

Village of Bronxville
Request for Proposals

for

Planning Services for
Expanded Outdoor Dining Feasibility and Design

Issued By:

Village of Bronxville
200 Pondfield Road
Bronxville, New York 10708

August 12, 2022

Section 1. Introduction and Project Description

The Village of Bronxville is seeking to evaluate and reimagine sidewalk and on-street dining in the downtown and to retain a planning consultant to provide alternatives, conceptual designs and implementation options for the Village to consider. The plan shall have the following components:

1. Recommend, design, and develop a pilot project with one restaurant in the Village's downtown. The selected restaurant will be required to implement the consultant's proposed site plan which will address such items as aesthetics, safety, pedestrian and vehicular access, loading/unloading for deliveries, waste management, and other design elements. After a season/two seasons, feedback will be gathered from the community.
2. The feedback gathered will be used by the consultant and the Village to modify and/or expand outdoor, on-street dining to other restaurants who would like to participate and are willing to comply with the proposed site plan(s).
3. The consultant will recommend and design conceptual plans for permanent expanded sidewalk dining which takes into account the following: Evaluation of parking needs, potential changes to roadway and pedestrian traffic, designated areas for refuse collection and deliveries, and improvements to sidewalks which improve pedestrian flow and potentially offer retailers opportunities for sidewalk use.

The Village of Bronxville is accepting proposals in response to this Request for Proposal (this "RFP," or this "Request for Proposal") in order to find a qualified source to provide planning services. The objective of this Request for Proposal is to select a firm that will provide the best overall value to The Village of Bronxville. Many different criteria will form the basis of our award decision, as more fully described in the Proposal Evaluation and Contractor Selection section of this Request for Proposal below.

Section 2. Background

The COVID-19 pandemic placed an immense strain on small businesses, restaurants, and retailers across the nation. The Village of Bronxville allowed flexibility for restaurants to conduct business outdoors on-street on a temporary basis through flexible guidelines and permitting through the Village Administrator's office. Traditionally, the Village has only permitted sidewalk dining for restaurants, which came from approval by the Planning Board. Conducting business outdoors was a lifeline for these businesses, providing them with much needed revenue they would not have otherwise been able to receive, as customers were not comfortable returning to indoor dining and since New York State's social distancing

requirements limited indoor dining capacities for all restaurants. There has been an overwhelming amount of interest in continuing outdoor, on-street dining, but there are many challenges with it:

- There is currently little consistency with the aesthetics with the existing outdoor dining. (See Exhibit A)
- No two outdoor dining areas are maintained the same way (i.e. cleanliness, refuse collection).
- Outdoor dining is taking vital parking spaces (See Exhibit A) leading to parking in places such as the East Alley (See Exhibit B) that could be used in much more efficient ways such as for refuse collection.
- Additional restaurants would like to provide on-street dining but have not been permitted to do so by the Village.
- The majority of the on-street dining establishments stayed in place during the winter, resulting in additional challenges with snow and ice clearance.
- The Village's thriving and dense downtown is subject to heavy traffic with limited through routes.
- Uber Eats and Doordash drivers now double park in front of the on-street dining establishments, further constricting traffic.

Section 3. Looking Forward

The goal of this project is to be able to determine the viability of and possible expansion of outdoor dining in a way that allows for the following:

- Codification of requirements and formal Village approval process (especially for permanent expanded sidewalk dining).
- System that allows for a wide range of participating dining establishments and/or equal criteria for all those eligible.
- Consistency in aesthetics for outdoor dining for restaurants.
- Improved pedestrian and vehicular traffic flow.
- Compliance with an approved site plan that addresses loading/unloading, waste and pest management, etc.

The motivation for the issuance of this RFP is to move forward with a project which evaluates how best to address our temporary on-street dining and whether or not we should consider a permanent expansion, and if so how.

The Village reserves the right to reject any or all responses received; to extend the submission due date for, to modify, amend, reissue or rewrite this document, and to procure any or all services by other means.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP and unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village of Bronxville and the firm selected.

Section 4. RFP Submission and Closing Date

Proposals must be received electronically by Friday, September 2nd. Please submit to James Palmer, Bronxville Village Administrator, at jpalmer@vobny.com. Please submit any questions regarding this RFP process to James Palmer, Bronxville Village Administrator, at jpalmer@vobny.com

Section 5. Submission Guidelines and Requirements

1. Firm experience and qualifications: Prospective consultants shall provide a summary description of the firm's overall qualifications for this project and previous experience on similar or related engagements.
2. Understanding of the Project: Prospective consultants shall include a narrative introducing the consultant's understanding of the project and project issues.
3. Project Management: Prospective consultants shall designate by name the project manager to be employed. The selected consultant shall not substitute the project manager without prior approval by the Village
4. Project Personnel: Prospective consultants shall describe the qualifications of all professional personnel assigned to this project, including a summary of similar work or studies each member has performed and a resume of each professional.
5. References: Prospective consultants shall provide names and contact information for three clients for whom the prospective consultant has performed technical and management assignments of similar complexity to that proposed in this request, preferably in connection with work performed within the State of New York .
6. Methodology: Prospective consultants shall describe the approach to the project and methods and/or techniques that will be used.
7. Conflict of Interest: Prospective consultants shall disclose any financial, business or other relationship with the Village of Bronxville. The prospective consultant shall also list current clients who may have a financial interest in the outcome of the project.

