

City of Kingston, NY
RFP# K24-10– Architectural and Design Services Kingston Business Park

REQUEST FOR PROPOSALS

Preliminary Site and Architectural Studies: Kingston Business Park

Steven T. Noble	Mayor of the City of Kingston
Bartek Starodaj	Director of Housing Initiatives

The City of Kingston, NY (“City”) is pleased to issue this Request for Proposals (RFP) for qualified architectural and design firms to provide to the City of Kingston architectural and design services for the potential development of the Kingston Business Park.

RFP# K24-10 Release Date: April 3, 2024

Proposals Due: May 17, 2024

Definitions:

An “RFP” describes the situation or object for which the goods and or services are required, how they are expected to be used and/or problems that they are expected to address. Vendors are invited to propose solutions that will result in the satisfaction of the City’s objectives. The proposed solutions are evaluated against a predetermined set of criteria.

The term “Respondent” means any firm or individual submitting a response for the services listed in this RFP.

The term “response” means the material submitted by a Respondent in reply to this RFP.

RFP/Project Contact Person:

Bartek Starodaj
Director of Housing Initiatives
City Hall, 420 Broadway
Kingston, NY 12401

Telephone: (845) 334-3928 **Email:** bstarodaj@kingston-ny.gov

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RECEIPT CONFIRMATION FORM

PLEASE COMPLETE AND RETURN THIS CONFIRMATION FORM WITHIN 5 WORKING DAYS OF RECEIVING THIS RFP SPECIFICATION TO:

Bartek Starodaj
City Hall, 420 Broadway
Kingston, NY 12401
Telephone: (845) 334-3928
bstarodaj@kingston-ny.gov

Failure to return this form may result in no further communication or addenda regarding this RFP.

Company Name/Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ EXT: _____ Fax: _____

Email: _____

I have received a copy of the above noted RFP Specification. Mark one choice below.

____ We plan to submit a PROPOSAL.

____ We DO NOT plan to submit a PROPOSAL (please indicate reason below).

Signature: _____

Title: _____

1.0 PROJECT PURPOSE

The City of Kingston seeks a qualified architectural and/or design firm to assist the City and the Kingston Local Development Corporation (KLDC) in determining major programmatic elements of the potential significant residential redevelopment of the [Kingston Business Park](#). During this exploratory phase, the City seeks a forward-thinking design partner prepared to provide initial analysis for this redevelopment opportunity.

The Business Park, located at 370-384 Delaware Ave, Kingston, NY 12401 (“the Property”), is a 107-acre campus in the City of Kingston currently owned by the KLDC. Historically, the Business Park has been used for commercial uses only. However, the City and the KLDC are interested in redeveloping remaining available parcels for residential and/or mixed-use development. The City of Kingston also owns an adjoining parcel at 250-256 R Third Avenue that could be part of the redevelopment or that could serve as another access point into the Business Park (see [Site Map](#)).

The City is seeking design development options for the site that balance factors such as residential density, transportation/parking, existing topography, and site conditions.

The City of Kingston was recently designated as a Pro-Housing Community by New York State and has set a goal for approving 1,000 new housing units by 2029. The redevelopment of the Business Park could contribute to this goal. Further, the City of Kingston recently passed a new form-based zoning code (<https://engagekingston.com/kingston-forward>). The City has published a [guide for development](#) under the form-based code. Part of the business park is zoned T1 Natural and part of the business park is zoned Special District. Redevelopment of the Special District portion of the parcel could occur under the [Large Site Standards](#) in Article 7. The Large Site Standards apply to any site over 2 acres and the goal is to “create new, walkable neighborhoods.” The City assumes that any redevelopment would happen with a Conservation Village Plan. For further information, see [405.25 C](#).

Ultimately, based on the site analysis, the City and the KLDC will continue exploring development options, including potentially finding qualified development partners.

