

**City of Kingston, NY**

RFP# RFPK22-14



**Steven T. Noble**  
Mayor

**REQUEST FOR PROPOSALS**

**Broadway-Prince Landscape Design Consulting Services**

Steven T. Noble  
Emily Flynn

Mayor of the City of Kingston  
Director of Health & Wellness

**RFPK22-14 Release Date:**

**Friday, March 25, 2022**

**Proposals Due:**

**Monday, April 25, 2022 at 2:00pm**

The City of Kingston, NY ("City") is pleased to issue this request for proposals (RFP) from qualified independent firms to provide landscape design consulting services for the improvement of the greenspaces near the Broadway & Prince intersection to make them more inviting and functional; you are invited to submit a proposal in accordance with the terms outlined in this RFP.

This project has been funded by the Creating Healthy Schools and Communities program through the New York State Department of Health.

**REQUEST FOR PROPOSAL DEFINITION:**

*An RFP defines 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 be addressed. Vendors are invited to propose solutions that will result in the satisfaction of the City's objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may not be the primary consideration.*

**RFP/Project Contact Person:**

Kristin Kessler  
Project Manager, Health & Wellness  
City of Kingston  
City Hall, 420 Broadway  
Kingston, NY 12401

**Telephone:** (845) 334-3917    **Email:** [kkessler@kingston-ny.gov](mailto:kkessler@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:**

Kristin Kessler  
Project Manager, Health & Wellness  
City of Kingston  
City Hall, 420 Broadway  
Kingston, NY 12401

Telephone: (845) 334-3917  
Email: [kkessler@kingston-ny.gov](mailto:kkessler@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: \_\_\_\_\_

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**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.

<b>Dates</b>	<b>Task</b>
March 25, 2022	RFP advertised
April 11, 2022	Last day to submit written inquiries
April 18, 2022	Addendum issued if any questions
April 25, 2022	Due Date for Proposals
Week of April 25, 2022	Selection Committee evaluates proposals
Week of May 2, 2022	Possible Interviews
May 16, 2022	Notice of Intent to Award
June 1, 2022	Contract Start Date
July 11-September 9, 2022	Inventory/Assessment/Outreach
September 12-December 9, 2022	Develop recommendations
December 12, 2022	Draft Plan
January 15, 2023	Final Plan
February 1, 2023	Contract end date

**BACKGROUND**

Kingston is an historic community of just over 23,000 people in the heart of Ulster County, NY. It is situated on the west bank of the Hudson River between the Rondout and Esopus Creeks. The City was New York State’s first capital in 1777, and today is the County Seat.

In the 19th century, Kingston was a major transportation hub with a network of rail tracks crossing from its waterfront ports through its neighborhoods and onto destinations across the U.S. and Canada. Train travel through the City today is a fraction of what it was in its heyday, but the abandoned routes are in the process of being repurposed as rail trails for pedestrians and bicyclists. The City, State, Ulster County, the City’s Complete Streets Advisory Council, the Kingston Land Trust, Bike Friendly Kingston, and other stakeholders are currently working on a number of projects that support the growth of a multi-modal travel network in and around Kingston—one that encourages residents and visitors to walk or bike. It is a priority of the City to ensure that all residents and visitors have access to safe routes for active transportation.

To support these initiatives, in 2019 the City was awarded funding through a 5-year grant from the NYSDOH’s Creating Healthy Schools and Communities (CHSC) program. This grant program supports communities in implementing evidence-based physical activity and nutrition strategies that build on existing community assets and coalitions and leverages resources from multiple stakeholders and sectors (e.g. early child care, local government, faith-based, business and industry, community recreation and parks, mass media, transportation). In summary, CHSC establishes and supports sustainable healthy communities as places where it is easier to practice healthier behaviors.

One main strategy of the CHSC program is “Connecting Routes to Destinations.” This strategy implements active transportation interventions in municipalities to increase safe and accessible physical activity, aligning with the implementation of the New York State Complete Streets Act of 2011. Given the history, existing resources and initiatives, and frequent usage, the City of Kingston has identified routes along the City’s designated activity-friendly route, the Kingston Greenline, as priorities for such project implementation. In accordance with this strategy for the grant fiscal year 2021-2022,

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the City has identified the greenspace around the Broadway/Prince/Pine Grove Intersection as in need of landscape and design improvement in order to encourage pedestrians, cyclists, and other non-motorized users.

Relevant to this project is an understanding of the history of the intersection. Built in 1908, the old Kingston Post Office used to stand at the intersection of Broadway and Prince Street. Designed by James Knox Taylor, who was the supervising architect for hundreds of federal buildings during that period, it was seen by many Kingstonians as a source of pride and architectural beauty. However, by 1969 the Post Office operations had grown larger than the building's capacity, and the building was sold, then torn down to make room for a fast food restaurant.

Additionally, the intersection is located in Kingston's Midtown Arts District. Once a thriving industrial district in the 19<sup>th</sup> century, many of the buildings in the neighborhood were eventually abandoned and fell into disrepair. In 2013, a group of artists, businesses, and residents came together to discuss how to revitalize their community, leading to the development of the Kingston Midtown Arts District (MAD). Today, nearly 40 buildings are devoted to art-based uses, new projects to encourage and support the creative community are often underway, and a significant arts identity has been established for the community.

Community engagement and stakeholder support will be an integral part of the Plan development. It will be important to establish means of receiving community feedback along the design process to ensure that the final design takes into considerations the needs and wants of the surrounding residential and commercial community.

