historic waterway constructed in 1848 to provide hydro-power to several mills situated within the village in the nineteenth century, the Columbia County Land Conservancy High Falls featuring a 150ft waterfall and trails opened in 2009, and an active NYS funded Main Street Program utilizing placemaking strategies and gateway projects to enhance and create a vibrant downtown. These assets are all related to each other in a larger portfolio of revitalization strategies and are located within walking distance to the Summit Reservoir Area. A Nomination Step 2 Strategy is needed to address the re-use of potential brownfields located in the Summit Reservoir area, the potential of rediscovering hydro-power using the existing historic watercourse, connecting the area to the downtown and the Columbia County Land Conservancy High Falls, and creating the Summit Reservoir Area as a catalyst for continued revitalization, including the Summit Reservoir, the historic Harlem Railroad Trestle, and surrounding land use.

The work will be informed by the 2003 Philmont Comprehensive Plan objectives and community suggestions for the Summit Reservoir area which included creating local zoning to create the Mill Districts for mixed-use, commercial, and residential use.

### **Community Visioning Informing the Nomination Strategy**

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Extensive visioning connected to revitalization has been conducted within the community from 2003-2012. Sessions include visioning held during the compilation of the 2003 Comprehensive Plan, Placemaking workshops, technical assistance received for Main St visioning, streetscape, signage, zoning, and economic development held in the village from 2006-2011. The visioning session results create an overarching framework and rationale to proceed, and yet they are general enough to avoid being prescriptive and inhibit innovation or economic success of the area.

### **Community Visioning have included, among other suggestions:**

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- 1) Create a sustainable community in Philmont and the Summit Reservoir Area, to minimize immediate and long-term impacts on the environment. This community has the potential to harness micro-hydro to decrease the ecological footprint through sustainable energy sources, waste-water management through sustainable parks,

sidewalks, parking lots, and energy-efficient building restorations to a predominately historic housing stock, and design practices and clean energy generation.

- 2) Create an approach for land use that is fully integrated with revitalization strategies connecting to the downtown and outwards to the rest of the village.
- 3) Create an active hub for living and working and recreation that contributes toward the natural resources found in the Summit Reservoir Area through sustainable and/or regenerative planning, and by linking the area to the downtown through re-use of potential brownfield sites.
- 4) Through attractive and interconnected street networks in the area and linking to the downtown create a neighborhood that encourages walking and cycling and makes it easier for all modes of pedestrian transportation to move around and through the site area including wheelchair accessibility.
- 5) Expand the possibility of creating a more cohesive network of parks, public spaces, and gardens, creating and allowing new gathering spaces for diverse communities and new opportunities for community placemaking.
- 6) Incorporate cultural awareness into the neighborhood's built environment, ensuring the creation of a place which is unique and like no other in the world. Respect the site heritage and celebrate built and social history, while promoting new cultural initiatives and community arts.
- 7) Create an attractive environment for a broad variety of people of all ages. It is an inclusive environment for all abilities and economic groups.
- 8) Create a revitalization strategy which enables residents to pursue sustainable lifestyle choices, and which will attract people to visit, live and work in the village and downtown by its economic opportunity, environmental sustainability, and quality of life. Through the triple bottom line, a revitalization strategy that demonstrates how a progressive environmental agenda pays off from an ecological, economic and social perspective.

### **Additional Useful Documents**

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Additional information and documents are available at:

<http://www.philmont.org>

<http://www.pbinc.org/summit/>

For more information on the New York State Brownfields Opportunity Area Program, visit <http://www.dos.ny.gov/communitieswaterfronts/>