2.0 ABOUT THE KINGSTON BUSINESS PARK

First established in 1998, the Business Park has a municipally owned access road and has City water and sewer access. It also has partial seasonal vistas of the Hudson River and the Catskill Mountains, and is partially surrounded by the recently established [Sojourner Truth State Park](#).

The Kingston Business Park was originally designed to accommodate four to five light manufacturing facilities totaling 300,000-500,000 square feet, utilizing approximately 40-50 acres for commercial development. Currently, there are two active commercial tenants: Howmet Aerospace and Community Manufacturing Solutions.

Development on the site is currently limited by the original State Environmental Quality Review (SEQR) review for the Business Park’s creation, which set certain design criteria and limited the sites that could

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be developed based on the property’s sensitive geology. For reference and more information, see the document links below. However, the City/KLDC intend to update the SEQR with updated design guidelines that incorporate the potential for residential use. The design firm should work on the assumption that the documents will be updated. However, note that the City/KLDC generally do not seek to expand the potential geography that could be disturbed as part of any development activity and believe that residential development could respect the sensitive environmental areas that were identified as part of the original environmental review.

[Kingston Business Park SEQR Findings Statement](#)

[Kingston Business Park Final Generic Environmental Impact Statement](#)

[Kingston Business Park Development Standards](#) (adopted April 11, 1996)

3.0 SCOPE OF WORK

The selected firm will be expected to fully review the opportunities for the site presented by the City’s form-based zoning code and any background materials provided to the firm by the City and KLDC. Additionally, the firm will be expected to complete the following:

1. Site design analysis
 - a. Survey of physical development options based on topographic features and available space
 - b. Full range of residential massing options for the site including:
 - i. typologies that maximize the unit count and residential square footage,
 - ii. typologies that allow for less residential density.
2. Development program analysis
 - a. Exploration of both mixed-use and fully residential programs based on site analysis
 - b. Analysis of optional public/public-private/private amenities such as but not limited to:
 - i. Parks
 - ii. Interior/exterior gathering or event spaces
 - iii. Community services
 - iv. Neighborhood-serving commercial spaces
3. Site planning
 - a. Potential building placement and orientation
 - b. Transportation and parking locations/circulation review and recommendations
 - c. Open space as required by the form-based zoning code
 - d. Open space relationships to existing City amenities and viewpoints
 - e. Consideration of public and private access points
4. Preliminary design suggestions

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- a. General aesthetic and development branding suggestions

Arriving at the best solutions for the development of the site will take a collaborative, iterative process. Multiple rounds of revisions with the City of Kingston and the KLDC are to be expected.

4.0 BUDGET REQUIREMENTS

A lump-sum, not-to-exceed amount should be provided with an itemized budget that includes all costs associated with each of the four tasks identified in the Scope of Work.

5.0 CONTRACT PERIOD

The successful Respondent will execute a contract with the City of Kingston in substantial conformance with this RFP and the City of Kingston Agreement for Professional Services. The award term is expected to commence in early summer 2024.

On March 11, 2021, the U.S. Senate-amended H.R. 1319 (P.L. 117-2), known as the American Rescue Plan Act (“ARPA”) was signed into law. Section 9901 of ARPA amended Title VI of the Social Security Act to add section 602, which establishes the Coronavirus State Fiscal Recovery Fund, and section 603, which establishes the Coronavirus Local Fiscal Recovery Fund (together, the “SLFRF”), with the goal of providing vital federal support to local governments as they address the negative health and economic impacts of COVID-19 in their communities.

This project is funded by funds provided by the United States Treasury pursuant to ARPA. The successful Respondent must comply with applicable ARPA requirements for the contract and for post-award monitoring,

6.0 SCHEDULE OF PERTINENT DATES

Listed below are specific and estimated dates and times of actions related to this RFP. In the event it is necessary to change the return date, the City will issue a supplemental addendum.

