

REQUEST FOR PROPOSALS (RFP 07-26)

Engineering & Design Services
Beech-Nut Site Redevelopment & Creek Walking Trail Project
Montgomery County, New York

1. INTRODUCTION

Montgomery County is seeking proposals from qualified engineering firms to provide **comprehensive engineering, environmental, design services, and construction management services** for the redevelopment of the former Beech-Nut site in the Village of Canajoharie and the creation of a public creek walking trail.

This project is funded through the **U.S. Department of Housing and Urban Development (HUD) Economic Development Initiative – Community Project Funding (EDI-CPF)** program. All work must comply with applicable federal requirements.

2. PROJECT OVERVIEW

- **Project Name:** Beech-Nut Site Redevelopment & Creek Walking Trail
- **Location:** Former Beech-Nut Site & Canajoharie Creek Corridor, Canajoharie, NY
- **Funding Source:** HUD EDI/CPF Congressional Funding
- **Total Project Budget:** Not to exceed \$4,000,000

Project Description

Montgomery County intends to advance the former Beech-Nut site to a **fully shovel-ready condition suitable for future development**, while also enhancing public access through the development of a **creek-side walking trail**.

“Shovel-ready” for the purposes of this project means that, upon completion, the site will be positioned so that a developer can proceed directly to construction with minimal additional pre-development work.

This includes, but is not limited to:

- Completion of NEPA environmental review and necessary clearances
- Site grading and preparation plans
- Utility availability and connection planning
- Stormwater management design

- Road/access and infrastructure layout
- Identification of development pads or buildable areas
- Coordination with local zoning and land use requirements

The project will also include the design and creation of a **public walking trail along Canajoharie Creek**, integrated with the future development and surrounding community.

3. SCOPE OF SERVICES

The selected consultant shall provide all labor, materials, technical expertise, and coordination necessary to deliver a fully compliant, federally eligible, and implementation-ready project. All work shall be performed in accordance with applicable federal, state, and local regulations, and in a manner consistent with Montgomery County's goal of advancing the site to a shovel-ready condition for private investment and community use.

The selected firm will provide **full-service engineering and related professional services**, including but not limited to:

A. Project Management & Coordination

- Coordinate with Montgomery County, Village of Canajoharie, and stakeholders
- Assist in aligning project scope with HUD CPF requirements
- Provide regular progress updates

B. Environmental Review & Compliance

The selected firm shall be responsible for completing and/or supporting all required environmental review activities in full compliance with the **National Environmental Policy Act (NEPA)** and all applicable federal, state, and local regulations.

Tasks shall include, but are not limited to:

- Conduct and complete the HUD-required Environmental Review Record (ERR) in accordance with **24 CFR Part 58** (or Part 50, as applicable)
- Ensure full compliance with **NEPA (42 U.S.C. § 4321 et seq.)**, including all required levels of review (Categorical Exclusion, Environmental Assessment, or Environmental Impact Statement, as applicable)
- Prepare all necessary documentation to support a complete and defensible environmental determination

- Coordinate with Montgomery County as the Responsible Entity and assist in publication of required notices (e.g., Notice of Intent to Request Release of Funds)
- Support the Request for Release of Funds (RROF) process and response to any public or agency comments

Additional compliance responsibilities include:

- **Section 106 Review (National Historic Preservation Act)** coordination with the State Historic Preservation Office (SHPO)
- Evaluation of impacts to:
 - Floodplains (Executive Order 11988)
 - Wetlands (Executive Order 11990)
 - Endangered Species (Section 7 consultation, if applicable)
 - Environmental justice considerations
- Phase I and, if required, Phase II Environmental Site Assessments
- Identification of recognized environmental conditions (RECs) and recommended mitigation strategies
- Compliance with all applicable **NYSDEC** and **U.S. Army Corps of Engineers** requirements

The consultant shall ensure that **no choice-limiting actions** are undertaken prior to completion of the environmental review and receipt of all required federal clearances.

All environmental documentation shall be prepared to a standard acceptable to HUD and shall withstand federal audit and review.

C. Site Readiness for Future Development

The selected firm shall prepare the site to a level that supports immediate development.

Tasks shall include:

- Identification and layout of **buildable development areas (pads or parcels)**
- Preliminary site layout concepts suitable for housing/commercial (e.g., multifamily, mixed-use, etc.)
- Roadway and access planning
- Utility infrastructure planning, including:
 - Water and sewer capacity and connections
 - Electric, gas, and telecommunications coordination
- Stormwater management design
- Grading and earthwork plans
- Identification of any constraints to development and mitigation strategies

Deliverables must be sufficient for a developer to **advance directly into final building design and construction.**

D. Surveying & Mapping

- Boundary and topographic surveys
- GIS mapping and base mapping for design

E. Trail Planning & Design

- Alignment and layout of creek walking trail
- ADA accessibility considerations
- Trailhead(s), signage, lighting, and amenities
- Erosion control and stream buffer considerations
- Integration with existing or planned regional trail systems

F. Engineering Design

- Conceptual design
- Preliminary engineering reports
- Final construction drawings and specifications contingent on ER clearance
- Cost estimates at each phase

G. Permitting & Agency Coordination

- Identify and obtain required permits, including:
 - NYSDEC
 - Army Corps (if applicable)
 - Local approvals
- Coordinate with all regulatory agencies

H. Bid & Procurement Support

- Prepare bid-ready construction documents
- Assist with contractor procurement in compliance with **2 CFR Part 200**
- Respond to RFIs and support bid evaluation

I. Construction Administration

- Construction oversight and inspections
- Review submittals and shop drawings
- Monitor schedule and budget
- Review and recommend change orders

J. Grant Compliance & Reporting Support

All documentation, reporting, and deliverables must be maintained in a manner consistent with federal recordkeeping requirements and shall be made available for monitoring, audit, or review by HUD or other authorized entities upon request.

- Assist County with documentation required for HUD reimbursement
 - Support reporting related to:
 - Section 3 (economic opportunity requirements)
 - Project progress and outcomes
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4. FEDERAL REQUIREMENTS

The selected firm must demonstrate knowledge of and compliance with:

- **2 CFR Part 200 (Uniform Guidance)**
- **HUD Environmental Review (NEPA)**
- **Build America, Buy America (BABA)** requirements
- **Section 3 (24 CFR Part 75)**
- **SAM.gov registration (UEI required)**

The firm must ensure all project activities remain consistent with the **Congressionally authorized project scope and intent**.

Montgomery County is committed to ensuring that all project activities are carried out in a manner that promotes transparency, regulatory compliance, environmental stewardship, and long-term community benefit. The selected firm will be expected to work collaboratively with County staff, regulatory agencies, and stakeholders to advance project objectives while maintaining strict adherence to federal grant requirements and timelines.

M/WBE & Section 3 Participation Requirements

Montgomery County is committed to promoting equal opportunity and ensuring the participation of Minority- and Women-Owned Business Enterprises (M/WBE) in all phases of this project.

The selected firm shall make **good faith efforts** to engage certified M/WBE firms consistent with **New York State Executive Law Article 15-A** and applicable federal requirements.

Proposers shall:

- Demonstrate a proactive approach to utilizing **NYS-certified M/WBE firms**
- Identify any M/WBE firms that will be part of the project team, including subcontractors and suppliers
- Describe the scope of work to be performed by each M/WBE firm
- Provide anticipated percentage goals for M/WBE participation

Where feasible, the County encourages proposers to meet or exceed the following participation goals:

- **Minority-Owned Business Enterprises (MBE): 15%**
- **Women-Owned Business Enterprises (WBE): 15%**

If these goals cannot be met, the proposer must document **good faith efforts**, which may include:

- Soliciting certified M/WBE firms through outreach and advertising

- Providing adequate time for M/WBE firms to respond
- Documenting all solicitation efforts and responses
- Explaining why selected M/WBE firms were or were not utilized

All M/WBE firms must be certified by the **New York State Department of Economic Development (ESD)**.

