MONTGOMERY COUNTY

BUSINESS DEVELOPMENT CENTER

REQUEST FOR PROPOSALS

Chuctanunda Creek Trail Master Plan

Montgomery County, New York

RFP No.: 12-26 | Issue Date: 11-10-26

Montgomery County is requesting proposals from qualified planning, landscape architecture, engineering, and trail-design consultants or multidisciplinary teams to prepare a master plan for the extension and improved connectivity of the Chuctanunda Creek Trail from the Gateway Overlook Bridge in the City of Amsterdam, through the Town of Amsterdam, to the Village of Hagaman.

BACKGROUND

The existing Chuctanunda Creek Trail is a successful community recreational asset, but its segments are not fully connected and opportunities remain to extend the system into additional neighborhoods and communities. The County seeks a coordinated, implementable plan that advances recreation, pedestrian and bicycle connectivity, waterfront access, downtown revitalization, and tourism. The planning area encompasses the City of Amsterdam, Town of Amsterdam, and Village of Hagaman. The project will consider connections to the Empire State Trail and existing and planned community amenities.

PROJECT DESCRIPTION AND OBJECTIVES

The County intends to produce a practical trail master plan that identifies a preferred continuous alignment and viable alternatives, connects existing trail segments, and provides concept-level designs, visualizations, planning-level costs, and a phased implementation strategy. A separate optional add-on alternative addresses preliminary inspection and restoration feasibility of the historic Amsterdam, Chuctanunda & North Railroad (AC&N) trestle/bridge; this alternative is not part of the required base scope.

- Identify feasible on- and off-road trail alignments from the Gateway Overlook Bridge to Hagaman and improve links among existing segments.
- Evaluate connectivity to neighborhoods, parks, destinations, downtown businesses, the waterfront, and the Empire State Trail.
- Review property ownership, rights-of-way, access constraints, and potential easements or agreements for preferred routes.
- Consider potential trail connections in the vicinity of the AC&N Railroad trestle without assuming its rehabilitation or use. A preliminary trestle inspection and restoration feasibility evaluation may be proposed separately as an optional add-on alternative.
- Prepare public-facing conceptual designs, renderings, comparative alternatives, and realistic cost and implementation estimates.
- Build municipal and community support through meaningful stakeholder and public participation.

PROJECT OVERSIGHT

The project will be administered by Montgomery County through the Montgomery County Business Development Center, in coordination with the City of Amsterdam, Town of Amsterdam, and Village of Hagaman. The selected consultant shall work with a project advisory group designated by the County and coordinate with relevant

landowners, trail users, agencies, and community stakeholders. County staff will provide available planning and GIS resources, as appropriate.

SCOPE OF WORK

Component 1: Project Initiation and Management

Conduct a kickoff/scoping meeting with County and municipal representatives to confirm goals, study limits, existing information, decision points, deliverables, public participation, responsibilities, and schedule. Prepare a detailed work plan and conduct periodic progress meetings with concise written updates.

Product: Kickoff meeting summary; finalized work plan and milestone schedule; progress meeting notes.

Component 2: Public Outreach and Stakeholder Engagement

Develop and implement a participation program using public meetings, focus groups, and/or design charrettes. Engage the City and Town of Amsterdam, Village of Hagaman, residents, trail users, business owners, property owners, and interested organizations. Include opportunities to review preliminary alternatives and the draft plan. Prepare accessible meeting materials and maintain a summary of comments and responses. Coordinate project information for publication on County and municipal websites.

Product: Public engagement plan; meeting materials and summaries; public feedback record and summary of how comments informed recommendations.

Component 3: Inventory and Existing Conditions

Compile available GIS, mapping, aerial imagery, plans, property/ROW information, and relevant studies. Document existing trail segments, sidewalks, crossings, roadways, parks, creek corridor, bridges, utility and infrastructure constraints, land ownership, accessibility, safety, floodplain/environmental constraints, historic resources, and potential easements. Identify gaps in the existing network and opportunities for neighborhood and regional connections. Perform field reconnaissance and identify additional investigations needed before final design.

