

Blue Buffers Landscape Architect RFP – Question Responses

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Blue Buffers Program Questions

- What entity is managing and/or doing administration associated with the properties that will be transferred to the municipality or other appointed steward. Will this entity be part of the community meetings?
 - The entity managing the Blue Buffers program is the Office of Resilient Homes and Communities (RHC) within NY State Homes and Community Renewal (NYS HCR). Enterprise Community Partners (Enterprise) and the Center for New York City Neighborhoods (CNYCN) are also program partners. More information on partner roles can be found here: <https://bluebuffers.org/>. RHC will be a part of the community meeting process.
- Is there a sense of the scale of the sites that require conceptual design development? Are these at the scale of a few properties, a few blocks, a community or a larger landscape?
 - Sites are anticipated to be individual quarter acre lots or in some cases, contiguous sites of roughly one acre. Design may also include integrating lots into surrounding open space. The lots purchased are generally those of single-family homes.
- How many municipalities does EAP anticipate reaching, given the contract length?
 - The full scope of municipalities engaged in the Blue Buffers program through the end of the contract will be 10-15. However, not all municipalities will engage with landscape architecture services, so we are asking for a pricing estimate for five municipalities at this time. The contract amount will be based on the scope of services utilized by each municipality for landscape architecture services.
- Existing site information: What existing site information will be provided to the selected Landscape Architect for each site (e.g., boundary/topographic surveys, utilities, soils, flood data, environmental information, demolition plans, or other existing-conditions documentation)?
 - Land surveys and environmental review documentation will be completed through the Blue Buffers program and can be provided to the selected firm. Demolition plans may be provided depending on the timeline of the demolition.
- Are municipality and community meetings in-person or virtual?

- The community meetings will be in-person. The municipality meetings will be virtual.

Scope of Work

- Could you please provide a clearer idea of the fee scope & budget?
 - The estimated budget for this scope of work assuming five municipalities will require all services listed in the budget document is up to \$350,000 but the scope for the contracted firm will depend on the actual requested landscape architecture services for each municipality. The budget template asks respondents to provide pricing for various elements of this work. The scope will be comprised of the components included in the budget template on a per municipality basis based on the specific needs of that municipality. Overall, the scope will not include plans specific to each parcel; the conceptual designs will be for each type of site (for example, a 1-acre parcel in a coastal freshwater zone; a 0.25-acre parcel in urban area), including use types, general layout, design features, and scale. These general strategies would fit different scenarios within each municipality.
- Have the 5 municipalities that are the subject of this RFP been identified and if so could you provide the list?
 - The number of municipalities is an estimate to allow firms to provide pricing accordingly. There is likely to be at least one coastal, one riverine, and one dense urban environment community. The number of municipalities utilizing landscape architecture services may be higher or lower, and the level of landscape architecture work will vary per municipality. The scope will be determined on a per municipality basis based on the specific needs of the municipality.
- Sites per municipality: How many individual sites or buyout areas are anticipated within each of the approximately five participating municipalities, and should applicants assume one conceptual design per site or one consolidated conceptual design per municipality?
 - The number of sites will depend on the municipality but that should not impact the selected firm's level of effort as conceptual designs will not be required for each individual parcel. The conceptual designs will be for each type of site (for example, a 1-acre parcel in a coastal freshwater zone; a 0.25-acre parcel in urban area), including use types, general layout, design features, and scale. The conceptual designs will be general strategies that can fit different scenarios within each municipality and can be applied to individual parcels by others at later stages of design. Anticipated scenarios include: single quarter acre lots within an urban/suburban neighborhood, several contiguous lots within an urban/suburban neighborhood up to 1 acre, or integration of lots into surrounding open space.
- Is travel reimbursement allowed as part of the proposed fee?
 - Yes, this is acceptable. It should be built into the budget.
- Will the consultant team be responsible for inventorying utility issues in each study area and developing utilities recommendations as part of concept design?

- No
- Can EAP provide the Vacant Land Design Toolkit referenced in the RFP and provide more information on how it was developed?
 - EAP will share the toolkit with the selected firm after procurement. The toolkit includes sample landscape typologies such as native meadows, stormwater gardens, etc. The toolkit was developed by an Enterprise Community Partners team with design experience but was not vetted by a landscape architect. It currently includes very high-level estimates (low, moderate, high) of implementation costs, stewardship needs, flood resilience benefits, and community access for the landscape typologies. The firm procured through this RFP will be responsible for providing a subject matter expert review of this toolkit, and will update components as needed, especially the implementation costs, stewardship needs, flood resilience benefits, and community access estimates for these typologies.
- Can EAP provide more definition and requirements for the conceptual designs scope related to the language on page 5, Specifically the ability of the conceptual design to:
 - Support procurement - Does this mean procuring the design teams needed? Define procurement
 - No, this means the conceptual designs will assist municipalities in developing and planning high level restoration scopes of work that can inform later procurement of design teams to develop final designs for specific properties and implement the projects. This includes elements such as estimating scope of the final project including budget and maintenance costs.
 - Long-term maintenance - what is the construct for this scope? Establishment and how many years
 - The conceptual design should provide estimations of the amount of long-term maintenance required for the landscape typologies proposed. It is an estimate of the scale and type of maintenance required and the amount of annual funding that should be allocated towards it.
 - Estimated implementation costs - should this include escalation? And to what year?
 - The conceptual design should estimate the cost of implementing the design in the next two years.
 - Estimated implementation timelines - should this include permitting?
 - The estimated implementation timelines should include permitting.
 - Maintenance needs and costs
 - The landscape architect will help estimate maintenance needs and costs to implement the design, including the scale and type of maintenance required and the amount of annual funding that should be allocated towards it.