5. DELIVERABLES

Deliverables shall include, at minimum:

- Environmental review documentation
 - Site analysis and redevelopment readiness plan
 - Trail final design plans and specifications
 - Permit applications and approvals
 - Bid documents
 - Construction administration reports
 - Final as-built drawings
 - Documentation required for HUD compliance and closeout
 - Conceptual site development layout(s) for future development
 - Identification of buildable pads or parcels
 - Utility infrastructure plan and capacity analysis
 - Stormwater pollution prevention plan (SWPPP), if applicable
 - Documentation supporting development feasibility and constructability
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6. PROPOSAL REQUIREMENTS

Proposals must include:

A. Firm Qualifications

- Overview of firm and services
- Experience with similar redevelopment and trail projects (preference will be given to firms that demonstrate knowledge of, or prior experience working on the Beech-Nut site and Canajoharie Creek corridor.
- Experience with federally funded (HUD preferred) projects

B. Project Team

- Key personnel and roles
- Relevant experience and resumes

C. Project Approach

- Understanding of project goals
- Approach to environmental, engineering, and design challenges
- Strategy for meeting federal requirements
- Proposers should demonstrate their understanding of the former Beech-Nut site, including any known environmental, infrastructure, or redevelopment considerations, and how this knowledge will inform their approach.

D. Relevant Experience

- Examples of:
 - Brownfield or site redevelopment projects
 - Trail or recreational infrastructure projects
 - HUD or federally funded projects

E. References

- Minimum of three (3) references

F. Fee Proposal

- Detailed cost breakdown by task
- Hourly rates and/or lump sum

G. M/WBE Utilization Plan

- A completed M/WBE Utilization Plan (if applicable)
- Identification of all proposed M/WBE subcontractors or partners
- Description of outreach efforts undertaken to secure M/WBE participation
- Documentation of good faith efforts if participation goals are not met

7. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Relevant project experience (familiarity with the project site and surrounding area, including demonstrated understanding of existing conditions, constraints, and redevelopment opportunities).
 - Knowledge of federal/HUD requirements
 - Project approach
 - Qualifications of personnel
 - Cost
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8. PROCUREMENT PROCESS

This procurement will follow federal standards under **2 CFR 200.317–327**.

Montgomery County reserves the right to:

- There is no express or implied obligation for the Agency to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.
 - Any inquiries concerning this RFP should be emailed to Jaclyn Doin at jdoin@montgomerycountyny.gov by May 22, 2026. Agency responses to all inquiries will be distributed to each potential proposer.
 - To be considered, one hard copy and one digital version of the proposal must be received by the Agency at 113 Park Drive, Fultonville, New York 12072 by 12:00 p.m. June 5, 2026. The Agency reserves the right to reject any or all proposals submitted.
 - During the evaluation process, the Agency reserves the right, where it may serve the Agency's best interest, to request additional information or clarification from a proposer, or to allow corrections of non-material errors or omissions or waive non-material requirements. At the discretion of the Agency, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. If conducted, oral presentations will be scheduled with each proposer.
 - The Agency reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.
 - Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Agency and the firm selected.
 - It is anticipated that the selection of a firm will be completed by June 12, 2026. Following notification of the selected firm it is expected a contract will be executed between both parties by June 19, 2026.
 - The Agency reserves the right, as best serves its interest, to change any of the projected dates set forth in this RFP, including, but not limited to, the due date for receipt of proposals.
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9. SCHEDULE

- RFP Release Date: May 7, 2026
- Questions Due: May 22, 2026
- Proposals Due: June 5, 2026
- Selection: June 12, 2026
- Project Start: June 22, 2026

10. SUBMISSION INSTRUCTIONS

Sealed proposals must be received by noon on June 5th, 2026 to:

Montgomery County
Attn: Jaclyn Doin - Purchasing
113 Park Drive Fultonville, NY 12072

Make sure the outside envelope is labeled with RFP 07-26.

11. QUESTIONS

All questions shall be directed to:

Jaclyn Doin at jdoin@montgomerycountyny.gov

Montgomery County is an equal opportunity provider and employer. To file a complaint of discrimination, write: ISDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W.; Washington, D.C. 20250-9410, or call (800) 795-3237 (voice) or (202) 720-6382 (TTD).