A Broadway-Prince Landscape Design Plan for the City of Kingston is now needed to determine how the greenspaces near the intersection can be improved through landscaping design, inclusive of both hardscape and softscape elements, to create an inviting environment and encourage usage by pedestrians, cyclists, and other non-motorized users with consideration to accessibility for all.

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### **PROJECT DESCRIPTION**

The City's Department of Health & Wellness seeks a qualified Landscape Design Consultant to develop a Landscape Design Plan that shows hard and soft landscape elements along with Construction Documents that will inform the City's efforts to improve conditions for active transportation users of the Broadway and Prince intersection.

The Landscape Design Plan will serve as a necessary tool for creating an attractive, inviting community space at a crucial juncture along the Kingston Greenline. This intersection serves as an important connector not only between the businesses in Kingston's Midtown neighborhood, but also serves as a midway point between the Rondout and Uptown business districts. Within less than half a mile of the intersection, there are many businesses and key community settings, such as the YMCA, City Hall, Andy Murphy Neighborhood Center, Kingston High School, HealthAlliance Hospital, Ulster Performing Arts Center, and numerous small businesses. The Plan will ideally create a welcoming, functional space for pedestrians and cyclists that will encourage them to utilize this portion of the Greenline.

The Plan should also take into consideration and incorporate the history of the intersection, along with the vibrancy, characteristics, and resources of the unique artistic nature of the neighborhood, the Midtown Arts District.

The Plan will be a set of documents that includes reporting on the existing design of greenspaces around the intersection, a recommended action plan, and all related documents that will enable the City to implement the project. The Plan should provide a list of priorities and phased timeline in the event that the City needs to take a scaled down or tiered approach to implementing the Plan.

### **ALIGNMENT WITH EXISTING PLANS**

The Plan should align with existing City active transportation plans, such as the Climate Smart Kingston Plan, 2025 Comprehensive Plan, Greenline Design Standards, and the Pedestrian and Bicycle Master Plan (in development). Information about each of the projects can be found on the following websites: [www.kingston-ny.gov/kingstononthemove](http://www.kingston-ny.gov/kingstononthemove), [engagekingston.com](http://engagekingston.com).

### **WORK REQUIRED**

The successful Consultant will provide Landscape Design Consulting Services for elements that will include but not be limited to:

- Compliance with the applicable provisions of General Municipal Law;
- Coordinating participation and soliciting comments from City of Kingston personnel;
- Ensuring that comments received from the City are satisfactorily addressed and reflected in subsequent work;
- Ensuring the objectives are achieved;
- Being responsible for submission of all products and payment requests

### **SCOPE OF WORK**

The City of Kingston is seeking the assistance of a consultant to do the following:

- a. **Task 1:** Lead a comprehensive assessment of functionality and appeal of the green spaces around the Broadway/Prince intersection with regards to pedestrians, cyclists, and other non-motorized users including activities such as but not limited to:
  - a. a physical assessment of the current greenspace design

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- b. gathering and analyzing existing local data
  - c. consultation with appropriate City staff from the Health & Wellness Department, Parks & Recreation, Public Works, Grants Management, Engineering, Planning and any other department whose work impacts City transportation, infrastructure, and planning
  - d. soliciting public input from the nearby residential and business community, and any other regular users of the intersection
- b. **Task 2:** Conduct a robust, diverse, and equitable method of comprehensive public outreach throughout each stage of the Plan development, utilizing the website and survey capacities of EngageKingston.com, including activities such as but not limited to:
- a. a public opinion survey,
  - b. a public advisory committee,
  - c. key stakeholder meetings with the nearby residential and business community
  - d. host (2) general public meetings, one for presenting the draft plan and one for the final plan; both meetings should include interpretative services
- c. **Task 3:** Prepare a Landscape Design Plan that will serve as a blueprint for the City to implement improvements. The Plan should include:
- a. both hard and soft landscape elements
  - b. all necessary Construction Documents
  - c. a suggested timeline and plan to implement the design
  - d. a list of ranked priorities for each of the elements should a tiered or scaled down approach of implementation be necessary
  - e. list of recommended funding to support the implementation of the Plan

Objectives and related tasks include the following:

### 1. Consultant Tasks

- a. Review existing plans and reports
- b. Design, and issue public opinion survey and poll to determine community priorities
- c. Facilitate meetings with stakeholders to solicit local knowledge and community priorities
- d. Provide a Draft Plan for review
- e. Host and facilitate a public meeting to present Draft Plan and received community feedback
- f. Provide the final report and final Plan
- g. Host and facilitate a public meeting to present Final Plan

### 2. City Tasks

- a. Help plan and promote meeting with stakeholders
- b. Provide assistance to consultant as needed
- c. Review Draft Plan
- d. Help plan and promote public meeting to present Final Plan

The grant will be administered by the Department of Health and Wellness to ensure proper procurement process, conformance to state policy and provision for meeting MWBE requirements. This Office will also facilitate contracts, reporting, payment reimbursements, and final reporting as well as manage the project to ensure the milestones are met.

