

REQUEST FOR PROPOSALS

Parking and Shuttle Study

Hudson Highlands Fjord Trail, Inc. and Fjord Trail Parking and Shuttle Study Advisory Committee

A. REQUEST

The Hudson Highlands Fjord Trail, Inc. (HHFT), in partnership with the Fjord Trail Parking and Shuttle Study Advisory Committee (FTPTSAC), requests proposals from planning and engineering firms with expertise in transit and parking planning to produce: 1. A parking study of current and projected parking areas serving the Fjord Trail, and 2. A feasibility study for a shuttle system operating along the proposed Hudson Highlands Fjord Trail (Fjord Trail) corridor. The proposed trail will run from the City of Beacon, NY to the Village of Cold Spring, NY. The feasibility study will guide the development of the shuttle system and parking planning as the trail moves from concept to construction. The Parking and Shuttle Study (Study) will examine current and projected parking demand, shuttle capacity, shuttle frequency, shuttle route options, shuttle pricing, parking pricing, and parking payment compliance systems and options, among other things. The goal of the Study is to inform the design of a shuttle system and parking facilities for the Fjord Trail, and to ensure the efficiency of the transit system for long-term cost and financial sustainability, and to maximize the benefits of services provided to visitors to the Fjord Trail and to local municipalities along the corridor.

B. OVERVIEW

From the Preliminary Draft Master Plan (2020):

The Fjord Trail is a planned 7.5-mile linear park that will comprise over 14 miles of privately maintained public paths that trace the Hudson River and offer unique glimpses into the diverse landscapes of the Hudson Highlands. It is a place with varied scales of spaces and aesthetic experiences that emerge along the slender route, offering new ways to inhabit and understand the Highlands region. It is a portal that links the City of Beacon and the Village of Cold Spring to the water's edge and the greater Hudson Valley region, and connects urban residents of New York City to the scenic beauty and restorative power of the river and the highlands landscape. Finally, it is a preserve that protects and restores the landscape, inspiring conservation, stewardship, and engagement in the ecological cycles and patterns that are so often invisible in our busy lives. These ambitions combine to create a linear public landscape that connects over 8,000 acres of Hudson Highlands State Park Preserve directly to the Hudson River.

Accessibility is the overarching design goal of the HHFT; the plan includes working with partners at Metro-North Railroad to create a new train platform for access to the Fjord Trail and Breakneck Ridge to allow for convenient and accessible arrival from NYC and Hudson River communities. In order to provide accessible and convenient transportation throughout the Fjord Trail for visitors and residents of the communities in the project area, and access to local businesses, the HHFT envisions a transit system encompassing parking areas and a shuttle system. We imagine a shuttle system that will run the length of the Fjord Trail corridor between Beacon and Cold Spring (train station to train station), connecting visitors with access to self-directed adventure: walk or bike the length of the trail, access any individual

segment, attraction, and/or venture into town to visit local businesses in the thriving river communities of Beacon and Cold Spring.

The Fjord Trail Parking and Shuttle Study Advisory Committee (the committee) is composed of local and statewide stakeholders. The goal of the committee is to guide the selection of a consultant throughout the RFP process, and to advise on the direction of the Study as the selected consultant completes the scope of work. The committee was formed in 2022 specifically for the purpose of advising on the Study. The committee includes representatives from OPRHP, DOT, Metro-North Railroad, City of Beacon, Village of Cold Spring, Town of Philipstown, Town of Fishkill, Dutchess and Putnam Counties, and Hudson Highlands Fjord Trail.

C. SCOPE OF WORK

The Study will address the feasibility of a Fjord Trail shuttle system that connects the length of the planned linear park from the City of Beacon, NY to the Village of Cold Spring, NY. The Study will also analyze parking capacity for the Fjord Trail and make recommendations on how best to integrate existing transit systems between the proposed shuttle system, Metro-North Railroad, other regional bus transit offered via Dutchess and Putnam Counties, and parking lots for the trail.