- Conceptual design deliverables: What format and level of graphic development are expected for each conceptual design deliverable (e.g., illustrative plans, sections, diagrams, renderings, presentation boards, or GIS-based materials)?
 - Deliverables should allow the municipality and community to make recommendations and decisions. Illustrative plans, sections, and concept diagrams should be provided. Presentations for community meetings will be required. Presentation boards are optional. GIS-based materials that could be useful during community meetings are encouraged.

Firm Eligibility and Selection: Licensing, Subcontractors, and Conflicts

- Number of firms / allocation of work: Does EAP anticipate assigning all participating municipalities to a single selected Landscape Architect, or could the work be distributed among multiple firms selected through this RFP? If multiple firms may be selected, how should applicants structure their budget and staffing assumptions?
 - The intent is to select one firm. However, as stated in the RFP, we reserve the right to enter into agreements with one or more proposers or to not enter into agreement with any proposer.
- Does the landscape architecture firm need to be licensed in NYS, or just have experience with NbS in NYS?
 - All parties will have to be eligible to conduct business in New York State at a minimum. The landscape architect/s working on this program will need to be licensed to work in NY state.
- Can an architecture or engineering firm prime (as an LLC or DPC) with a landscape architecture firm as a subconsultant?
 - Yes.
- In the case of a team, does the prime contractor need to be a landscape architecture firm licensed in NY, or can one of the subs be?
 - It is not required for the prime contractor to be a landscape architecture firm licensed in NY. The prime contractor could be another firm. It is required that one of the firms included in the proposal employs landscape architect/s that are licensed to practice in NY state.
- Is the landscape architecture firm allowed to team up with other firms?
 - Yes, they may team up with other firms. We require one firm to take lead and enter into contract with Enterprise. The other firm(s) can be a sub of the lead firm.
- On page 20, item 19 within the Standard Terms and Conditions in the RFP document, we would like clarification regarding the Use of Subcontractors and the need for getting subcontractors approved in writing. Is it EAP's assumption that the submitted proposals for this RFP process would not include subcontractors (ie cost estimation, engineering, consulting, et al) for the scoped work in the RFP?

- Subcontractors may be included in the proposal. They should be included in the application with a brief description of their projected scope of work and budget amount. Subcontractors included in an awardee's RFP response will not need to undergo any additional approval.
- Please confirm the M/WBE and SDVOB goals for this project?
 - Enterprise is subject to Minority- and Women-Owned Business Enterprise (MWBE) and Service-Disabled Veteran-Owned Businesses (SDVOB) participation goals under its agreement with the State. Those goals are 30% of total expenditures, comprised of 15% Minority-Owned Business Enterprise participation and 15% Women-Owned Business Enterprise participation. Service-Disabled Veteran-Owned Businesses (SDVOB) participation goals are 6%. Consistent with the RFP and contract documents, contractors are expected to comply with the Equal Employment Opportunity provisions of Article 15-A, make good-faith efforts to provide opportunities for participation by New York State-certified MWBEs and SDVOBs, and comply with the applicable MWBE, SDVOB, and EEO reporting requirements during contract performance. We therefore ask contractors to support these objectives through **good-faith efforts** to identify opportunities for MWBE and SDVOB participation where feasible and to comply with the applicable reporting requirements.
- Can EAP LLC confirm that the landscape architect that provides the conceptual design development is not conflicted out for future work?
 - This will depend on procurement rules of the municipality procuring services for future work. If the landscape architect selected through this RFP directly dictates the scope and specifications for a municipality's future procurement, they cannot respond to that procurement. The following is stated in the RFP: If the landscape architect selected for this RFP develops a work product that is later utilized by a municipality to dictate the scope, specifications, and means and methods for another procurement to complete the full end-use design project, the selected landscape architect cannot participate in the procurement based on that work product. If a procurement from the municipality is for new or separate work that is not a result of the landscape architect's previous work product, the landscape architect may participate in the procurement.