### **DELIVERABLES:**

- 1. Stakeholder meeting minutes
- 2. A comprehensive, Landscape Design Plan for the Broadway/Prince intersection comprising of:

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- a. Design, selection, layout and specification of works such as paving materials, walls and other landscape structures.
  - b. Design, selection, layout and specification of all plant materials, including root protection, soils, soil additives and subsequent establishment.
  - c. Selection, layout and specification of landscape furniture, including benches, trash receptacles, bike stands, and signage.
  - d. Design, selection, layout and specification of the irrigation system based on the City's standard irrigation brand and approval of the Director of Public Works.
  - e. Selection, layout and specification of lighting.
  - f. Selection, layout and specification of drainage fittings for hard paved and planted landscape areas.
  - g. Selection, layout and specification of potential art, historical, or cultural elements
3. Action Plan on how to implement the Design Plan with a suggested timeline, priorities given to specific design elements in the event of a staged or scaled down ability to implement the Plan, and recommendations on securing funding for the implementation.
  4. All requisite Construction Documents and support for related activities, such as:
    - a. Design hardscape and softscape drawing packages
    - b. Front-end written scopes of work, tender cost line item schedules, and complete specification packages in preparation for construction tenders.
    - c. Answers to questions and any clarification drawings as required by the City during construction
  5. A summary report of insights from the comprehensive public outreach

### **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.

RFP submissions must be in a sealed envelope addressed to:

Kristin Kessler  
Project Manager, Health & Wellness  
City of Kingston  
City Hall - 420 Broadway  
Kingston, NY 12401

On the face of the envelope, please include:

- 1) Name and Address of Respondent
- 2) RFP Number & Name: **RFPK22-14 Broadway-Prince Landscape Design Consulting**

Additional Requirements/Submission Information:

- Due to Covid-19 restrictions, Respondents who plan to deliver their proposals on the deadline date may leave them with the City Hall receptionist between 10am and 2pm. Deliveries prior to the deadline date can be placed in the drop box outside the south side doors at City Hall.



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- Send one (1) clearly marked original of the project proposal and the fee proposal. The original documents should contain the original ink-signed signature pages.
- Send four (4) paper copies and one (1) electronic copy (thumb drive) of the Project Proposal. This thumb drive should include separate files each for the proposal and the forms that are required to be completed and returned with the proposal. These include the Information Sheet and Affidavit of Non-Collusion that are found at the end of this RFP.
- Send four (4) paper copies and one (1) electronic copy of the Fee Proposal on a second thumb drive in a sealed envelope appropriately marked.
- Responses are due and must be received no later than **Monday, April 25, 2022 – 2:00 p.m.** Late responses will not be accepted after the due date and time. It is recommended that proposals be submitted in advance, at least one day prior to the specified date and time to allow for timely receipt.
- Document should be printable on standard 8.5" x 11" paper.
- Pages should be paginated.
- Illustrations may be included.
- The response will be evaluated on the basis of its content, not length.
- 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.

### **PROPOSAL CONTENT**

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

- A. **Project Statement:** A Project narrative that describes the Respondent's understanding of the City's needs and the unique value the Respondent will bring to the process. It should include a description of the Respondent's approach to planning, organization, and management.
- B. **Description of Services:** Methodology the Respondent will use to perform the services required in this RFP. The proposal should address, in detail, the tasks as described in the Scope of Work.
- C. **Respondent's Qualifications:** Information about the Respondent and its qualifications for this Project. Include information about prior engagements similar to that being solicited herein by the City. Documented evidence of the Respondent's capacity to perform the work including references, contact names, and phone numbers.
- D. **Project Personnel:** The name and resume of the Respondent's lead person for the Project. 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 data on the diversity of Respondent's overall workforce, including total number of employees, and percentages of minorities and females employed.
- E. **Sub-contractors:** Names, resumes, and roles of sub-contractors, associates, or any non-employees who will be involved in the Project.

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- F. Project Timeline: A Gantt chart schedule showing the Consultant's proposed timeframes for completing the tasks defined in the Scope of Work.
- G. Fee Proposal: An itemized budget including all costs associated with each of the tasks identified in the Scope of Work. It should include staff hours, stating the name and title of each individual assigned to the project, their hourly rate, and the estimated hours each individual will work on the project. The same information should be included for subcontracts. Administrative costs for printing, postage, next-day mail, photocopying, telephone, printing, and other reimbursable expenses must be detailed. Travel expenses must be estimated and conform to guidelines adopted by the Municipality. Include a not-to-exceed estimate for completing the work described in the RFP. The Fee Proposal must be in a separate, sealed envelope, appropriately identified on its face.
- H. Kingston Presence: Information about Respondent's presence in the City of Kingston and/or any collaborative relationships with local firms that are to be formed for this Project.
- I. References: Provide a minimum of three references for similar projects with similar scopes and methodologies. Sample reports from previous projects would be helpful. Include a contact name, address, phone, description of the project, the names of the employees or sub-consultants who worked on the project, and methodology used.

### Submittal Checklist

Submissions should include:

- 1) One (1) clearly marked original of the project proposal and the fee proposal. The original documents should contain the original ink-signed signature pages.
- 2) Four (4) copies each of the project proposal and the fee proposal. The fee proposals should be in a separate, sealed envelope, appropriately identified on its face;
- 3) One (1) copy of the project proposal and one copy of the fee proposal in digital format (pdf on thumb drive);
- 4) All pages on 8.5" x 11" paper, double-sided;
- 5) Completed Affidavit of Non-Collusion found at the end of this RFP;
- 6) Completed Information Sheet found at the end of this RFP

### Restrictions

- 1) For environmental reasons and to reduce staff time to dispose of products after the review, proposals in plastic sleeves or plastic spiral binders will NOT be accepted. One-inch 3-ring binders or reusable folders are recommended.
- 2) Proposal submitted via fax or email will NOT be accepted.
- 3) Submissions received after the scheduled time and date will NOT be accepted.

### Consultant Selection

- 1) The City of Kingston will only consider proposals that meet satisfactory levels of the above criteria.
- 2) Incomplete proposals that do not address all of the requested components will not be accepted for review and consideration.
- 3) The City is not required to accept the proposal that includes the lowest fee offer.
- 4) The City will review all proposals received as a result of the RFP.

