

New York City Economic Development Corporation

# Request for Proposals

## **Brooklyn Abolitionism Commemoration**

Release Date: Monday, November 12, 2007

Submission Date: Friday, February 1, 2008



**NEW YORK CITY. MAKE IT HERE.**

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## OVERVIEW

New York City Economic Development Corporation (“NYCEDC”) will issue a Request for Proposal (“RFP”) to select an existing cultural organization to develop and manage a commemoration site and ongoing program dedicated to the ‘historical friendships’ created during the 19<sup>th</sup> century Abolitionist Movement among people of different backgrounds, with particular attention paid to the Underground Railroad and its ties to the Borough of Brooklyn.

A project may be proposed for any area of Brooklyn, but it is expected that the most competitive proposals will provide for a central location for orientation connected to a network of related sites. Management of this project’s development should be composed of teams that include various skill sets. To facilitate the central orientation concept, the City is reserving a portion in the future Willoughby Square Park, located on the northern portion of the block fronted on three sides by Willoughby Street, Bridge Street, and Duffield Street (see Map 1). Alternative proposals for a central orientation point will also be accepted.

A landscape architect will be separately selected by NYCEDC to design Willoughby Square Park. If it is decided that the central orientation point for the commemoration will be located at Willoughby Square Park, it is expected that the selected respondent from this RFP and the selected landscape designer will work together on a final design that appropriately integrates the successful Commemoration response into the Willoughby Square Park design (see Appendix IV– Landscape Architecture RFP Design Scope).

An Advisory Panel will advise the City during the selection process. The panel developed the RFP and will assist in the selection of a local cultural organization that will develop and manage the program. This panel consists of a total of nine members; six are noted historians, community leaders and academics appointed by the Office of the Mayor, and the remaining representatives are technical advisors from the Downtown Brooklyn Partnership, the New York City Economic Development Corporation, and the New York City Department of Cultural Affairs.

The mayoral appointees to the panel are: the Reverend Lawrence E. Aker III, Senior Pastor, Cornerstone Baptist Church; Richard Green, Executive Director, Crown Heights Youth Collective; Colvin W. Grannum, President, Bedford Stuyvesant Restoration Corp.; Chris Moore, Research Historian, Curator, Schomburg Center; Pamela Green, Executive Director, Weeksville Heritage Center, and Antonia Yuille Williams, Director Public Affairs, Con Edison.

The City will provide \$1 million to fund expenses – in equal installments over the next three fiscal years – FY2008, 2009, and 2010. The City will also provide \$1 million in capital funding payable on a schedule to be determined.

## CONTEXT

New Yorkers were among the first champions of freedom for all Americans. The history of Brooklyn in particular provides inspiration to New York City and the nation in the form of its rich contributions to the development of the 'historical friendships' formed and solidified in connection with the Underground Railroad and the whole Abolitionist movement. The architects of this rich legacy were those brave souls, Black and White, who participated in the triumphant struggle to gain freedom for endless numbers of enslaved human beings.

A number of homes and churches in Downtown Brooklyn and the surrounding area have connections with the Underground Railroad, whether as sites of active abolitionist movements or as stations on the Underground Railroad. These sites include Plymouth Church (now Plymouth Church of the Pilgrims) in Brooklyn Heights; Bridge Street A.W.M.E. Church (now Polytechnic University student center in MetroTech); Lafayette Avenue Presbyterian Church in Fort Greene; and the Siloam Presbyterian Church, and Concord Baptist Church.

The 'historical friendships' that were formed as brave and cooperative efforts of Brooklyn's abolitionists have been largely neglected by our studies. This project will offer a tremendous opportunity to call upon these moments and honor the citizens of Brooklyn who participated in them.

## GOALS

Proposals submitted by respondents should reflect the following goals:

- Provide an interactive, public gathering venue where individuals and groups of all ages can learn about the Abolitionist Movement and the Underground Railroad in Brooklyn.
- Propose an ongoing program or series of activities commemorating Brooklyn's Abolitionist and Underground Railroad heritage. The proposals' programs/activities must occur within the Borough of Brooklyn.
- Propose budgets that demonstrate program sustainability using allocated funds for at least the next three fiscal years (FY 08, 09 and 10); and demonstrate program sustainability with other sources of funding beyond FY10.
- Leverage existing locations across the Borough of Brooklyn that have a documented association with the Abolitionist Movement or Underground Railroad in Brooklyn.

