



Town of Copake
Request for Proposal
(Amended 8/22/14)

Design and Development Plan for the
Hamlet of Copake

August 2014

TABLE OF CONTENTS

1. PURPOSE	3
2. BACKGROUND	3
3. PLAN DELIVERABLES	3
General Considerations	3
Deliverables	4
4. AREAS TO BE STUDIED	4
Business and Economic Development	4
Community spaces and activities	4
Environmental Beautification	4
Existing Buildings	4
Grants	5
Hamlet Boundaries Review	5
Housing	5
Public Participation	5
Signage	5
Streetscape Design	5
Transportation	6
Utilities	6
5. PROPOSALS	6
Timing	6
RFP Format and Content	7
Costs	7
Selection Criteria	8
Contact	8
Access to Reports	8

1. PURPOSE

The Town of Copake seeks proposals from a qualified Planning Consultant (“the Consultant”) to develop a Design and Development Plan (“the Plan”) for the Hamlet of Copake.

The Town adopted a Comprehensive Plan in September, 2012. For the purposes of implementing part of that plan, a task force has been set up to address the revitalization of the hamlet. The citizens of the Hamlet are keenly interested in creating and fostering a socially connected, vibrant hamlet center. The hamlet is, in many ways, the center and soul of the Town. The citizens are proud of their heritage and value their quality of life, and they feel an urgent desire to enhance the feeling of “home” and vitality in their community.

The purpose of the Plan is to:

1. Develop a framework for the Hamlet’s future growth and development, consistent with the needs and desires of the people and with best environmental practices;
2. Help residents, businesses and town officials to anticipate and meet the challenges of developmental pressures;
3. Maintain the Hamlet’s unique character and safeguard its environmental, architectural and historic resources.

The overall goal of the Plan is to develop a town center that attracts new business and residential opportunities; is inviting, viable and pedestrian friendly; and exhibits a cohesive look and feel.

2. BACKGROUND

The Hamlet is located within the boundaries of the Town of Copake (“the Town”) in southeastern Columbia County. The City of Hudson is approximately 15 miles to the west, and Albany, the state Capital, is 30 miles to the northwest. The Hamlet is the Town’s business and civic center and also serves as a residential enclave.

The lack of a waste water disposal system in the Hamlet has prevented significant business and residential development that the Design Plan must address.

For more detailed information about the Town, please consult the “Town of Copake Comprehensive Plan”.

3. PLAN DELIVERABLES

A. General Considerations

The Town’s existing Comprehensive Plan should be used for guidance, but not limit the design itself.

The Consultant shall, to the maximum extent feasible, utilize existing

information, reports and studies on file with the Town.

The Consultant should assume that there are no zoning limitations.

B. Deliverables

1. A plan for the development of the hamlet, with appropriate concept plan alternatives
2. Detailed requirements including a program and a schematic design/ renderings that explain how we should do it
3. Cost estimates for implementation of the Plan
4. Recommended scheduling and sequencing of various elements

4. AREAS TO BE STUDIED

A. Business and Economic Development

The Plan should help to achieve the following:

1. Revitalize the Hamlet and help existing local businesses prosper.
2. Attract new commercial and retail businesses that are in keeping with the Hamlet's character.
3. Attract cultural endeavors by artists, musicians and craftspeople, particularly in conjunction with the placement of a Town Cultural Center.

B. Community spaces and activities

1. Recommend improvements to the design of the Hamlet Park and other public spaces that will stimulate:
 - i. Greater recreational and community use
 - ii. Greater participation in various community programs including but not limited to the Farmers' Market, Community Day, Easter Egg Hunt, Holiday Tree Lighting and Memorial Day Parade.
2. Identify user needs and consider opportunities resulting from the possible Hamlet linkage to the existing Harlem Valley Rail Trail and Bike Path.

C. Environmental Beautification

1. Recommend design strategies that will create a cohesive look and feel to the Hamlet through landscape and garden design, street plantings, tree wells, screening/fencing and native plant species.
2. Make specific recommendations for improvements to the Central Clock Circle and the north and south entryways into the Hamlet.

D. Existing Buildings

The Town has undertaken an inventory of the Hamlet's historic and

Architecturally significant structures. With input from the Committee, the Consultant should recommend strategies for the possible restoration, rehabilitation, enhancement and/or reuse of existing structures. The Consultant should also identify buildings in such poor condition that they should be demolished and the space put to better use.

E. Grants

Provide guidance on grants and other funding opportunities to help implement the plan.

F. Hamlet Boundaries Review

Suggest possible expansions to the Hamlet boundaries that would help achieve the Plan's objectives.

G. Housing

The Plan should work to ensure that the Hamlet attracts rental and owner-occupied housing for a range of income levels, for example attracting a senior living facility and mixed use middle class housing.

H. Public Participation

To ensure the widest possible participation, the Consultant should explain the methods and procedures for:

1. Leveraging the public input received in the Comprehensive Plan
2. Public involvement validating the content of the Design and Development Plan

I. Signage

1. Develop design options and locations for directional signage to local businesses, Town Hall, the Town Park and other attractions.
2. Suggest improvements/additions to existing town gateway signage at strategic entry points.

J. Streetscape Design

The Plan should include recommendations, plans and specifications to:

1. Improve pedestrian circulation and safety.
2. Extend, improve and/or replace the existing sidewalk and curbing network.
3. Create street lighting consistent with the Plan's overall look and feel that are compliant with Dark Sky guidelines.
4. Specify outdoor furniture options, including, for example, benches, bike racks and trash receptacles.
5. Suggest possible Capital Improvement Projects that will help to create a distinct Hamlet center, and identify the Hamlet as a desirable venue for residents and visitors.

6. Assess existing pedestrian footpaths and recommend logical ways to connect them. Include access between Taconic Shores and the Hamlet Center.

K. Transportation

1. Conduct a traffic flow/circulation analysis.
2. Recommend roadway improvements consistent with the framework for future growth and development, including crosswalks.
3. Suggest ways to direct the flow of traffic more efficiently along Route 22 into the Hamlet.
4. Recommend locations for, and the design of, sufficient Municipal and off-street parking facilities to support the elements listed in Community Spaces and Activities above.

L. Utilities

Recommend strategies for:

1. Moving power and phone lines below ground.
2. Improving high speed internet access in the hamlet.

5. PROPOSALS

A. Timing

Signed electronic copies in PDF format must be received by 2:00PM eastern standard time, September 22, 2014 at townofcopake@taconic.net.

Proposals must be valid for at least one hundred twenty days from the date of submission.

Roberta Roll
Chair, Hamlet Revitalization Task Force
230 Mountain View Road
Copake, NY 12516

B. RFP Format and Content

1. Title Page
2. Name of your firm, address, telephone number, email address, contact name and date.
3. Table of Contents – clearly identify material by section and page number
4. How your firm would provide RFP Deliverables (not more than 4 pages)
 - i. A description of each phase of the Plan development process
 - ii. A detailed list of deliverables to be received at each phase
5. A schedule, noting duration for each design phase and time allowance for community review and feedback (one page)
6. A breakdown of all Consultant fees (services, expenses and materials) (one page)
7. The names and complete curriculum vitae of all professional members of the Consultant's and Sub-Consultant's (if any) team. Identify the person(s) who will be the team leader(s) with ultimate responsibility for the work.
8. The details of experience and past performance of the Consultant and members of the team on comparable work.
9. The names, titles and telephone numbers of three references that can substantiate the Consultants' summary of qualifications and experience relevant to this project. Identify the role played in the projects by the persons listed and their connections to the professional work of the Consultant.
10. A list of comparable projects completed since 2010, with names and telephone numbers of contact persons in those communities.
11. Specify information that will be needed to create the plan. (one page)
12. The date by which the final Plan will be submitted, which will be no later than twelve (6) months following the execution of a contract with the Consultant.

C. Costs

The Consultant shall:

1. Submit a summary of costs required to provide Plan services. This will be a

“firm fixed price” contract to cover the performance of all eligible services, expenses and materials. The amount and timing of payments will be determined during contract negotiations.

2. Manage contract-related bookkeeping and records in accordance with local, state, federal and contract requirements.

D. Selection Criteria

The Task Force will select the most qualified firm based on the following criteria:

1. Prior experience with this type of project
2. Demonstrated capacity to complete assignments and manage complex projects
3. Reasonableness of fees.

After review of qualifications, the Task Force will interview firms that the Task Force determines possess the requisite qualifications and experience to fulfill the requirements being sought through this solicitation. Not all firms will be interviewed. The final contract award will be made following interviews to the firm that the Task Force determines provides the best value to the Town of Copake.

E. Contact

Roberta Roll, Chair,
Copake Hamlet Revitalization Task Force
230 Mountain View Road, Copake, NY 12516

F. Access to Reports

1. The Consultant shall, to the maximum extent feasible, utilize existing information, reports and studies on file with the Town so as not to duplicate work already done
2. The Town will make available all relevant public information on file at the Copake Town Hall, 230 Mountain View Avenue, Copake, NY 12516

Thank you for reviewing our RFP. We look forward to considering your proposals.

Roberta Roll, Chair
Copake Hamlet Revitalization Task Force

Town of Copake Hamlet Plan RFP