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- 5) Based on the reviews of the Consultant proposals, the City will prepare a list of the top-ranked candidates. The City may organize and conduct interviews of the top-ranked candidate Consultants.
- 6) The Consultant will be selected by the City subject to approval by the Grantor.

### **QUALIFICATION OF SELECTED RESPONDENT**

The selected firm will have extensive experience and comprehensive technical skills, and work collaboratively with the City to implement the project.

### **THE TERM AND FUNDING AVAILABLE**

- The award shall be for about 8 months commencing on or about June 1, 2022 and expiring on February 1, 2023. A longer award term shall not be considered.
- Work must be completed, including deliverables, by February 1, 2023, with the majority of work concluding by January 15, 2023. **The maximum funds available are \$34,000.**

### **EVALUATION CRITERIA**

Only those proposals that contain complete information and required certifications will be considered. All proposals will be evaluated and examined by a committee of City of Kingston representatives using multiple criteria. The project will be awarded to a qualified respondent that, 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 along with conformance to state policy and provision for meeting MWBE requirements. Evaluation will be performed to determine each proposer's understanding of work to be performed, technical approach, and potential for completing the work as specified in the RFP components, cost reasonableness, the probable cost to the City and ranking with competing proposers.

The Selection Committee will choose the Consultant based upon an evaluation of proposals using the following criteria:

- Proposer understanding of the work to be done (20%);
- Prior experience of the firm on projects of this type and scope (20%);
- Prior experience and expertise of the personnel to be assigned to this Project (20%);
- Cost factors (20%)
- Proposer's ability to meet the project schedule (10%); and
- MWBE certification (10%)

### **METHOD OF AWARD**

It is the intention of the City that the award of this project will be made to the respondent whose total proposal, in the opinion of the City of Kingston, best meets the established criteria listed herein. All aspects of evaluation will be taken into consideration in awarding the project.

It is understood by the parties that the contract resulting from this RFP will be executed only to the extent of the monies available to the City of Kingston.

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A notice of award will not be binding upon the City until the contract has been fully executed by both parties.

**CONTRACT PERIOD**

The award term will commence on or about **June 1, 2022**.

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.

**INQUIRIES**

All questions pertaining to this RFP are required to be made in writing no later than **April 11, 2022** and must be submitted using the questionnaire form included within this specification. All questions must be emailed to **Kristin Kessler at [kkessler@kingston-ny.gov](mailto:kkessler@kingston-ny.gov)**. Respondents with a question directly related to this specification are required to cite the particular page and number, section, and paragraph to which the inquiry refers.

All substantive questions received by the above mentioned deadline will receive a response in the form of an addendum issued no later than **April 18, 2022**.

The addendum will be sent to all respondents who have sent the receipt confirmation form for 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.

**DEFINITIONS**

Respondent: The term "respondent" means any firm or individual submitting a response for the services listed in this RFP.

Response: The term "response" means the material submitted by a "respondent" in reply to this Request for Proposals.

**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.

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Revisions, Interpretations or 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 it to be in the best interest of the City to do so.

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.

### **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 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.

### **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.

### **COMPLIANCE WITH LAWS, LICENSES AND PERMITS**

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

**PERSONNEL IDENTIFICATION**

All personnel must carry on their person photo identification (e.g. employee identification badge, valid driver's license, 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 Contractor.

**INSURANCE**

The successful proposer will agree to indemnify and hold the City of Kingston, its Legislators, Officers, 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 proposer 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 (submit Form C-105.2)
- b) Disability Benefits as required by Law (submit Form DB-120.1)
- c) Bodily Injury Liability                   \$2,000,000.00 each occurrence  
  \$2,000,000.00 aggregate
- d) Property Damage Liability           \$2,000,000.00 each occurrence  
  \$2,000,000.00 aggregate
- e) Automobile Liability                   \$2,000,000.00 single limit
- f) Professional Liability                 \$2,000,000.00 (identified as a claim made or an occurrence policy)

**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

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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.

**PAYMENT PROCESSING**

The Consultant will invoice the City monthly. Each invoice will be prepared in such form and supported by such documentation as the City may reasonably require. Payments cannot be processed by the City until an invoice referring to the Contract Number is mailed to the proper departmental address. The City will pay the proper amounts due the vendor within sixty (60) days of receipt by the City of the vendor's invoice with the requested supporting documentation and approval of the vendor's invoice by the Department Head and the City Comptroller.

**FREEDOM OF INFORMATION**

The Respondent 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.

**AFFIDAVIT OF NON-COLLUSION**

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.

**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

**City of Kingston, NY**

RFP# RFPK22-14

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.

**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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**QUESTIONS FORM**

Please submit all questions pertaining to this RFP in writing no later than **April 11, 2022**. Please use this form and email questions to Kristin Kessler at [kkessler@kingston-ny.gov](mailto:kkessler@kingston-ny.gov). All substantive questions will be responded to in the form of an addendum no later than **April 18, 2022**.