Dates	Milestone
April 3, 2024	RFP advertised
April 26, 2024	Optional Business Park Visit
April 29, 2024	Last day to submit written inquiries
May 1, 2024	Addendum issued if any questions
May 17, 2:00PM EST	Due Date for Proposals

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May/June 2024	Evaluation Committee reviews proposals
June/July estimated	Contract Signing

7.0 SUBMISSION REQUIREMENTS

All Respondents to this RFP are required to submit detailed information as set forth below. Responses that do not materially conform to this outline will not be considered. Additional material and information, as deemed appropriate by the Respondent, may be included in the submission package.

6.1 Receipt confirmation form which follows the cover page of this RFP should be completed and sent to the City of Kingston immediately if planning on submitting a proposal. Failure to file this form may result in no further communications regarding this RFP.

6.2 RFP submissions must be emailed to Bstarodaj@kingston-ny.gov. Responses will be electronic only. Paper copies will not be accepted.

6.3 Responses are due and must be received no later than **May 17, 2024 at 2:00 PM EST**. Responses will not be accepted after the due date and time.

6.4 Other Submission Guidelines:

- Respondents are required to complete, and include within their RFP submission, the Information Sheet and Affidavit of Non-Collusion that are included in this RFP.
- Pages should be paginated.
- Illustrations may be included.
- The response will be evaluated on the basis of its content, not length. The proposal shall be clear, concise and include sufficient detail for effective evaluation.
- The City of Kingston will not be liable for any costs incurred by Respondents in the preparation of responses or for any work performed in connection therein.

8.0 PROPOSAL CONTENT

The proposal should include the following information in the order specified:

- **TITLE PAGE:** Showing RFP number, responder's name, address, telephone, and Identification of the person(s) with the authority to represent and make legally binding commitments for the Respondent. Responder should also clearly identify the name(s) of the contact person responsible for inquiries, if different.
- **COVER LETTER:** A cover letter signed by the duly authorized member of the Respondent identified above.

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- **QUALIFICATIONS AND EXPERIENCE:** Information about the Respondent and its qualifications for this project. Include information about prior engagements similar to that being solicited herein by the City. Provide names, resumes, and roles of all staff who will be involved in the project, including a description of the experience of each employee who has worked on similar projects. Provide the Respondent’s Architectural License number, if applicable.
- **PROPOSED PLAN:** Describe your approach to the redevelopment of this property, focusing on the four elements in the Scope of Work (site design analysis, program analysis, site planning, and design)
- **REFERENCES:** Provide a minimum of three (3) references, excluding the City of Kingston, for similar projects completed. Include contact name, telephone number, date of contract, dollar value of contract and brief description of the program.
- **TIMELINE:** Project Timeline: A schedule showing the Respondent’s proposed timeframes for completing the tasks defined in the Scope of Work.
- **FEE/COST PROPOSAL:** Fee Proposal: An itemized budget including all costs associated with each of the tasks identified in the Scope of Work.
 - Administrative costs for printing, postage, next-day mail, photocopying, telephone, printing, and other reimbursable expenses must be detailed. Include a not-to-exceed estimate for completing the work described in the RFP. The Fee Proposal must be a document separate from the other parts of the proposal and appropriately identified as such.

9.0 Property Walk-Throughs (optional)

A site walkthrough will be completed on April 26. Parties interested in attending the walkthrough must RSVP to Bartek Starodaj at bstarodaj@kingston-ny.gov. The starting location of the walk-throughs will be sent to RSVP respondents. Depending on the volume of interest, additional walk-through dates may be added.

10.0 EVALUATION CRITERIA

All proposals will be evaluated and examined by a committee of site representatives using multiple criteria. The project will be awarded to a qualified Respondent who, based on the committee’s evaluation, submits the proposal that best meets the City’s needs.

Proposals will be evaluated in accordance with applicable City of Kingston procurement policies and procedures. Evaluation will be performed to determine each Respondent’s understanding of work to be performed, technical approach, and potential for completing the work as specified in the RFP components and ranking with competing Respondents.

