

Notice to Bidders

The Town of Hillsdale, following investigation and research by its Hamlet Committee, is seeking bids from qualified landscape architects licensed to provide such services in the State of New York, for preparation of a master plan and associated documents and consultation services for the restoration of the Hillsdale Hamlet Park. A detailed list of requirements can be found at the link below and also is available by requesting it via email: HamletParkRFP@gmail.com.

Sealed bids must be received by email to the Hillsdale Town Clerk at townclerkhdale@fairpoint.net, by mail or hand delivered to Kathi Doolan, Hillsdale Town Clerk, Hillsdale Town Hall, PO Box 305, 2609 State Route 23, Hillsdale, NY 12529, by 1:00pm on July 31, 2020. The bids will be reviewed at the Town Board meeting on August 11, 2020, at 7 pm.

Questions may also be directed to the Hamlet Committee Chair, Shannon May at shannon.g.may@gmail.com or (917) 664-9786.

Bid Request: Landscape Architect for Master Plan of Hillsdale Hamlet Park Restoration

The Town of Hillsdale, following investigation and research by its Hamlet Committee, hereby requests bids from qualified landscape architects licensed to provide such services in the State of New York, for preparation of a master plan and associated documents and consultation services for the restoration of the Hillsdale Hamlet Park.

The Hamlet Park is a 2.9 acre park, located near the junction of NYS Highways 22 and 23, that currently holds a basketball court, a baseball field with bleachers, children's playground equipment, two parking areas and abuts a war memorial and a town-owned building. The park has never had the benefit of a strategic design review process and is currently in need of improvements. In particular, the baseball field is no longer used and is overgrown with grass. The bleachers are unsafe, and the backstop fencing is in disrepair. The toddler playground equipment, while it was purchased in the last five years and is in good shape, is located in a sunny spot and the lack of sun cover and seating make it less family-friendly. Further, there are access issues to the park, including that Maple Street, the primary access road to the Hamlet Park, currently terminates at the intersection of the two nearby state highways, creating a five-way junction that is potentially confusing to motorists. As a result, the Town of Hillsdale has obtained the NYS Department of Transportation's approval to close that end of Maple Street, and the Town intends to do so, as part of the overall plan to renovate and upgrade the park as described here. Finally, the park and its two parking lots lack visibility and signage.

The Town has decided to select and retain a landscape architect who will work with the Hamlet Committee to gather information from the Hillsdale community on what features and possible programming are most desired in the park, and to use that feedback to develop a master plan that can be used by the Town as part of future grant applications and fundraising outreach in the next phase of the construction and implementation of the plan. As part of this process, the landscape

architect will also be expected to work with the Town's grant consultant on what desired features are consistent with the requirements of grant applications that the Town is applying for; work with the Hamlet Committee to prepare for and attend and moderate at least two meetings to which the public is invited. The Town anticipates those meetings will take place either in person, via socially distanced or outdoor meetings if necessary, or via remote access facilities to be selected. The selected landscape architect will integrate the ideas and requests from the public, the instructions from the Hamlet Committee as to which features are consistent with planned grant applications, and will recommend a master plan that reflects the above input and proposes how to improve access to the park and its design features that address the challenges faced by the park's location. That master plan will include at least one schematic drawing, in plan and elevation, suitable to accompany the grant applications, and an itemized preliminary park construction cost estimate, also suitable to accompany such applications. The master plan should also incorporate a reasonably precise description of whatever earth-moving, drainage, seating, lighting, parking and equipment is recommended as part of the park renovation. The description should be similar to what accompanies NYS grant applications for such public projects.

The Town's goal is to conduct the public meetings in time to complete the master plan by the end of 2020. A basic survey of the Park will be provided. A detailed survey of the site, showing topography, etc., is not currently available and may not be provided, as such it is expected the landscape architect selected will be able to provide the required drawings without the Town having to conduct and pay for such a survey.

The following summarizes the scope of services that the selected landscape architect will be expected to perform: (1) meet with Hamlet Committee members in person or by telephone or remote access software for periodic meetings to check on progress throughout the process; (2) develop and implement a plan to engage the community to seek input, for example, by helping the Hamlet Committee to develop an online survey, and participating in at least two public meetings, as described above; (3) prepare schematic drawings in AutoCAD and Photoshop formats, as described above; (4) develop create a preliminary park construction cost estimate in Excel format, as described above; (5) present the final master plan, including its schematic drawings and cost estimate, at one meeting of the Hamlet Committee and the Town Board.

The Town welcomes bids from any qualified landscape architecture practitioner licensed to provide such services in the State of New York, but will look particularly favorably on bids from practitioners who have experience with developing public projects, who can be present in person for meetings, who are based in Columbia County, NY, and who have demonstrated their commitment to diversity in their hiring, staffing and designs.

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