**Date:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Questions:**

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City of Kingston, NY  
RFP# RFPK22-14

**PLEASE RETURN THE FOLLOWING SHEETS**  
**WITH YOUR PROPOSAL**

City of Kingston, NY

RFP# RFPK22-14

**INFORMATION SHEET**

**NAME OF RESPONDENT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TYPE OF ENTITY:** Corp. \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_ LLC \_\_\_\_\_

***If a non-publicly owned Corporation:***

**NAME OF CORPORATION:** \_\_\_\_\_

**Principal Stockholders (holding over 5% of outstanding shares):** \_\_\_\_\_

**OFFICERS:** \_\_\_\_\_

**LIST DIRECTORS:** \_\_\_\_\_

**DATE OF ORGANIZATION:** \_\_\_\_\_

***If a partnership:***

**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.**

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

\_\_\_\_\_  
Signature & Company Position

\_\_\_\_\_  
Print Name & Company Position

\_\_\_\_\_  
Company Name

Date Signed \_\_\_\_\_ Federal ID \_\_\_\_\_

**APPENDIX 1: PROJECT RESOURCES**

**1. Kingston Greenline Map, Conceptual Plans, & Design Standards**

The jpeg is below and the PDF can be found here: [https://www.kingston-ny.gov/filestorage/8399/8469/26768/16365/18847/GreenlineMap Brochure 8.5x11 103020-smaller.pdf](https://www.kingston-ny.gov/filestorage/8399/8469/26768/16365/18847/GreenlineMap%20Brochure%208.5x11%20103020-smaller.pdf)



More information on the Greenline can be found at <https://kingston-ny.gov/kingstongreenline#:~:text=The%20Kingston%20Greenline%20Conceptual%20Plan,in%20the%20City%20of%20Kingston.>

A PDF of the Greenline Complete Conceptual Plan can be found at <https://www.kingston-ny.gov/filestorage/12791/30198/8688/KingstonGreenlineConceptualPlan.pdf>

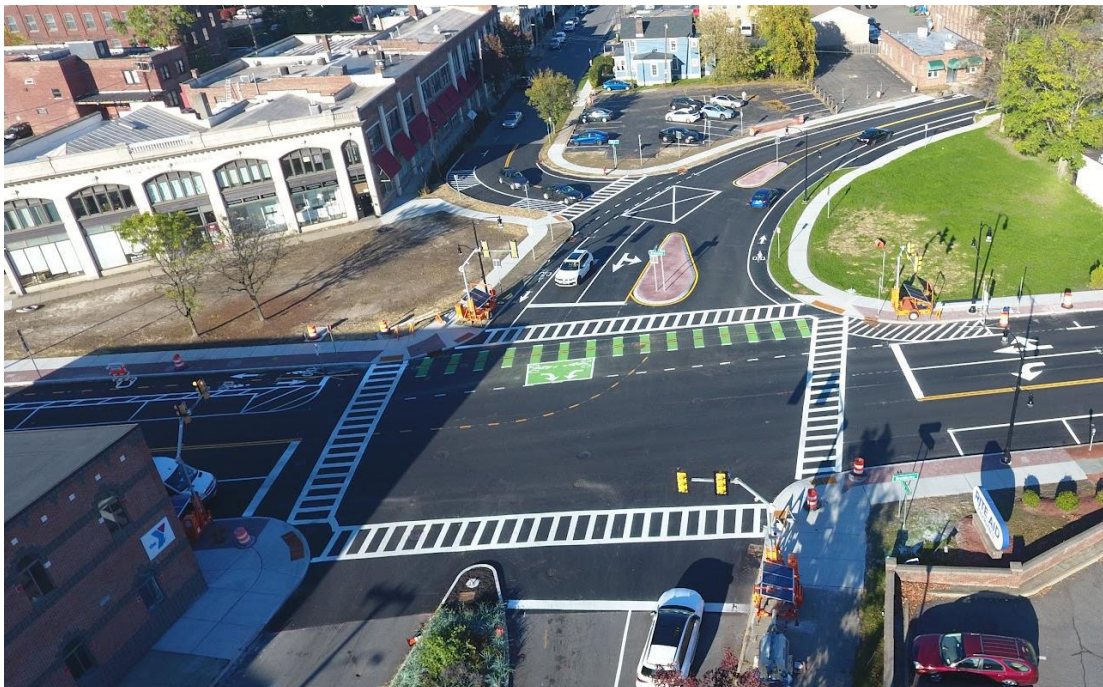
Internal Greenline Design Standards to be shared with consultant upon hiring.