The Evaluation Committee will choose an Architectural/Design Team based upon a review of proposals using the following criteria:

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- Respondent’s demonstrated expertise (40 points);
- Respondent’s approach to meet the four elements in the Scope of work (30 points);
- Cost factors (30 points)

Minority and women-owned business enterprises are encouraged to apply.

11.0 METHOD OF AWARD

The City will award this project to the Respondent whose total proposal, in the opinion of the City of Kingston, best meets the above-listed criteria.

A notice of award will not be binding upon the City until the contract has been fully executed by both parties; and the City’s ability to enter into a contract with the notice of award recipient is contingent upon funding available to the City.

12.0 INQUIRIES

All questions pertaining to this RFP are required to be made in writing no later than **April 29, 2024**. All questions must be **emailed to Bartek Starodaj at bstarodaj@kingston-ny.gov**.

All substantive questions received by the above-mentioned deadline will receive a response in the form of an addendum issued no later than **May 1, 2024**.

The addendum will be sent to all Respondents who have registered to receive the RFP. Only an addendum from the City of Kingston will be considered official. Respondents are advised that the City of Kingston cannot ensure a response to any inquiries received after the due date for question submissions.

13.0 TERMS AND CONDITIONS

Instructions to Respondents: All submissions must be in accordance with this Request for Proposals.

RFP Information: The information provided for Respondents is for informational purposes only. It may not be relied upon and does not constitute a representation or warranty by the City of Kingston, its representatives, employees, officers, agents, or consultants that the information contained therein is accurate or complete. No legal commitment, obligation, or liability of the City of Kingston or its representatives, employees, officers, agents, or consultants will arise by use of, or the information relating to, any of these materials.

Revisions, Interpretations, Corrections: Revisions, interpretations, or corrections of specifications made by the City of Kingston will be by addendum issued before the date set forth for the submission of responses to this RFP. Interpretations, corrections, or changes made in any other manner will not be binding, and Respondents will not rely upon such revisions, interpretations, corrections or changes.

Conflict of Interest: The City of Kingston’s employees and the immediate family of City of Kingston employees are not permitted to submit a response to this RFP. Furthermore, no official or employee of the City of Kingston will have any personal interest, direct or indirect, in this transaction, nor will any such elected or appointed official, department head, agent, or employee having such an interest participate in any decision, meeting, or evaluation or exert any opinion or influence relating to this transaction that affects his or her personal interests or the interests of any person or entity in which he or she is directly or indirectly interested.

RFP Award Acceptance: The City of Kingston reserves the right at all times to accept or reject in their sole discretion, any or all responses and to waive any defects or technicalities or advertise for new RFP responses where the acceptance, rejection, waiving, or advertising of such would be in the best interest of the City of Kingston. The RFP process may be terminated or modified without notice at any time.

Notice of Acceptance or Rejection: Notice by the City of Kingston regarding either acceptance or rejection of a response to this RFP will be deemed to have been sufficiently given when mailed to the Respondent, or his or her duly authorized representative, at the address indicated in the cover letter accompanying Respondent’s submission of a response to this RFP.

Postponement or Cancellation: The City of Kingston reserves the right to postpone or cancel this RFP, or reject all responses if, in its judgment, it deems such action to be in the best interest of the City.

In the event of a postponement or cancellation of this RFP, the City of Kingston will not be liable for any costs incurred by the Respondent in the preparation of their response or for any work performed in connection therein.

14.0 INTERVIEWS

If the Evaluation Committee determines necessary, interviews may be scheduled with selected Respondents as soon as possible after the initial evaluation. This will permit further evaluation and allow the Evaluation Committee to inquire further into the experience the Respondent has had on similar

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projects, willingness and ability to work closely with City of Kingston Staff and others, understanding of the various aspects of the requirements, ability to maintain a schedule and complete the services on time, and other matters deemed pertinent.