The Two-Part Study will address the following:

Part 1: Parking Study

- A. Analyze and make recommendations for which lots might be operated by HHFT and their potential parking capacity. It is assumed, with the exception of the train stations, that only lots operated by HHFT would be served by the shuttle so as not to create or worsen parking problems in adjacent areas. Because this is a multi-use trail, we will include bike parking next to every vehicular lot. Shuttles should have the capacity to carry bicycles.
- B. Make recommendations for better managing parking behavior in the Cold Spring village or Beacon waterfront areas to minimize potential overflow impacts of HHFT visitor parking into these areas. How can we help to encourage parking in the HHFT or MTA parking lots, and not on Village or City streets where parking for residents and businesses needs to be the priority.
- C. Provide options for parking lot payment systems
 - a. Analyze financial aspects of different fee structures, including peak pricing for weekends and holidays
 - b. Analyze and provide recommendations for compliance enforcement systems and how this affects revenue. Include monitoring systems as well as lot design.
 - c. Study options for public communication regarding real-time parking supply, this could be website, app, smart sign, or a combination. Are there systems that could automate these processes?
- D. Develop a financial model that builds on or refines work done for the HHFT business plan that projects parking revenues and associated operating and maintenance expenses.
- E. Recommend appropriate EV charging capacity for parking lots, where applicable on HHFT operated parking lots.

Part 2: Shuttle Study

- A. Analyze Shuttle System Design Options including:
 - a. Conduct an analysis of projected demand for shuttle service.
 - b. Schedule options (week/weekend, seasonal variations, etc.)
 - c. Number of shuttles to achieve appropriate LOS lead times
 - d. Operating hours and seasons
 - e. Develop draft timetable for shuttle operation.
 - f. Potential for other specialty routes for shuttles (i.e., evening activities/special event, school field trips)

- g. Locations and design options for shuttle stops
 - i. Coordinate with MTA to research and recommend a preferred shuttle stop design and location for Cold Spring and Beacon train stations.
 - ii. Coordinate with SHLT Parks on potential design of shuttle stops for LDP and Mount Beacon.
- B. Analyze and provide recommendations for coordination with active transportation and other transit agencies.
- C. Analyze similar transit systems and provide recommendations from good ideas to integrate or lessons learned. Best practices for accessible shuttle vehicles and stop design should be highlighted.
- D. Analyze operational models for the Shuttle system and make a recommendation based on the four options below:
 - a. Option A: HHFT as shuttle operator including financials and cost estimates for start-up costs and annual operational costs, factoring for inflation Also include capital costs for shuttle stops; shelters, benches, signs, other.
 - b. Option B: Vendor as shuttle operator including financials and cost estimates. Provide qualifications for ADA and other regulations or best practices that an outside vendor would need to provide.
 - c. Option C: a Hybrid model as the Fjord Trail project develops and grows or as a means of meeting peak demand periods.
 - d. Other option?
- E. Financial Analysis - revenue
 - a. Provide estimates for revenue scenarios with fee options for shuttle. Also explore and provide recommendations for Federal and State revenue sources for the project.
 - b. Provide recommendations for marketing and revenue strategies working with local businesses to advertise on shuttles, shuttle stops, parking areas, etc. which might help underwrite the service.

D. DELIVERABLES

- a. Formalized Scope of Work. Refinement of study goals, objectives and Scope of Work including a detailed work program that identifies the specific tasks, deliverables, and schedule. Along with a public outreach summary that outlines engagement of key stakeholders and the general public.
- b. Prepare and deliver at least four presentations to the Fjord Trail Parking and Shuttle Study Advisory Committee throughout the Study, or more to coincide with key milestones or decision-points during the course of the Study, as identified in Consultant's Scope of Work.
- c. Final Report. Provide hard copies and electronic copies (PDF) of the final study report to all member organizations of HHFT Parking and shuttle Advisory Committee.
- d. Prepare and deliver a presentation on the final report to the HHFT Parking and Shuttle Study Advisory Committee. A second presentation to the HHFT Board may also be desired and should be identified as an optional additional meeting cost in the Scope and cost proposal.

Required products of this project are listed above; a final list of deliverables will be determined upon contract negotiation and based on the successful proposer's Scope of Services.

E. CONSULTANT QUALIFICATIONS

HHFT desires the following skills and capabilities in the consultant:

- a. Experience in transit planning.
- b. Experience in parking planning.
- c. Expertise in active recreation planning.
- d. Experience with public involvement and leading public open house and stakeholder meetings.