2. Proposed Project area

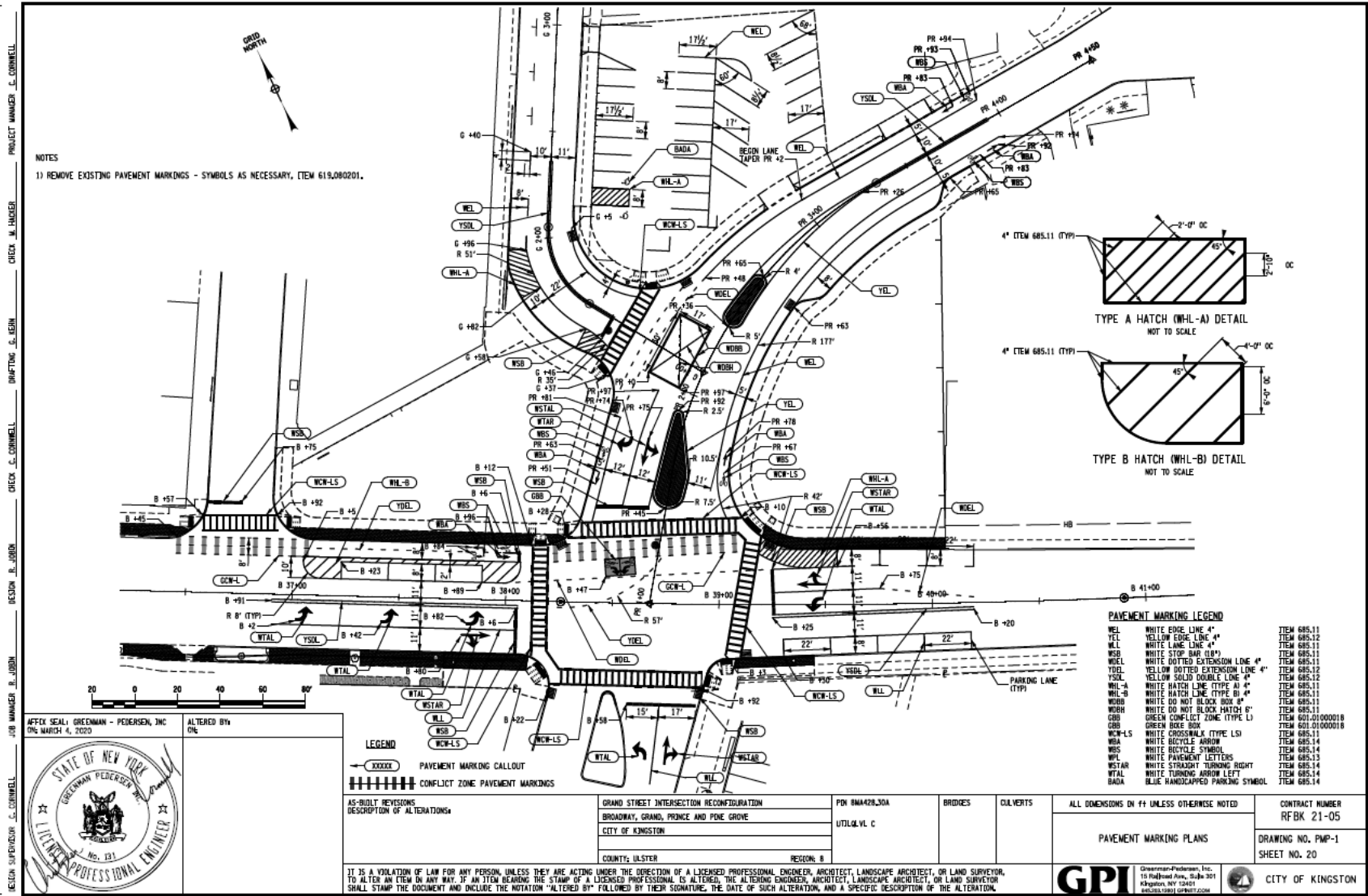


**4. Broadway-Grand Street Intersection Reconfiguration Project**

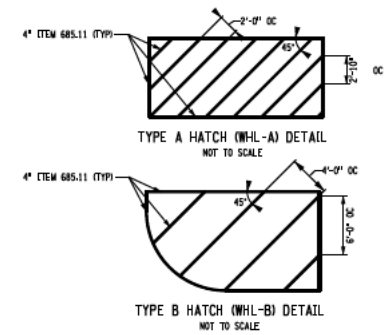
Project Plans and Before/After photos below, shared with approval from consulting firm, GPI.



City of Kingston, NY  
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NOTES  
1) REMOVE EXISTING PAVEMENT MARKINGS - SYMBOLS AS NECESSARY. (ITEM 619,000201).



**PAVEMENT MARKING LEGEND**

WEL	WHITE EDGE LINE 4"	ITEM 685.11
YEL	YELLOW EDGE LINE 4"	ITEM 685.12
WLL	WHITE LANE LINE 4"	ITEM 685.11
WSB	WHITE STOP BAR 8/8"	ITEM 685.11
WDEL	WHITE DOTTED EXTENSION LINE 4"	ITEM 685.11
YDEL	YELLOW DOTTED EXTENSION LINE 4"	ITEM 685.12
YSL	YELLOW SOLID DOUBLE LINE 4"	ITEM 685.12
WHL-A	WHITE HATCH LINE (TYPE A) 4"	ITEM 685.11
WHL-B	WHITE HATCH LINE (TYPE B) 4"	ITEM 685.11
WNB	WHITE DO NOT BLOCK BOX 8"	ITEM 685.11
WDRB	WHITE DO NOT BLOCK HATCH 8"	ITEM 685.11
GBB	GREEN CONFLICT ZONE (TYPE L)	ITEM 601.01000018
GBB	GREEN BOX BOX	ITEM 601.01000018
WCM-LS	WHITE CROSSWALK (TYPE LS)	ITEM 685.11
WBA	WHITE BICYCLE SYMBOL	ITEM 685.14
WBS	WHITE BICYCLE ARROW	ITEM 685.14
WPL	WHITE PAVEMENT LETTERS	ITEM 685.13
WSTAR	WHITE STRAIGHT TURNING RIGHT	ITEM 685.14
WTAL	WHITE TURNING ARROW LEFT	ITEM 685.14
WDA	BLUE HANDICAPPED PARKING SYMBOL	ITEM 685.14

PROJECT MANAGER: E. CORNWELL  
CHECK: M. LANGESE  
DRAWING: J. KEIN  
CHECK: C. CORNWELL  
DESIGN: B. JORR  
JOB MANAGER: B. JORR  
DESIGN SUPERVISOR: C. CORNWELL

FILE NAME: N:\2022\GRIFFIN\2214\2214.dwg  
DATE PLOTTED: 3/14/2023  
USER: mlanese