15.0 ALTERNATE PROPOSALS

The City of Kingston reserves the right to consider alternatives that are submitted by Respondents and that provide enhancements beyond the RFP requirements. Proposal alternatives may be considered if deemed to be in the best interest of the City. Respondents will clearly identify and explain in detail where such alternatives deviate from, or qualify the terms of, the proposal and specifications as issued.

16.0 COMPLIANCE WITH LAWS, LICENSES AND PERMITS

The Respondent(s) agree that they will fully comply with all applicable Federal, State and City policies, procedures, standards and laws, rules and regulations.

17.0 PERSONNEL IDENTIFICATION

All personnel must carry on their person photo identification (*e.g.*, City of Kingston Municipal Identification Card, New York State driver's license, employee identification badge, etc.) while on City of Kingston property, and must promptly show such identification when requested to do so by any City employee. Representatives of the City reserve the right to reject and bar from the facility, for good and sufficient reason, in the sole discretion of the City, any employee hired by the Respondent.

18.0 INSURANCE

The successful Respondent will bear sole liability for any claims of legal malpractice, professional misconduct or ethics charges arising out of its performance of duties specified herein.

The successful Respondent will agree to indemnify and hold the City of Kingston, its elected officials, and employees harmless against all loss, cost, or damage, on account of injury to person or damage to property as a result of any action or inaction of the successful Respondent or its representatives or agents or subcontractors in performance of this contract and against all fines, penalties or any other losses which the City will be obliged to pay or incur in connection with the performance of the work under the contract.

In addition, the successful Respondent will procure and maintain at his/her own expense and without expense to the City, insurance for liability for damages imposed by law, of the kinds and amounts hereinafter provided, in insurance companies authorized to do business in the State of New York covering all operations under the contract whether performed by the successful Professional or his/her subcontractors. Before the inception of this contract, the successful Professional will furnish to the City a Certificate of Insurance form(s) satisfactory to the City exhibiting compliance with this paragraph and providing that the policies will not be changed or canceled until thirty (30) days written notice has been given to the City. The types and limits of insurance will be as follows:

- a) Workers Compensation as required by Law
- b) Disability Benefits as required by Law

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- c) Professional Liability \$2,000,000.00 (identified as a claim made or an occurrence policy)

19.0 DISQUALIFICATION

The City reserves the right to refuse to issue an award to Respondents that fail to comply with any pre-qualification regulations of the City, if any such regulations or requirements are cited, or otherwise included in the Request for Proposal.

Proposals received from Respondents who have previously failed to complete contracts within the time required, or who have previously performed similar work in an unsatisfactory manner, may be rejected. A proposal may be rejected if the Respondent cannot show that it has the necessary ability, resources, and qualified employees to commence the work at the time prescribed and thereafter to perform and complete the work at the rate or within the time specified. A proposal may be rejected if the Respondent is already obligated for the performance of other work that would delay the commencement, performance, or completion of the work described in this RFP.

20.0 FREEDOM OF INFORMATION

The Respondent agrees that the contents of any client file and all work product generated in performance of the duties specified herein shall be made available to the City upon request.

The Respondent further agrees to comply with the Freedom of Information Law (FOIL) and such rules and regulations as the City and the State may from time to time make, including, but not limited to, such rules as may be devised governing access to public documents pursuant to Article 6 of the Public Officers Law, popularly known as the Freedom of Information Law.

Proposals submitted in response to this RFP will be considered public documents and, with limited exceptions, all proposals, including proposals that are recommended for award, will be available for inspection and copying by the public.