F. SUBMITTAL REQUIREMENTS

Consultants interested in providing the services listed above should prepare and submit proposals pursuant to the details listed below. Proposals must adhere to the format and contain all the required information listed below. Submittals should be prepared economically and be as concise as possible. There is no minimum or maximum length requirement, but submittals should be as brief as possible while still containing all required information. Submittals will be evaluated on quality of content, not on quality of presentation. Failure to include any of the required information is grounds for rejecting the proposal, regardless of the consultant's qualifications.

- A. Format:
 - a. Proposals must be submitted in PDF format.
 - b. Each page of the proposal must be numbered and must contain the consultant's name in the footer.
- B. Content: Proposals should contain all the information listed below. The proposal should present the information in the order it is listed below.
 - a. *Letter of Transmittal*. This letter must contain:
 - i. The consultant's name, address, and contact information.
 - ii. A brief summary of the consultant's key qualifications.
 - b. *Statement of Qualifications*.
 - i. Key personnel involved in the project. List the name and relevant experience of the lead personnel that will be involved in the project.
 - ii. Sub-consultants. List any sub-consultants that will be involved in the project, along with their experience and qualifications.
 - iii. Additional Information (optional). This section should be limited to information not covered elsewhere in the proposal that is directly related to the consultant's qualifications to provide the services listed above.
 - iv. Relevant Experience. Provide three examples of comparable studies completed by your office in the past five years.
 - c. *References*. Provide name and phone contact information for three individuals who can provide a reference regarding the consultant's professional abilities.
 - d. *Proposed Project Plan*. Include a detailed description of how the consultant plans to provide the services listed in the "Scope of Work" section of this RFP. Include proposed project deliverables and a project timeline. Include any other services or products the consultant proposes. For additional services, include extra cost associated.
 - e. *Statement of Proposed Fees*. Include the total compensation the consultant is seeking for the services listed in the "Scope of Work" section of this RFP.

Consultants must submit their proposals electronically in PDF format. The electronic submittal may be submitted via USB drive, or email to dpolinsky@hudsonfjordtrail.org with the subject line: HHFT Parking and Shuttle Study.

G. SELECTION PROCESS

HHFT will review the proposals and select candidates to advance into the interview process. All parties will be contacted and notified of the final determination on their proposal, successful or not. Please do not contact HHFT before then.

H. SCHEDULE

The selection process will follow the schedule listed below:

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|---|------------------------|
| A. Request for Proposals Issued | April 13, 2022 |
| B. Deadline for submissions of Proposals | 5:00 pm on May 4, 2022 |
| Note: Submissions received after the deadline will not be considered. | |
| C. Interviewees will be contacted for interviews | May 11-12, 2022 |
| D. Interviews Held | Week of May 16 |
| E. Contract awarded | Week of May 23 |

HHFT reserves the right to modify the schedule at its sole discretion in order to best facilitate the selection and review process.

I. ADDITIONAL INFORMATION

Reserved Rights

HHFT reserves the right to reject all proposals and re-issue the Request for Proposals. HHFT further reserves the right to waive minor irregularities in the qualifications when such a procedure is reasonably in the best interest of HHFT.

Ownership of Records

HHFT will retain ownership of all interim and final documents and related materials that are either produced or developed in conjunction with the Consultant's contract. The Consultant is prohibited from copying or distributing any of these documents or other reports developed in conjunction with the HHFT or FTPTSAC without written permission from HHFT or FTPTSAC.

Amendments

If it becomes necessary to revise or amend any part of this Request for Proposals (RFP), HHFT will email amendments or addenda to all bidders.

Concise Submittals

Proposals should be prepared simply and economically, providing a straightforward and concise description of the consultant's ability to perform the work in the "Scope of Work" section of this RFP.

Demands for Additional Information

Should the HHFT require additional information from any respondent to reasonably conduct its review of submittals, the respondent shall furnish the requested information in a timely manner.

No Reimbursement for Preparation Costs

Costs to prepare a submittal pursuant to this Request for Proposals are entirely the responsibility of the respondent. HHFT will not reimburse any respondent any costs associated with responding to this Request for Proposals.

Requests for Information

All inquiries regarding this Request for Proposals should be directed to:

Drew Polinsky

Park Director

Hudson Highlands Fjord Trail

845-243-4964

dpolinsky@hudsonfjordtrail.org

