

# Town of Shandaken Request for Proposals

## Project Description and Preliminary Scope of Work

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The Town of Shandaken is soliciting proposals from qualified engineering and planning firms for assistance in the following:

### Project Description

- Assist the Town of Shandaken Planning Board with review of the Crossroad Venture's Belleayre Resort proposal involving zoning, planning, engineering and construction components.

### Completion Date

To be determined by the Planning Board of Shandaken

### Scope of Work

Professional services required are likely to include:

- Review of plans and reports submitted through the Environmental Review process and final documents submitted as part of the Site Plan Review process to be conducted by the Town of Shandaken Planning Board.
- Planning Board meeting attendance when requested (meets monthly).
- A written detailed review and report to the Planning Board on questions and concerns forwarded by said Board on entire Site Plan Review submission.

**Other:** 1) The successful firm **must not** have had prior involvement, in support of or in opposition to Crossroad Ventures' Belleayre Resort Proposal or the soon to be released Belleayre Mountain Ski Center Unit Management Plan.

## Submittal Content

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The proposal must be organized in sections containing the following information:

- **Description of Firm.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will manage the project.
- **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience, especially involving ski areas and golf courses; however, extensive descriptions of vaguely related projects are discouraged. Also list all public sector clients for whom you have performed similar work in the past five (5) years. Please highlight projects illustrating work within the Catskill Forest Preserve and the New York City West-of-Hudson Watershed. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name and address of the lead firm as well as the name and addresses of the other firms with which you worked.
- **Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including any important sub-consultants), and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate but not required.
- **Costs.** Provide a schedule of the hourly rate of each person who would be working on this project and set forth a detailed description of any other costs, disbursements and expenses that would be charged to the town by the firm.
- **Project Approach.** Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. If applicable, discuss any unique aspects of the project, alternate approaches the Town of Shandaken might wish to consider, or special considerations related to programmatic/ funding requirements. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the project.
- **Project Schedule.** Provide a schedule of past general projects and activities indicating the duration of each activity and of the total project, including a schedule of Personnel assigned to project. The schedules should reflect actual activity durations.

Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the proposal.

### **Additional Information**

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Questions regarding the project may be directed to Planning Board Chair, Joanne Kalb at:

Town of Shandaken Planning Department  
 P.O. Box 134, Shandaken, New York 12480  
 (845) 688 – 5008  
 shandakenbldg@gmail.com

The following may be requested from, or viewed at, Town Offices at: 7209 Rte. 28, Shandaken, NY 12480,

- Site Plan Review Application and documents submitted by applicant.

### **Submittal Deadline**

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Seven (7) copies of the proposal must be received no later than 3:00p.m. on Friday, March 14, 2014 at the Town Clerk's Office, Town of Shandaken, 7209 Rte. 28, Shandaken, NY 12480. Sealed submissions must have "**RESORT REVIEW BID**" written on the outside of the envelope in large block letters. Proposals received after the deadline will not be considered.

### **Selection Process**

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Proposals will be ranked based on the factors set forth below and the Town of Shandaken Town Board, in its discretion, may choose to interview several of the top ranked firms or it may reject all of the applicants. However, at its discretion, the Town of Shandaken may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

- Firm History and Capability to Perform Project
- Relevant Project Experience
- Qualifications of Project Team
- Familiarity with Area and Project
- Project Approach and Schedule
- References
- Cost Proposal
- Responsibility/capability to complete the work as required

The Town of Shandaken Planning Board will conduct firm evaluations and make recommendations to the Town Board of Shandaken for approval. The Town of Shandaken Planning Board expects to evaluate proposals at a Special meeting scheduled for 7:00pm on Tuesday, March 18, 2014 and in due course, will provide written notification to the awarded firm. The Town of Shandaken reserves the right to reject any and all proposals.

### **Equal Opportunity/ Affirmative Action Employer**

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All qualified applicants will receive consideration without regard to race, color, religion, creed, sex, age, or national origin.