- Demonstrate the significance of the Underground Railroad and Abolitionist Movement in the formation of ‘historic friendships’ amongst people of different backgrounds.
- Celebrate through the program and venue the concept of freedom and the ‘historic friendships’ the citizens of Brooklyn cultivated.
- Appeal to a primary audience consisting of the residents of the Borough of Brooklyn and the rest of New York City. It is expected that a successful program would attract visitors from beyond the City limits as well.
- Propose interactive materials (website, podcasts, etc.) that will supplement the historic record and provide a more engaging educational experience for visitors.
- If appropriate, propose design concepts for a commemoration site within Willoughby Square Park that will inform eventual collaboration with a pre-determined landscape architect.

## **PROPOSAL REQUIREMENTS**

Please tailor your proposals to the following guidelines:

- Only existing New York City-based Section 501(c)(3) arts, cultural, educational, or historical organizations are eligible to respond.
- Describe the development plan and any site improvements for the proposed commemoration site(s). Include sufficient narrative detail to permit an understanding of your site development plans, including visual representations as appropriate.
- Outline the educational programming and activities your organization will offer to enhance the visitor’s experience. Include corresponding operating and capital budgets to demonstrate financial ability to complete and sustain the project.
- Outline anticipated plans for providing supporting materials for the full range of anticipated visitor groups, including children and adults, individuals and groups. There should also be a description of materials that will be created for visits to the site by school groups; materials which may be helpful include materials for teachers to prepare groups of students before visiting the site, and additional material for follow up learning after their visit.
- Describe how you will attract visitors and maintain sustained support. Identify your marketing partners, describe your outreach strategies, and address your plans for

management of tourism. The outcome measures you use should determine your program's level of success.

- Describe how the commemoration site and program will provide a detailed historical overview of the Abolitionist Movement and Underground Railroad in Brooklyn using primary research obtained with the aid of local community organizations including historical societies, educational institutions, and religious establishments.
- Include letters of support for the project and statements of qualifications from all individuals and organizations that you may rely on for third party collaboration for ongoing research.

