

Request for Proposal (RFP)

Design and Alignment of the Southern Tier Trail

**Cattaraugus County Department of Economic Development, Planning, and
Tourism**

September 17th, 2024

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Summary and Background

Cattaraugus County is located in rural southwestern New York State. It is characterized by wooded hillsides interspersed with farm fields. The County has 42 municipalities, which include two cities, (Olean and Salamanca) nine villages and twenty-two towns.

Cattaraugus County Department of Economic Development, Planning and Tourism (EDPT) completed the Countywide Trail System Plan (<https://www.cattco.org/planning/trail-system-plan>)¹ with the purpose to preserve and promote the County's natural resources, maximize opportunities for outdoor recreation, increase the number and options for active transportation, and capitalize on the outdoor tourism industry. The Plan objective included surveying existing trails, determining the feasibility of connecting existing trails (within and beyond Cattaraugus County), identifying potential trail corridors and recommending trail improvements and potential new trails. This study recommended connecting to larger Western NY trail networks, including the Erie Cattaraugus Rail Trail and the Genesee Valley Greenway.

EDPT has moved that recommendation forward by partnering with GObike Buffalo, funded by The Ralph C. Wilson Foundation, completing a feasibility study in February of 2021 for the Southern Tier Trail (STT) (<https://gobikebuffalo.org/project/southern-tier-trail-feasibility-study/>).² The study consisted of community outreach and an assessment for the design and construction of a shared-use bicycle and pedestrian path between the City of Buffalo, NY and the southern end of Genesee Valley Greenway State Park in Hinsdale NY, completing a full regional trail loop of Western New York. The route is intended to follow the Buffalo-Pittsburgh Rail corridor to the greatest extent possible from Buffalo to the City of Salamanca and along the Allegheny River from the City of Salamanca to the Town of Hinsdale. The corridor runs through two counties, 11 towns, three villages, and a portion of the Seneca Nation of Indians Allegany Territory.

The Southern Tier Trail (STT) project in Cattaraugus County will be a total of 52 miles of pedestrian infrastructure that will connect 11 communities in Cattaraugus County. Currently along this corridor, there are only 7 miles that have pedestrian, bicycle facilities, of which most are inadequate, and not ADA compliant. The goal of the STT will be to improve and expand the bicycle and pedestrian infrastructure, and ensure that the infrastructure is safe and comfortable for use by persons of all ages and abilities. Once developed, STT will provide a safe, affordable and accessible active transportation option for the lower income and underserved populations by connecting them with the option to walk or bike to the critical amenities in their area, which include jobs, healthcare, grocery stores, libraries and schools.

¹ Countywide Trail System Plan (<https://www.cattco.org/planning/trail-system-plan>)

² Southern Tier Trail (STT) (<https://gobikebuffalo.org/project/southern-tier-trail-feasibility-study/>).

2. Proposal Guidelines

As this proposal relates to the final alignment, engineering, permitting and construction documents, please respond by providing information that supports an established successful record of performing this type of work. To facilitate review of the information submitted, proposals must contain the following information presented in the order listed:

A. Firm Information (not to exceed 2 pages)

- Name of Firm
- Complete Address
- Contact Person
- Telephone Number
- Website
- Email address

B. Respondent's approach to the project & timeline (not to exceed 6 pages)

- Provide your teams approach and a general statement of qualifications that responds to the project information in the scope, including stakeholder involvement, design processes using NYSDOT Standards and Specifications which have been previously vetted by the FHWA NY Division Office, working relationships, responsibility of subcontractors and work product.
- Provide an Outline of project timeline including deliverables for each phase, methods used to maintain schedule and any other pertinent details, i.e. description of your firm's process from preliminary alignment, approvals, environmental permitting, through approval of final design.

C. Design Team Personnel & Technical Experience (not to exceed 8 pages)

- Identify the Project Manager, Designers, and other important members of your team and include the following information for each:

Key Personnel

- Name
- Roles and Responsibilities on this project by phase
- Experience with projects if similar scope and scale
- Number of Federal Aid Projects/ USDOT projects managed
- Years with the Firm
- Identify the individual who will assume overall leadership for the project and responsibility for the contract

Consultant and Sub-Contractors

Provide an Organizational Chart and reporting relationships of organizations and individuals proposed to accomplish work. For each firm or individual specialist include:

- Firm Name
- Background of the firm
- Number of professionals (by discipline) and support staff
- Major focus of practice
- Range of Services and references

D. Related Project Experience (not to exceed 4 pages)

- Provide specific projects to illustrate your team’s experience. Please limit to four examples.