STATE OF NEW YORK  
GREGORIAN PEDERSEN, INC.  
No. 131  
LICENSED PROFESSIONAL ENGINEER

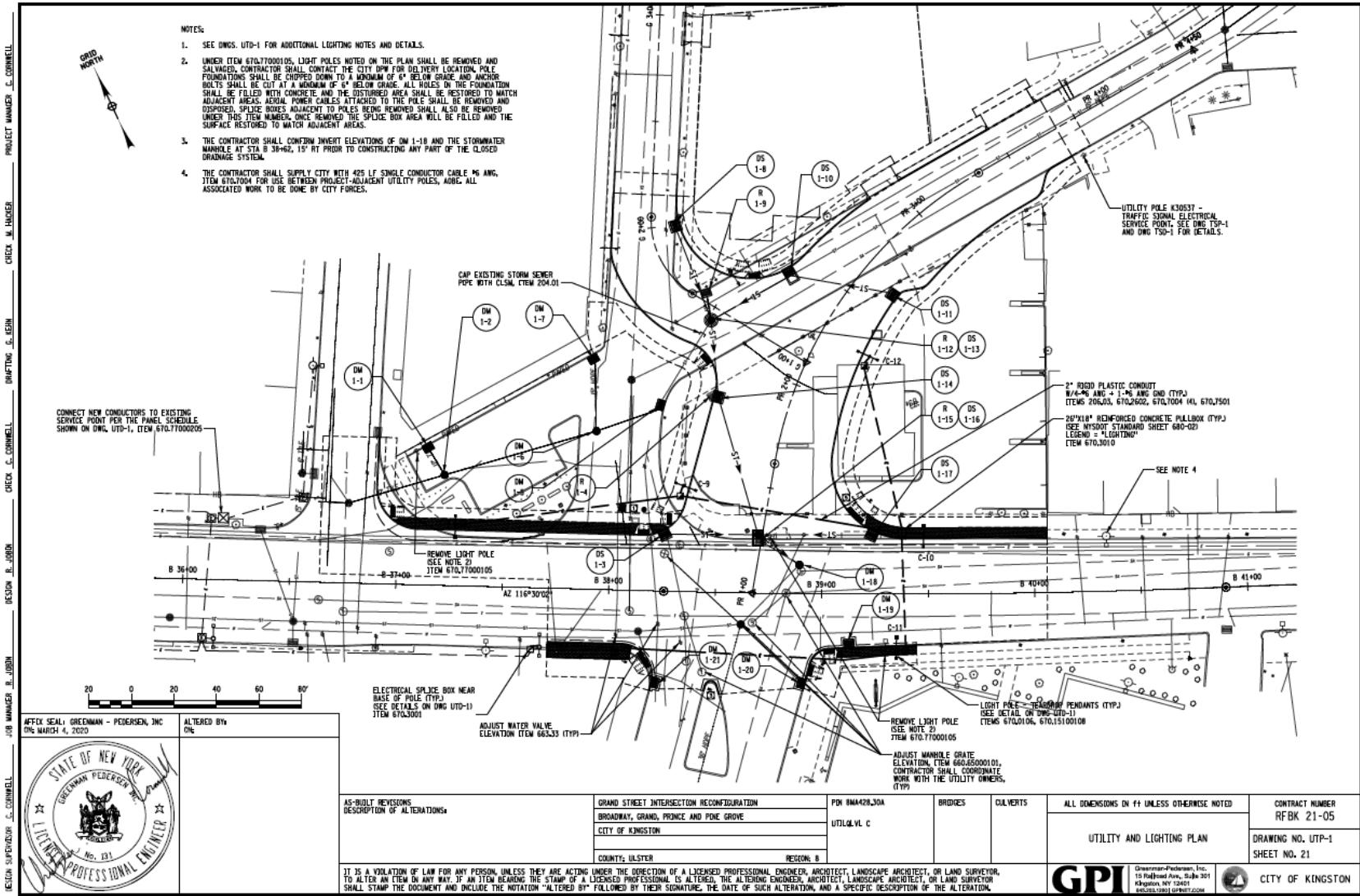
AFFIX SEAL: GREGORIAN - PEDERSEN, INC.  
ON: MARCH 4, 2023

ALTERED BY: [ ]  
ON: [ ]