Product: Existing conditions memorandum; base maps; gap/constraint/opportunity maps and photographic inventory.

OPTIONAL ADD-ON ALTERNATIVE (NOT INCLUDED IN BASE PROPOSAL): AC&N Railroad Trestle Inspection and Feasibility

As a separately priced optional service, provide a qualified bridge/structural professional to perform an appropriately scoped preliminary inspection and evaluation of the former Amsterdam, Chuctanunda & North Railroad trestle/bridge near the Fourth Street creek crossing. Review readily available records and visually accessible conditions; evaluate conceptual suitability for trail use, likely rehabilitation needs, access and ownership issues, preliminary order-of-magnitude costs, safety concerns, and additional engineering/testing necessary for any future rehabilitation. Clearly identify limitations of the assessment; this is not final engineering or certification of load capacity. The County may accept or decline this add-on at its sole discretion, subject to available funding and any necessary approvals.

Optional product (only if authorized): Trestle assessment and restoration feasibility memorandum, with photographs, findings, limitations, and recommendations.

Component 5: Needs Assessment and Trail Alignment Alternatives

Synthesize the existing-conditions inventory and public input into trail needs and design criteria. Develop and compare practical alternative routes and connections, including options for addressing gaps, road crossings, creek constraints, access, and easements. Evaluate alternatives for feasibility, connectivity, user experience, accessibility,

constructability, cost, maintenance, and community benefit. Recommend a preferred alignment and logical implementation segments. The base scope must be complete and feasible without a trestle assessment; any trestle-dependent concept should be clearly identified as contingent on further study.

Product: Needs assessment; route alternatives maps and comparison matrix; preferred trail alignment recommendation.

Component 6: Concept Designs and Visualizations

Prepare conceptual trail layouts and illustrative graphics for priority segments, crossings, trailheads, connections, and other key improvements. Produce high-resolution photo-simulations or comparable renderings suitable for public presentation and future funding applications. Identify conceptual trail typologies, wayfinding, accessibility, safety, and landscape improvements.

Product: Concept-level plans, illustrative renderings, and presentation graphics in editable and publication-ready formats.

Component 7: Environmental and Regulatory Screening

Conduct planning-level screening of environmental, floodplain, waterfront, historic/cultural, and permitting considerations using available information and agency consultation where practical. Identify potential approvals and further investigations required for future design and construction. The application characterizes this as a planning study; the consultant shall not assume that full permitting, final design, or construction-phase environmental review is included.

Product: Environmental and regulatory constraints memorandum and anticipated approval/permit matrix.

Component 8: Concept Design Report and Implementation Plan

Prepare a draft and final Chuctanunda Creek Trail Master Plan that integrates all technical work, public input, preferred alignment, alternative routes, and conceptual improvements. Provide segment-level planning cost estimates, assumptions, priorities, responsible partners, likely property/easement actions, maintenance considerations, funding opportunities, and a realistic phased implementation schedule. Include a concise executive summary and presentation to County and municipal stakeholders.

Product: Draft and final master plan; executive summary; route maps; conceptual renderings; cost estimates; phased implementation matrix; final presentation; electronic source files and GIS deliverables.

SCHEDULE

Respondents shall propose an achievable schedule from notice to proceed, identifying major milestones and an anticipated 8–9 month planning period. The final schedule will be established by the County in coordination with ESD as necessary.

SUBMISSION OF PROPOSALS

Submit three (3) paper copies and one (1) electronic copy by 2:00pm on Friday, December 11th 2026 to:

Montgomery County Purchasing Department
DPW Building
113 Park St
Fultonville, NY 12072

Mark the submission “Chuctanunda Creek Trail Master Plan RFP – [12-26].” Late submissions will not be considered. Electronic-only or facsimile submissions are not permitted unless expressly authorized in a written addendum.