## SELECTION CRITERIA

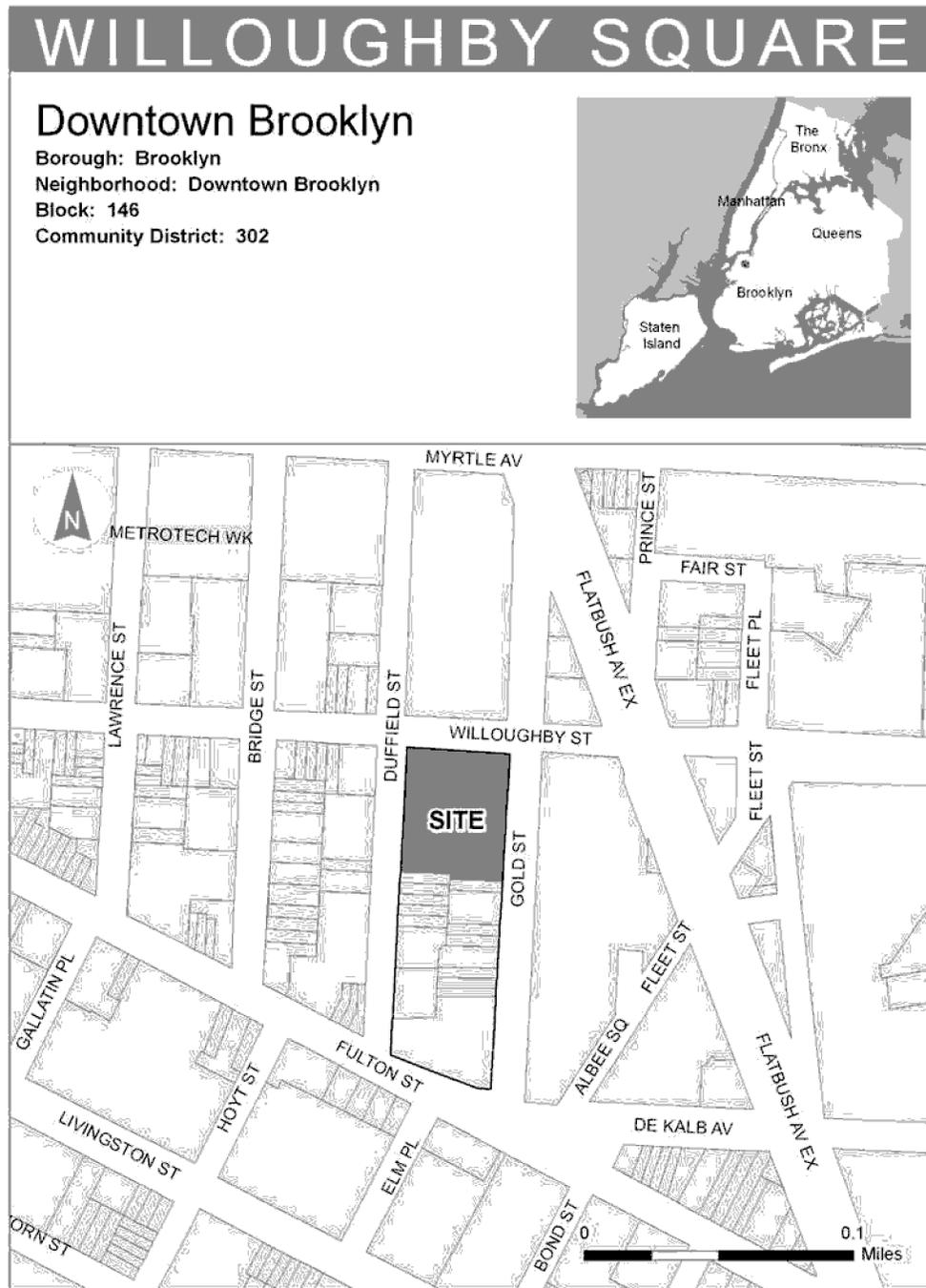
NYCEDC will issue the RFP, and the panel will review and evaluate each proposal according to the criteria listed below, taking into account the information provided in the proposal, references, and any other information about the Respondent's performance available to NYCEDC. NYCEDC will make the final decision as to selection of the vendor.

Proposals that are not complete or do not conform to the requirements of this RFP will be eliminated from further consideration. NYCEDC may request additional information, site visits, interviews, or presentations.

- *Respondent Team Qualifications* – The Respondent Team must possess the experience, development skills, and financial resources necessary to complete a high-quality project on time and within budget; previous experience in managing and operating not-for-profit community and/or cultural institutions, in a financially sustainable manner, and in compliance with all applicable laws. Factors that will be considered are demonstrated competence in managing non-profit tenants, including record keeping, and reporting requirements of subsidy programs. Each entity must compete and submit a NYCEDC Background Investigation Form, a copy of which is attached as Appendix I.
- *Program Outline* – The Proposal must include a detailed description of the program's development initiatives, addressing and expanding upon the goals and requirements set forth in the RFP. This should include an overarching program plan for proposed site(s), interactive educational elements, and all materials needed to run and supplement the program. The response should also include projections as to the number of visitors in order to accurately measure public use and the program's capacity.

- *Financial Feasibility* – The Respondent Team must demonstrate the financial capacity to complete the project; availability of identifiable funding sources to finance the project; and sufficient revenue to support operating expenses, capital costs and debt service. NYCEDC will evaluate the Respondent’s assets, bank, or other lender references, and current commitments in order to assess the Respondent’s capacity to secure permanent financing, meet construction lender’s equity requirements if necessary, absorb any cost overruns, and commence and complete the Respondent’s entire development project in a timely manner.
- *Collaborate with Landscape Architect* – The Respondent Team must demonstrate its willingness and ability to collaborate with a pre-selected landscape architect for the design of the commemoration’s structural component in Willoughby Square Park. Responses should include proposed design concepts for the park’s commemoration element for future review and collaboration with the park’s landscape design team. Design concepts for the Park can include commemoration of abolitionist activity that may have taken place in the footprint of the park.
- *Relationship to Surrounding Community* – Project design and the operating plan must be context-sensitive, considering the project’s relationship to the surrounding community and neighborhood. The project must be an asset to the area. NYCEDC will evaluate each proposal to determine the Project’s positive impact on the community and responsiveness to the neighborhood context.
- *Schedule* – The Proposal must demonstrate the Respondent’s ability to complete and sustain the project, given the constraints set forth in the development controls, in a timely fashion.
- *Green Building/Sustainable Design* – If applicable, respondents are required to submit a Green Building Plan that includes a narrative describing the proposed project’s sustainable design goals and a declaration of commitment to incorporate the specific criteria into the overall project design.