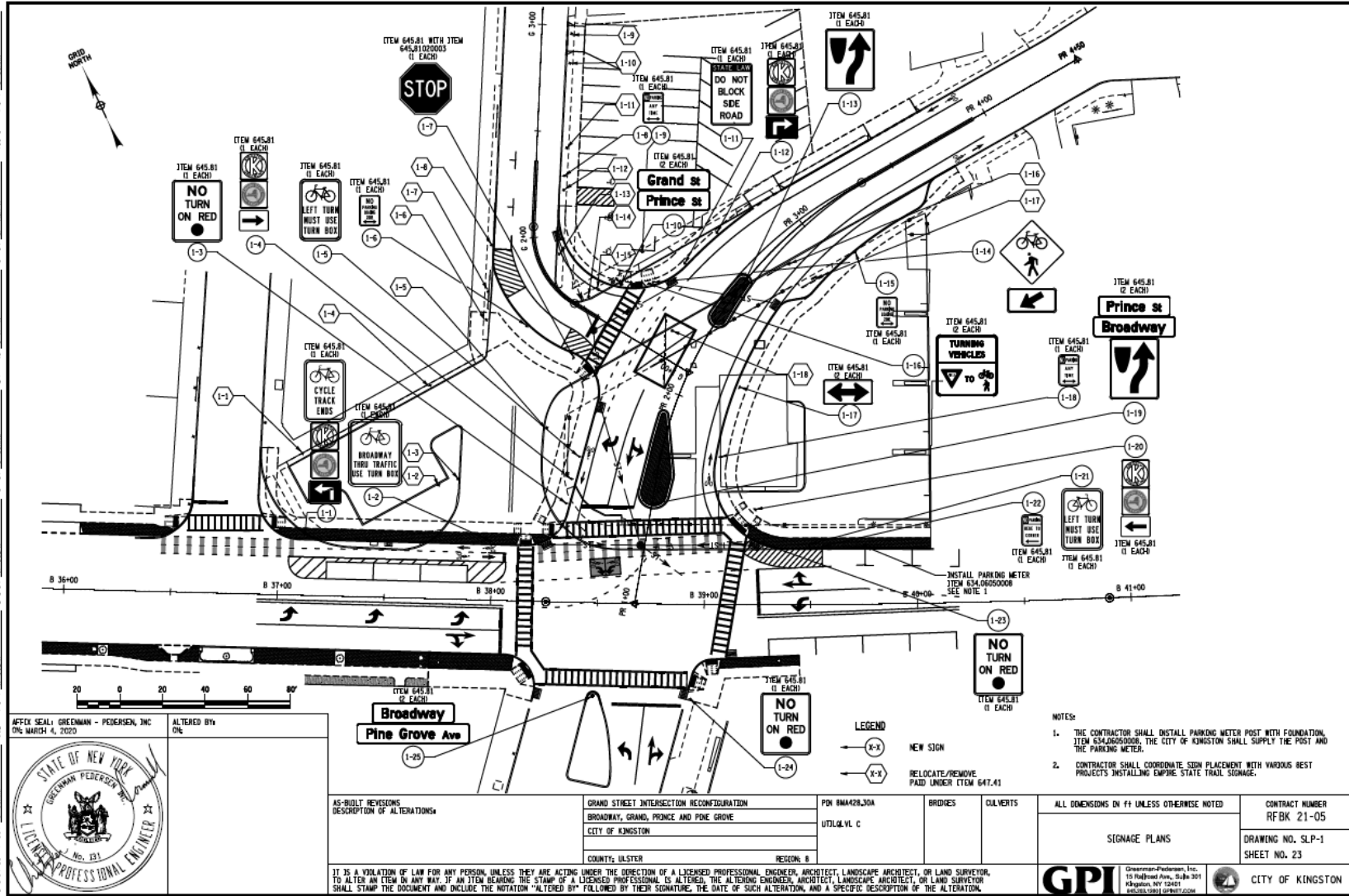
<p>LEGEND</p> <p>XXXXXXXXXX PAVEMENT MARKING CALLOUT</p> <p>XXXXXXXXXX CONFLICT ZONE PAVEMENT MARKINGS</p> <p>AS-BUILT REVISIONS DESCRIPTION OF ALTERATIONS:</p>	<p>GRAND STREET INTERSECTION RECONFIGURATION</p> <p>BROADWAY, GRAND, PRINCE AND POLE GROVE</p> <p>CITY OF KINGSTON</p> <p>COUNTY: ULSTER REGION: 8</p>	<p>PO: BMA428.JOA</p> <p>UTL&amp;V.L.C</p>	<p>BRIDGES</p> <p>CULVERTS</p>	<p>ALL DIMENSIONS IN FT UNLESS OTHERWISE NOTED</p>	<p>CONTRACT NUMBER RFBK 21-05</p> <p>DRAWING NO. PWP-1 SHEET NO. 20</p>
	<p>PAVEMENT MARKING PLANS</p>				
	<p>IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR, TO ALTER AN ITEM IN ANY WAY. IF AN ITEM BEARING THE STAMP OF A LICENSED PROFESSIONAL IS ALTERED, THE ALTERING ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR SHALL STAMP THE DOCUMENT AND INCLUDE THE NOTATION "ALTERED BY" FOLLOWED BY THEIR SIGNATURE, THE DATE OF SUCH ALTERATION, AND A SPECIFIC DESCRIPTION OF THE ALTERATION.</p>				
	<p><b>GPI</b> Gregorian-Pedersen, Inc. 10 Railroad Ave., Suite 301 Kingston, NY 12401 609.248.1000 ext. 200</p>		<p><b>CITY OF KINGSTON</b></p>		



City of Kingston, NY  
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City of Kingston, NY  
RFP# RFPK22-14



PROJECT MANAGER: C. CORNWELL  
 CHECK: M. HACKER  
 DRAFTING: G. KEHN  
 CHECK: C. CORNWELL  
 DESIGN: R. JORDAN  
 DESIGN: R. JORDAN  
 DESIGN SUPERVISOR: C. CORNWELL

AFFIX SEAL: GREENMAN - PEDERSEN, INC  
076 MARCH 4, 2020

ALTERED BY: [Signature]

AS-BUILT REVISIONS DESCRIPTION OF ALTERATIONS:	GRAND STREET INTERSECTION RECONFIGURATION BROADWAY, GRAND, PRINCE AND PINE GROVE CITY OF KINGSTON	PDN 004428.00A UTIL/LVL C	BRIDGES	CULVERTS
	COUNTY: ULSTER	REGION: 8		

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR, TO ALTER AN ITEM IN ANY WAY, IF AN ITEM BEARING THE STAMP OF A LICENSED PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR LAND SURVEYOR SHALL STAMP THE DOCUMENT AND INCLUDE THE NOTATION "ALTERED BY" FOLLOWED BY THEIR SIGNATURE, THE DATE OF SUCH ALTERATION, AND A SPECIFIC DESCRIPTION OF THE ALTERATION.

ALL DIMENSIONS IN FT UNLESS OTHERWISE NOTED	CONTRACT NUMBER RFBK 21-05
SIGNAGE PLANS	DRAWING NO. SLP-1 SHEET NO. 23
Greenman-Pedersen, Inc. 15 Wallford Ave., Suite 301 Kingston, NY 12401 609.338.1980 gpi@gt.com	
CITY OF KINGSTON	

FILE NAME: \\KINGSTON\DRG\DRG\SLP-1.dwg  
 DATE PLOTTED: 3/4/2020  
 USER: ccornewell