All RFP submission materials become the property of the City of Kingston. Proposal submission material will generally be made available for inspection and copying by interested parties upon written request, except when exempted from disclosure under the New York State Freedom of Information Law. The City of Kingston is subject to the New York State Freedom of Information Law, which governs the process for the public disclosure of certain records maintained by the City of Kingston. Individuals or firms that submit proposals to the City of Kingston may request that the City except all or part of such a proposal from public disclosure, on the grounds that the proposal contains trade secrets, proprietary information, or that the information, if disclosed, would cause substantial injury to the competitive position of the individual or firm submitting the information. Such exception may extend to information contained in the request itself, if public disclosure would defeat the purpose for which the exception is sought. The request for exception must be in writing and state, in detail, the specific reasons for the requested exception. It also must specify the proposal or portions thereof for which the exception is requested. If the City of Kingston grants the request for exception from disclosure, the City will keep such proposal or portions thereof in secure facilities.

21.0 AFFIDAVIT OF NON-COLLUSION

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The completion AND submission of the Affidavit of Non-Collusion, which is included with this RFP and is required with the submittal, certifies that the prices in the submitted 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 Respondent or competitor.

22.0 SUSPENSION AND DEBARMENT

By submitting a proposal in response to this RFP, each Respondent warrants that neither it nor any of its officers, employees, subcontractors, or agents is excluded or in any other manner barred from doing business with any federal, state, or local agency, municipality, or department. Any misrepresentation or false statement related to a Respondent's status in this regard will result in rejection of such Respondent's submission.

In addition, if the successful Respondent or any of its officers, employees, subcontractors, or agents become excluded or barred in any manner from doing business with any federal, state, or local agency, municipality, or department, during the period in which goods and/or services are provided pursuant to this RFP, the successful Respondent agrees to immediately notify the City's Corporation Counsel of such status. Any misrepresentation or false statement related to the successful Respondent's status in this regard, or any failure by the successful Respondent to immediately notify the City's Corporation Counsel of any change in such status, will result in immediate termination of the City's business relationship with the successful Respondent in addition to such other remedies as may be provided by law, in equity, pursuant to the terms and conditions of this RFP document, or the conditions of the contract, if any, resulting from this RFP.

23.0 IMPLIED REQUIREMENTS

Products and services which are not specifically requested in this RFP, but which are necessary to provide a complete program/project as described herein, will be included in the submitted proposal.

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PLEASE RETURN THE FOLLOWING SHEETS
WITH YOUR PROPOSAL

INFORMATION SHEET

NAME: _____

ADDRESS: _____

TYPE OF ENTITY: Corp. _____ Partnership _____ Individual _____ LLC _____

If a non-publicly owned Corporation:

NAME OF FIRM: _____

DATE OF ORGANIZATION: _____

If an LP, LLP, or LLLP:

PARTNERS: _____

NAME OF PARTNERSHIP: _____

DATE OF ORGANIZATION: _____

** If the business is conducted under an assumed name, a copy of the certificate required to be filed under the New York General Business Law must be attached.*

AFFIDAVIT OF NON-COLLUSION

NAME OF RESPONDENT: _____

BUSINESS ADDRESS: _____

I hereby attest that I am the person responsible within my firm for the final decision as to the prices(s) and amount of this proposal or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm.

I further attest that:

1. The price(s) and amount of this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition with any other contractor, Respondent or potential Respondent.
2. Neither the price(s), nor the amount of this proposal, have been disclosed to any other firm or person who is a Respondent or potential Respondent on this project, and will not be so disclosed prior to proposal opening.
3. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from responding to this RFP, or to submit a proposal higher than the proposal of this firm, or any intentionally high or non-competitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary proposal.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by an firm or person to refrain from responding to this RFP or to submit a complementary proposal on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any project, in consideration for my firm's submitting a complementary proposal, or agreeing to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's proposal on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this affidavit.

8. By submission of this proposal, I certify that I have read, am familiar with, and will comply with any and all segments of these specifications.

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The person signing this proposal, under the penalties of perjury, affirms the truth thereof.

Signature & Title

Print Name & Title

Company Name

Date Signed _____ Federal ID _____