E. Project Budget- Not to exceed \$6,023,900

- Contract Period- January 2024-September 2027
- All costs to be charged to the County monthly: including reimbursable expenses
- Billing Structure
- Assumptions used in determining overall projects costs
- Describe how your firm has successfully managed budgets and prioritized items to successfully complete a project with a similar scope. Provide information about cost control methods and how cost estimates are established.

F. Proposed Scope of Work

The selected Consultant will be expected to include the cost and timeline to perform the following deliverables:

Task 1: Plan Review and Analysis/ Design Development Phase

- Review previous Southern Tier Trail Feasibility Study, Cattaraugus County Wide Trail Plan, Ellicottville Great Valley Trail Master Plan ³and any other work that pertains to the Southern Tier Trail Project.
- Detailed Design and Alignment Development
 - Stormwater best practices
 - Preliminary concept plan
 - Preliminary alignment
 - NEPA Process and documents completed and reviewed by Federal Highway Administration
- Key Stakeholder meetings (To be coordinated with the Public Process Contractor who will be hired by Cattaraugus County for this project)
- Environmental Considerations in coordination with relevant agencies for outreach (e.g. Section 106 requires consultation with the State Historic Preservation Officer; Executive Order 13175 requires Tribal consultation, etc)
- Final Concept/ Alignment to include:

³ Ellicottville Great Valley Trail Master Plan

https://drive.google.com/file/d/1i0oCa12hD9_F6JMHuD8Hkm1bYNIPdm3i/view?usp=sharing

- Preliminary Site Layout
- List of Easements Needed
- Preliminary cost estimates and scope of work statement for Construction Document phase
- NEPA Process Completed. NEPA is slated to be a CE which will be confirmed upon review by FHWA.

Task 2: Construction Documents

- This task will build on the preliminary engineering investigations, community engagement, and evaluations of the environmental impacts; and geophysical analysis as developed in Task 1. The consultant team should provide sufficient staff resources with the expertise necessary to provide the full range of professional services to:
- Prepare Construction Documents Following the NYS DOT Approved Standards
 - Based on the final alignment AGREED upon by Cattaraugus, Public Process Consultant and land owners who are affected by the STT, and the accepted final design parameters, the consultant will complete the construction package scope of work that will prepare for construction contract bidding, including, but not limited to, site layout civil, structural, electrical, signage and striping, SWPPP/ Erosion control, and phasing/ staging.
 - Consultant in collaboration with public process contractor and EDPT will develop Right of Way procedures for acquisition, as describes in 23 CFR 710.201 or in alignment with the NYSDOT Local Projects Manual
 - Complete required SWPPP/ Erosion control plans and complete stormwater modeling as required, meeting all NYS and Federal regulations.
 - Southern Tier Trail is also working with the Erie Cattaraugus Rail Trail (ECRT). The contractor will work with ECRT and include the following project at the Erie and Cattaraugus County line in Ashford:
 - Produce trail drawings by digitizing existing railroad drawings for 1,500 feet of new trail that connects the southern end of the Cascade Bridge to the proposed parking area on the southeastern side of Edies Road.
 - Design a trailhead and parking lot for this area to provide access to trail for bridge access.
 - Parking lot should have at least 2 ADA compliant parking spaces.
 - Parking lot should have at least 8 other parking spots.
 - Parking lot should have Kiosk and garbage facility.
 - If existing RR-owned property is insufficient to support these requirements, determine ownership of adjacent properties for feasibility of expansion.
 - The design should include an ADA compliant ramp from the parking lot to the trail, which is about 12 feet below Edies road.

- Provide cost estimates to pave the 1,500 feet of trail with asphalt (minimum 4" over stone) and 10 ft wide; to construct the ramp; and to construct and surface the parking area.
 - Provide cost estimate for clearing vegetation, ditch remediation and any culvert replacements on the 1,500 section of trail.
 - If the parking area design includes utilizing the tunnel under Edies Rd for Cascade bridge access, include a plan for solar-powered lighting and any other necessary considerations.
 - Provide design and estimate for a terminus at the Cascade bridge that would end the trail in a safe manner and allow some viewing that would be installed until bridge deck construction is complete.
- Progress Meetings with Cattaraugus County, Public Process Consultant and FHWA staff at least:
 - 25% construction document completion
 - 50% construction document completion
 - 90% construction document completion
 - 100% construction document completion
 - State and Federal design reviews and any requested changes to bring plan into compliance
 - Coordinate with all regulatory agencies as need.
 - Submission of Project Plan for environmental, ecological and cultural resource permitting:
 - New York State Department of Environmental Conservation
 - New York State Office of Parks, Recreation and Historic Preservation
 - Army Corp of Engineers
 - SEQR- EAF