# MAP 1 – LOCATION OF WILLOUGHBY SQUARE



## SUBMISSION INFORMATION

Fifteen (15) copies of the submission and one (1) electronic version of the submission on disc in PDF format identified by "Underground Railroad Commemoration" on the envelope must be submitted to and received by NYCEDC by **February 1, 2008 at 4pm**. Such proposals must be delivered to the following address:

New York City Economic Development Corporation  
110 William Street, 6th Floor  
New York, NY 10038  
Attn: Maryann Catalano, Vice President of Contracts

Each Submission must be accompanied by a summary in the form set forth in Appendix II.

## CONDITIONS, TERMS, & LIMITATIONS

See Appendix II.

## INFORMATIONAL MEETINGS

There will be an information session held on **December 7, 2007 at 10am at the NYCEDC Office**, located at 110 William Street, 4<sup>th</sup> Floor. Those who wish to attend should RSVP by contacting Liliana Ruiz at 212-312-3840 or [Lruiz@nycedc.com](mailto:Lruiz@nycedc.com) on, or before **December 2, 2007**. Directions and specific information will be provided upon RSVP. Interested parties are strongly encouraged to attend this event. For those who aren't able to attend, the questions asked and answered at the session will be posted on the website by **December 21, 2007**.

Respondents may submit questions and/or request clarifications by emailing **[ugrrcommemoration@nycedc.com](mailto:ugrrcommemoration@nycedc.com)**; all questions will be answered within approximately five business days. No questions will be accepted after 4:00 p.m. on **January 22, 2008**. Answers to all questions will be posted by **January 28, 2008**, to [www.nycedc.com/RFP](http://www.nycedc.com/RFP). For all questions that do not pertain to the subject matter of this RFP please contact NYCEDC's Contracts Hotline at 212.312.3969.

## **FURTHER INFORMATION**

For additional information, please contact the project manager,

Josh Gelfman  
Assistant Vice President  
New York City Economic Development Corporation  
110 William Street  
New York, NY 10038  
(212) 312-3553  
[jgelfman@nycedc.com](mailto:jgelfman@nycedc.com)

## **APPENDIX I: INTERNAL BACKGROUND INVESTIGATION FORM**



# Internal Background Investigation Questionnaire

THIS FORM IS FOR:

Contracts under \$100,000,  
Land Sales, Leases, Licenses, Permits,  
NYCIDA Projects and any Discretionary Reviews

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New York City Economic Development Corporation • New York City Industrial Development Agency • Apple Industrial Development Corp.  
110 William Street, New York, NY 10038

**INSTRUCTIONS FOR COMPLETING NYCEDC INTERNAL BACKGROUND INVESTIGATION QUESTIONNAIRE**

1. Please submit, with this Questionnaire, the organizational documents for the submitting business entity.
2. For purposes of completing this Questionnaire, the following defined terms shall have the meanings given to them below (unless provided otherwise with respect to specific questions in the Questionnaire):
  - “Affiliate” – A Person is “affiliated with” or an “affiliate” of another Person if the Person controls, is controlled by or is under common control with that other Person.
  - “Applicant” – The submitting business entity.
  - “Control” – A Person controls another Person if the Person (i) owns ten percent (10%) or more of the voting interest or has a ten percent (10%) or greater ownership interest in that other Person or (ii) directs or has the right to direct the management or operations of that other Person or (iii) is a member of that other Person’s Board of Directors\*.
  - “Executive Officer” – Any individual who serves as chief executive officer, chief financial officer, or chief operating officer of the Applicant, by whatever titles known, and all other executive officers of Applicant.
  - “Family Member” – With respect to a particular Person, includes spouse, children, grandchildren, parents, parents-in-law, brothers, sisters, brothers-in-law, sisters-in-law, and all family members living in the same household as such Person (except if such individuals are minors).
  - “Person” – Any individual, corporation, partnership, joint venture, sole proprietorship, limited liability company, trust or other entity.
  - “Principal” – each of the following Persons is a Principal of the Applicant and must be identified in Section B, Part I on page 2 of the Questionnaire.
    - Executive Officers
    - Persons that “Control” the Applicant
    - For Limited Liability Companies, ALL members
    - For Partnerships, ALL general partners and ALL partners performing on the contract or able to bind the Partnership