8. Project Costs: The fee proposal shall identify the derivation of the total fee by indicating:

- The level of effort in staff hours for various tasks and subtasks corresponding to the Scope of Services and the technical proposal
- Job Classifications and Direct Hourly Rates applied to work tasks
- The total salary cost for the services
- The direct costs projected, including sub-consultant's fees for various services
- Assumptions made in estimating time and costs
- Include a master spreadsheet that includes a total level of effort (staff hours) for each task.
- The consultant will be responsible for an accurate accounting of time spent on this project including travel time and other costs incurred while performing these duties.

Section 6. Project Scope

Task 1: Project Management and Public Outreach Deliverables: Walking Audits; Meeting Agendas, etc.

Consultant shall perform a walking audit of the proposed downtown area accompanied by representatives of relevant stakeholder groups and Village government in order to become familiar with, inter alia, current on-street dining, existing pedestrian and vehicular traffic patterns, etc. Consultant shall also work with the Village to organize (a) an initial “kickoff” meeting with representatives of relevant stakeholders and Village government; (b) at least one progress report meeting with Village officials and relevant stakeholder representatives; and (c) interviews with existing users of current outdoor dining.

Task 2: Recommendations and Design Concepts Deliverables: Project Proposals:

A report of proposed recommendations, and related design concept proposals, shall be created, and in particular, the consultant will:

1. Prepare conceptual designs for outdoor, on-street dining that include a site plan containing details on architectural & structural elements such as floor plans; roof plan; exterior elevations; lighting & electric plan; Designs will be used as a guide for restaurants. The restaurants may propose adjustments to the design, with Village approval, to fit with the aesthetics of their establishment.

2. Prepare cost estimates for the designs. Assist with and provide technical assistance for the implementation of the chosen design. Assist with public outreach throughout the option development and evaluation processes.
3. Recommend and provide conceptual design plans that take into account expanded sidewalk dining and include any changes to vehicular and/or pedestrian flow.

**Task 3: Funding and Project Implementation Plan Deliverable:
Funding and Project Implementation Report**

A Funding and Project Implementation Plan shall be prepared based on details collected in the prior tasks (e.g., recommendations and review of current planning documents), project readiness, and other information supplied by the consultant via their experience, knowledge, and expertise. Project cost estimates shall be provided. Consultant shall also advise the Village of possible funding sources such as applicable State and Federal grant programs.

Section 7. Proposal Evaluation and Contractor Selection

Scoring Criteria:

All proposals will be evaluated based on the technical and professional expertise and the experience of the consultant team, the proposed method and the procedures for completion of the work, and the cost of the proposal.

1. Technical Expertise, Experience and Access

The technical expertise, experience and access of the consultant will be determined by the following factors:

- Overall experience of the consultant team
- Expertise and professional level of the individuals proposed to conduct the work

2. Procedures and Methods

Evaluation of procedures and methods will be determined by the following factors:

- Clarity and completeness of the proposal and the apparent general understanding of the work to be performed
- Proposed methods and plan to conduct the scope of work in a thorough, objective, and timely manner

- Sequence and relationships between major tasks
- Approach to community engagement
- Knowledge and understanding of the local environment
- Approach to project management, including efficient utilization of person-hours

3. Project Schedule

Provide project milestones and estimated time to completion for each.

4. Fee Proposal

Provide fee breakout and/or needs.

5. Business District Planning and Capacity Building Experience

Provide narrative demonstrating said experience.

Section 8. General Information; Terms and Conditions

1. The Village may require any clarification or change it needs to understand the selected contractor's project approach.
2. The Village reserves the right to reject any or all proposals, and is not liable for any costs the contractor incurs while preparing or presenting the proposal.
3. The Village reserves the right to cancel this RFP.
4. The Village may award a contract to the contractor whose proposal, in the opinion of the Village, would be most advantageous to the Village.
5. The selected contractor will be required to assume responsibility for all services outlined in the RFP, whether the contractor produces them.
6. This RFP does not commit the Village to award a contract, nor to pay any costs incurred in the preparation of the response to the RFP. The Village reserves the right to accept or reject any or all responses received as a result of this request or to cancel this RFP in part or in its entirety. The Village may request additional information from responders.

Exhibit A:















Exhibit B:



