



**Request for Proposal
Consultant for Land Development
Town of Dryden, NY
June 24, 2024**

1.0 Purpose

The Town of Dryden seeks to enter into an agreement with a qualified consultant who demonstrates the ability and proven experience to provide a comprehensive plan that explores multi-use development of land with a focus on outdoor recreation with the potential of other uses such as housing, while protecting existing wetlands.

2.0 Introduction and Background

The Town of Dryden has been gifted 25 acres of land to be combined with 62 acres of land already owned by the Town of Dryden, where it seeks to develop and provide outdoor recreation facilities for Town residents, housing, and an access road to the adjacent parcel. Of the 87 acres available, approximately 40 are available for development with the potential of more if possible while providing care and consideration for the existing wetlands on the property.

Attached below is the wetlands delineation map and memorandum.

3.0 Goals for Development and Design Guidelines

Overall goals for the development of the land are as follows:

Wetlands Preservation – Providing valuable environmental services, care should be given to preserving the wetlands in quantity and quality while seeking a design for the optimal use of the property. It is understood that the below items may not all be possible due to the existence of the wetlands.

General Improvements - A new road with sidewalks will be required to access the property. Entrance to be located off East Main Street, opposite Maple Ridge Drive, road needs to access the Cornelius property to the north of town owned lands.

Right of Way between Bernard Cornelius and the Town of Dryden attached along with survey map.

Recreation

- A. Ballfields
- B. Multi-use fields, which can be for different uses such as lacrosse, soccer, and football.
- C. Parking that is centralized if possible to make access to the fields easily accessible especially for those with limited mobility.
- D. Building (or buildings) to accommodate equipment storage, concession stand and bathrooms. Centralized if possible.
- E. Playground close to the fields with adaptive elements to create an inclusive play area for all children.
- F. Multi-use, ADA-compliant trails accessing the Village of Dryden, TC3 dorms, and a potential boardwalk over the wetland to Neptune Drive.
- G. Multiuse Community and Recreation Center

Housing

- A. Housing of different types and sizes such as rentals and for-sale units, single family, tiny houses, duplexes, townhouses, and apartments.
- B. Open space between recreation areas and housing.

Solar – If possible, a plan that will integrate the use of solar throughout the development to lower energy usage.

Additionally, the area is a contained historic site consisting of the remains of the Dryden Agricultural Fairgrounds. Given these potential barriers for full development, the Town hopes to optimize the use of the land to meet the needs of Dryden’s residents while being considerate of the existing wetlands and historic site.

4.0 Project Structure, Anticipated Tasks and Services

The Dryden Town Board designated the Dryden Recreation & Youth Commission (DRYC) to work with the Dryden Planning Department to serve as the lead **Client Committee** for the work. Client Committee will work in collaboration with a representative from the Town’s Affordable and Workforce Housing Committee and the Conservation Board. The Recreation Director will serve as point person for the project for administrative and contractual matters, under the direction of the Planning Director. The Client Committee meets in early evenings and the consultant will be expected to accommodate the committee’s schedule for project meetings. Dryden has adopted a hybrid meeting model that supports both in-person and virtual meetings. The hybrid model greatly increases Dryden’s ability to select a consultant based on skills and experience rather than home office location.

Anticipated tasks and services include:

- A. Developing a realistic plan that encompasses the goals stated above while considering the wetlands and historic site and the impact of such development on them.

- B. Working closely with the Client Committee to discuss and resolve consultant recommendations and create two plan options for consideration.

5.0 RFP and Project Schedule

RFP Release	June 24, 2024
Last Date for Written Questions	July 8, 2024
Proposal Submission Deadline	July 15, 2024 by 3:30 PM
Anticipated Contract Award	July 29, 2024
Anticipated Work Completion	September 15, 2024

6.0 Proposal Requirements

Please include the following with your proposal:

- A. A narrative indicating your understanding of the work and an outline of how you plan to conduct and complete the work.
- B. Roles and resumes of people who will work on the project including any subcontractors and the overall percent of work to be performed by subcontractors. Identify the proposed project manager and key personnel.
- C. Examples of similar projects/work scope elements done by the people proposed for this project.
- D. A description of your proposed process for meeting design and engagement of the Client Committee.
- E. A cost proposal broken down that includes fees, reimbursable expenses, and on-site and virtual meetings.
- F. A billing rate schedule indicating rates for the individuals who will work on the project.
- G. Exclusions, if any, to this Request for Proposal.
- H. Three references for similar work by your team proposed for Dryden's project.
- I. Demonstration that your company has experience and knowledge of wetlands.
- J. Demonstration that your company has experience and knowledge of historic sites.

6.1 Proposal Preparation Costs

The Town shall not be liable for any costs associated with the preparation, transmittal or presentation of any response or materials submitted in response to the RFP.

6.2 Additional Terms and Conditions

All documents prepared and furnished to the Town in the preparation of the Plan shall become the property of the Town.

Consultant shall carry a minimum \$1 million general and automotive liability insurance for the duration of the agreement. The general liability policy shall name the Town as an additional insured on a primary, non-contributory basis.

7.0 Award of Work

Contract award will be based on demonstrated qualifications of the team proposed for the work, completeness of the proposal, the proposed schedule and work plan, and the proposed fee.

Following receipt and analysis of proposals, the Town anticipates an interview process that will include the Client Committee and a representative from the Affordable and Workforce Housing Committee and Conservation Board to meet the staff and discuss the project with one or more proposers, prior to award of the work.

Following receipt, evaluation, clarification, and strengthening of proposals, the town intends to enter promptly into discussions to finalize an agreement providing those services with the selected applicant whose proposal, in the judgment of the town, is most advantageous to the town. The town may, in its sole discretion, discontinue such negotiations at any time and begin negotiations with an alternate applicant or applicants responding hereto. The town specifically reserves the right to reject any or all proposals submitted, for any reason, in its sole discretion, or to reissue an RFP in identical or altered form, or not to issue further RFPs.

8.0 Questions and Proposal Submission

Submit any questions in writing to the Recreation Director at the address below at least one week prior to the deadline set by the Client Committee for the receipt of proposals. Please do not ask verbal questions and do not approach members of the Dryden Town Board or its advisory boards and committees. An addendum to this RFP, if required, containing responses to questions will be published on the Town's website at: <https://dryden.ny.us> and circulated to all parties that requested a copy of this RFP at least one week prior to the deadline set for submission of proposals.

Interested proposers must submit three (3) paper copies and a digital copy (pdf) of the proposal on or before **July 15, 2024 by 3:30 PM** to:

Marty Conger
Recreation Director
Town of Dryden
93 East Main Street
Dryden, NY 13053
recreation@dryden.ny.us