\*For a not-for-profit corporation, ONLY the Chairperson of the Board of Directors and any director who is also an employee of Applicant needs to be considered for purposes of determining “Control” under this clause (iii).

**SECTION A**

The following questionnaire is to be completed by Persons desiring to do business with the New York City Economic Development Corporation or the New York City Industrial Development Agency or Apple Industrial Development Corp.

This form may be duplicated for additional space. PLEASE COMPLETE THIS QUESTIONNAIRE CAREFULLY AND COMPLETELY.

Refer to attached instruction sheet for specific instructions and definitions of terms required to complete this Questionnaire.

BUSINESS NAME: \_\_\_\_\_ EIN/SSN: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_ TYPE OF ENTITY: \_\_\_\_\_

BUSINESS FAX: \_\_\_\_\_ BUSINESS E-MAIL: \_\_\_\_\_

**SECTION B**

**I. PRINCIPALS OF APPLICANT**

	PRINCIPAL NAME	TITLE	HOME ADDRESS	PERCENTAGE OF VOTING INTEREST	PERCENTAGE OF OWNERSHIP	DATE OF BIRTH	SOCIAL SECURITY NUMBER/EMPLOYER IDENTIFICATION NUMBER
(1)				%	%		
(2)				%	%		
(3)				%	%		
(4)				%	%		
(5)				%	%		

**II. FAMILY MEMBERS OF EACH INDIVIDUAL PRINCIPAL**

Note: Only the following Family Members need to be identified in this Section B. Part II:

- Spouse
- Family Members who are employed by, are officers of or have a less than 10% voting or ownership interest in the Applicant
- Family Members who are directly or indirectly providing services and/or supplies with respect to the subject project (e.g. consultants, subcontractors, suppliers or an employee thereof)

PRINCIPAL NAME	IMMEDIATE FAMILY MEMBER	RELATIONSHIP TO PRINCIPAL	HOME ADDRESS
(1)			
(2)			
(3)			
(4)			
(5)			

SECTION B (Continued)

PROVIDE A DETAILED RESPONSE TO ALL QUESTIONS CHECKED "YES" ON THE FOLLOWING PAGE

NO	YES	
<input type="checkbox"/>	<input type="checkbox"/>	1. Does the Applicant or any Principal have any Affiliates? If yes, please identify the Affiliates, with SSN/EIN and respective addresses, and describe the nature of the affiliation, on the following page.
<input type="checkbox"/>	<input type="checkbox"/>	2. In the past 7 years, has the Applicant, any Principal, or any entity affiliated with the Applicant (each of the foregoing individually, a "Subject Person" and collectively, the "Subject Persons") been adjudicated bankrupt or placed in receivership, filed bankruptcy, or is any Subject Person currently the subject of any bankruptcy or similar proceedings? If yes, please explain on the following page.
<input type="checkbox"/>	<input type="checkbox"/>	3. In the past 5 years, has any Subject Person been a plaintiff or defendant in any civil proceeding (including any court and federal, state and local regulatory agency proceedings) other than a domestic relations proceeding (e.g., divorce, separation, support, alimony, maintenance, adoption, custody)? If yes, please identify all adjudicated, settled and pending lawsuits on the following page.
<input type="checkbox"/>	<input type="checkbox"/>	4. In the past 5 years, has any Subject Person or any Family Member identified in Section B, Part II (a "Subject Family Member"): <ul style="list-style-type: none"> <li>• been disqualified as a bidder, or defaulted or terminated, on a permit, license, concession, franchise, lease, or other agreement with the City of New York or any governmental agency? If yes, please explain on the following page.</li> <li>• failed to file any required tax returns or to pay any applicable federal, state, or New York City taxes or other assessed New York City charges or fines, including but not limited to water and sewer charges and administrative fees? If yes, please explain on the following page.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	5. In the past 10 years, has any Subject Person or any Subject Family Member used an EIN, SSN, name, trade name, or abbreviation other than the name or number provided in response to Section A or Section B, Part I or II of this Questionnaire or provided in response to question 1 above, as the case may be? If yes, please specify on the following page.
<input type="checkbox"/>	<input type="checkbox"/>	6. In the past 5 years, has any Subject Person, any Subject Family Member, any Affiliate of any Subject Family Member or any managerial employee of Applicant: <ul style="list-style-type: none"> <li>• been the subject of any criminal investigation and/or civil anti-trust investigation (by any federal, state or local prosecuting or investigative agency) and/or investigation by any governmental agency (including, but not limited to federal, state and local regulatory agencies)? If yes, please explain on the following page.</li> <li>• had any judgment, injunction or sanction obtained against it in any judicial or administrative action or proceeding other than a domestic relations proceeding or motor vehicle proceeding? If yes, please explain on the following page.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	7. In the past 10 years, has any Subject Person, any Subject Family Member, any Affiliate of any Subject Family Member or any managerial employee of Applicant been convicted, after trial or by plea, of any criminal offense and/or are there any felony or misdemeanor charges pending against any of them? If yes, please explain on the following page.