PROPOSAL CONTENT AND CONDITIONS

- Cover letter identifying the prime consultant, project manager, and authorized signatory.
- Technical approach addressing every scope component, proposed methods, assumptions, and expected deliverables.
- Work plan and milestone schedule, including public engagement activities and quality-control procedures.
- Firm qualifications and relevant trail, waterfront, multi-municipal planning, and visualization experience; identify bridge/structural evaluation experience only if proposing the optional add-on.
- Resumes, project roles, anticipated hours, and all subcontractors; identify a qualified bridge/structural professional separately if proposing the optional add-on.
- At least five references for comparable work, with client contact information and project descriptions.
- Relevant work samples, including a trail plan, concept graphics, and concise technical report.
- Itemized fixed-fee BASE cost by required component and task, with personnel rates/hours, subcontractor costs, expenses, and assumptions. Provide a separate, clearly labeled OPTIONAL ADD-ON ALTERNATIVE price for AC&N Railroad Trestle Inspection and Feasibility, with its own scope, deliverables, hours, rates, and expenses. Do not include optional add-on costs in the base proposal total.
- Description of anticipated County or municipal data, access, or decisions needed to perform the work.

CONDITIONS GOVERNING PROPOSALS

- Montgomery County reserves the right to reject any or all proposals, waive minor informalities, request clarifications, negotiate scope and fees, or cancel or amend this solicitation in the County's interest.
- All costs of proposal preparation and interviews are the proposer's responsibility.
- Proposals shall remain valid for sixty (60) days after the submission deadline unless otherwise agreed.
- The County may interview shortlisted firms and check references before award.
- Any resulting contract is subject to County procurement requirements, funding availability, necessary approvals, and applicable ESD grant conditions.
- The consultant shall comply with applicable federal, state, and local laws and nondiscrimination requirements. The ESD incentive proposal states that project-specific MWBE and SDVOB participation goals do not apply, while ESD nondiscrimination and equal opportunity requirements remain applicable.
- The selected consultant shall maintain appropriate insurance and provide evidence of coverage in forms and amounts required by the County.

INQUIRIES

All questions shall be submitted in writing by 11/25/2026, citing the relevant RFP section. Direct inquiries to: Jackie Doin, Purchasing Agent, Montgomery County; jdoin@montgomerycountyny.gov. Substantive clarifications will be shared by written addendum as appropriate.

PRESENTATIONS BY PROPOSERS

The County may invite up to three highest-ranked proposers to present their approach and answer questions. Interviews, if held, may last up to one hour, including questions. Key personnel assigned to the project should attend.

EVALUATION PROCESS AND SELECTION CRITERIA

The County will evaluate responsive proposals based on the criteria below. The County seeks the most advantageous proposal considering qualifications, approach, and price, rather than price alone.

- Technical proposal and demonstrated understanding of trail connectivity, feasibility, and deliverables.

- Relevant experience in multi-use trails, municipal planning, public engagement, and conceptual design; optional trestle experience will be considered only in evaluating the separately priced add-on.
- Proposed implementation schedule and ability to meet agreed milestones.
- Base cost proposal, level of effort, and value within the available budget. The optional add-on price will be reviewed separately and will not be required for a responsive base proposal.
- Team composition, qualifications, project manager experience, and availability.
- Quality of written and oral communications, including any interview.
- Ability to coordinate effectively with local partners and attend meetings in the project area.

SUBMISSION REQUIREMENTS AND NOTIFICATION OF AWARD

Provide complete reference information for five comparable assignments. Montgomery County may obtain additional information from other sources. The successful proposer will receive written notification, and unsuccessful proposers will be notified following selection. No work may commence until an agreement is executed and authorization to proceed is issued.

DOCUMENTS AVAILABLE UPON REQUEST

The County may make available the project application (CFA #152614), accepted ESD incentive proposal, relevant maps, prior plans, and existing GIS information for use in proposal development, subject to availability.