3. Request for Proposal and Project Timeline

Question Deadline: Monday, October 14th, 2024 at 4:00 pm EST

Posting of Addenda: Monday, October 21st, 2024 at 4:00 pm EST

RFP Proposal Due: Friday November 1st, 2024 at 2:00 pm EST

Contract Execution: January 1st, 2025

Preliminary Design and NEPA Completed: December 31, 2025

Completion of FINAL Engineering Document for Full Project: May 30, 2027

Qualified firms or individuals are required to submit (1) hardcopy and (1) Digital copy on USB flash drive in a sealed envelope clearly referencing the title of the RFP delivered to:

**Cattaraugus County Department of Economic Development Planning and Tourism
C/O Kate O'Stricker
303 Court Street
Little Valley, NY 14760**

Submission of Proposals:

Advertisement: Monday September 23rdth, 2024

Question Deadline: Monday, October 14th, 2024 at 4:00 pm EST

Posting of Addenda: Monday, October 21st, 2024 at 4:00 pm EST

RFP Proposal Due: Friday November 1st, 2024 at 2:00 pm EST

4. Budget: Proposals are not to exceed \$6,023,900 over contract period for contracted services.

All proposals must include proposed fees, costs to complete the tasks described in the project scope of work including NEPA, surveys and permitting. Delineate assumptions used in determining overall project costs including direct and indirect costs of services following 2 CFR 200.412 classifications. Provide cost control methods and how cost estimates have been established. All costs and fees must be clearly described in each proposal. All consultant costs should be reasonable, allowable and allocable in alignment with the cost principles in 2 CFR 200 Subpart E.

5. Proposal Evaluation Criteria

All proposals shall be reviewed and evaluated by CCEDPT Staff. Those firms determined acceptable for the award based on an evaluation using the selection criteria reflected below, will be interviewed either in person, on-line or by phone whichever is deemed most appropriate by the selection committee.

- Quality of proposed staff filling key positions and record of previously completed projects of similar scope and size completed within the past 5-10 years. Please include a verifiable record of completing projects on time and on budget. A record of providing services that fully met or exceeded the client's expectations.
- Proposed Project Process Plan that includes a process design that demonstrates a detailed and comprehensive understanding of the project scope of services. The plan/process design includes all the requisite resources and the proposed schedule meets the project required timeline for project completion. The individual proposed to act as the primary contact that has the requisite skills and direct experience necessary to successfully complete the project goals/objectives. The Process Plan accurately identifies all major challenges/opportunities and includes innovative/creative proposed solutions (best practices) that have produced verifiable positive results on past projects.
- Total fee for services.

6. AWARD OF A CONTRACT

After all interviews have been completed, the selection committee will forward their final recommendation for award to the Cattaraugus County Legislature for approval. The award will be made to the most qualified firm after evaluation of all responses, interviews, a

thorough review of their qualifications, completion of negotiations and acceptance of their fee.

The right is reserved to reject any and all responses received; and, in all cases, the CCEDPT will be the sole judge as to whether the response has, or has not, satisfactorily met the requirements of this RFP. EDPT will be following the Cattaraugus County Procurement Policy⁴, EEOC and Title VI requirements along with the NYSDOT Local Projects Manual and FWHA Brooks Act (23 CFR part 172).

7. Documents

Plans and documents pertaining to this project can be found at the following links:

1. Cattaraugus County Wide Trail Plan

<https://www.cattco.org/planning/trail-system-plan>

2. Southern Tier Trail Feasibility Study.

<https://gobikebuffalo.org/project/southern-tier-trail-feasibility-study/>

3. Ellicottville Great Valley Trail Master Plan

https://drive.google.com/file/d/1i0oCa12hD9_F6JMHuD8Hkm1bYNIPdm3i/view?usp=sharing

4. Cattaraugus County Policies

<https://www.cattco.org/county-policies-and-procedures>

⁴ Cattaraugus County Policies and Procedures <https://www.cattco.org/county-policies-and-procedures>