

Request for Qualifications

Friends of the Public Square Hudson

March 5, 2022

Friends of the Public Square Hudson (“FOPS”) is seeking to retain a professional design team in the field of Landscape Architecture (“Design Team”) to provide professional services for renovating the Public Square (also known as the Seventh Street Park) (“Square”) in Hudson, New York. FOPS, formed as a non-profit organization by citizens of Hudson in 2021, has as its mission the improvement of the Public Square, once an attractive center of Hudson’s upper business district. After decades of neglect, the square became an eyesore in a city that has grown vibrant around it. With paths of broken asphalt, a non-functioning fountain at its center, unattractive benches, and ground made uneven by the roots of Norway Maples, the Square was not welcoming. FOPS, which has a memorandum of understanding with Hudson, has taken some preliminary steps that have significantly improved the square’s appearance, such as having two rings of fencing around the fountain removed. FOPS plans to seek government and private grants to undertake a major renovation of the square, which will include restoring the fountain, replacing the hardscape, new seating, and new landscaping, lighting, and signage. This restoration will take into account climate resiliency, conserving water, energy usage, and permeable hardscaping. FOPS will prepare the grant applications, using materials provided by the design team.

Services to be Provided: The selected Design Team will provide a concept design for the Square that FOPS will use to apply for funding grants from public and private sources, including New York State, private foundations and corporations and individuals (“Concept Design”). For the Concept Design the Design Team will provide:

- Plans, sections and renderings;
- Estimate of costs for project components;
- Community engagement sessions (a maximum of 4); and
- Any other materials required to support funding applications.

The Design Team is not responsible for preparing a Survey of the Square, which will be separately performed and available to the Design Team.

Scope of Services: The Concept Design shall include consideration of the following:

- Landscape, including recommendation for how to deal with historic trees (e.g., managing, removing, designing around);
- Hardscape, including placement and composition;
- Central water feature (consistent with the Square’s location in protected historic district);
- Utilities (water and electricity);
- Drainage;
- Placement of war memorial and flagpole;

- Seating;
- Signage;
- Lighting;
- Public Safety (including with respect to the operating railroad tracks in the Square);
- Traffic calming around the Square; and

Additional amenities (depending on results of community engagement). **Proposal Format and Submission Instructions:** Interested firms shall submit qualifications consisting of:

- Letter of Interest
- The firm's most recent SF 330 or SF 254 and SF 255 (Federal or State Modified)
- A maximum of fifteen (15) 8.5" x 11" double-sided pages describing the firm's qualifications, relevant experience, proposed staffing (including resumes), proposed sub-consultants and present workload for key personnel. A brief description of a proposed project approach may be included.

The resumes of key personnel must include a) current assignments (project location and duties), b) estimated completion date of current assignments, and c) client, client contact person, and telephone number. The submission should describe the organization of proposed project staff, indicating the role of each key individual.

A single hard copy shall be mailed to FOPS at 76 Worth Avenue, Hudson, NY 1534. Supporting documentation shall be included in the mailed submission. A PDF copy of all the materials shall be e-mailed to FOPShudson@gmail.com by the due date listed.

Qualifications and Selection Process:

A panel appointed by FOPS will select the firm deemed to be "the most highly qualified" in accordance with the criteria listed below. Minority and Women-Owned firms are encouraged to apply.

Firms should demonstrate in their proposal their qualifications for applying the following criteria to this project:

- Ability to work in a collaborative environment with both a friends group and city officials
- Ability to design within a historic context
- Ability to take a project from concept design through to completed construction documents.
- Creativity of solutions
- Design excellence
- Experience with projects of comparable scale and scope
- Ability to adequately staff projects
- Ability to design to a budget

The above criteria will be scored, and firms will be ranked accordingly, resulting in a “short list” of top-ranked firms. Remote interviews may be required of any or all firms to determine what firms are selected, dependent upon the initial rankings based on the submitted proposals. The content of the interviews, should they be required, will be used to confirm, or re-evaluate the scores assigned to the above selection criteria.

If interviews are conducted, short listed candidates will be re-ranked based upon the final/re-evaluated scores and the most qualified firms will be selected.

Estimate of Cost – The compensation for the Initial Design phase (which begins when the Design Team is notified of its selection and ends when FOPS submits a CFA Application) shall be computed on an hourly basis and is not expected to exceed \$25,000.

Due date: March 21, 2022