Section C – IDENTIFICATION OF PROPERTY INTERESTS

1. Identify Project Property:

Block & Lot(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

Borough of \_\_\_\_\_

2. The following, together with attachment(s) hereto, if any, is a complete list of properties in which any of the Subject Persons or any of the Subject Family Members have an ownership interest and which are located in the City of New York, together with a statement as to each such property of any current arrears in real estate taxes, sewer rents, sewer surcharges, water charges or assessments due and owing to the City of New York.

PROPERTY OWNED IN THE CITY OF NEW YORK

PROPERTY OWNER	BOROUGH	BLOCK/LOT	STREET ADDRESS	DATE OF PURCHASE	AMOUNT OF ARREARS	TYPE OF ARREARS

SECTION C (Continued)

PROVIDE A DETAILED RESPONSE TO ALL QUESTIONS CHECKED "YES" ON THE FOLLOWING PAGE

NO YES

3. In the past 5 years, has any Subject Person or any Subject Family Member, been a former owner of the Project Property?

4. Is any Subject Person or any Subject Family Member a tenant of the City of New York? If yes, please list below; Agency, Borough, Block, Lot, Account Number, Monthly Rent, and Current Balance.

5. Has any Subject Person or any Subject Family Member previously purchased property from the City of New York? If yes, please list below; Agency, Borough, Block, Lot, Sale Date, Parcel Number, and Closing Date.

6. Does any Subject Person or any Subject Family Member have a mortgage with the City of New York? If yes, please list below; Agency, Borough, Block, Lot, Account Number, Principal Amount, Monthly Installment, and Current Balance.



CERTIFICATION

A FALSE STATEMENT WILLFULLY OR FRAUDULENTLY MADE OR ANY FALSE INFORMATION WILLFULLY OR FRAUDULENTLY SUBMITTED IN CONNECTION WITH THIS QUESTIONNAIRE MAY RESULT IN RENDERING THE APPLICANT NOT RESPONSIBLE WITH RESPECT TO THE PRESENT PROJECT OR FUTURE PROJECTS INVOLVING THE NEW YORK CITY ECONOMIC DEVELOPMENT CORPORATION, THE NEW YORK CITY INDUSTRIAL DEVELOPMENT AGENCY, APPLE INDUSTRIAL DEVELOPMENT CORP. AND THE CITY OF NEW YORK AND, IN ADDITION, MAY SUBJECT THE PERSON MAKING THE FALSE STATEMENT TO CRIMINAL CHARGES.

I, \_\_\_\_\_, being duly sworn, state that I have read and understand the items contained in the foregoing 8 pages of this questionnaire and \_\_\_\_\_ pages of attachments, if any, and that, having made due inquiry, I supplied full, complete, and truthful answers to each item therein to the best of my knowledge, information and belief; that I will notify the New York City Economic Development Corporation, the New York City Industrial Development Agency, or Apple Industrial Development Corp., as the case may be, in writing of any change in circumstance occurring after the submission of this Questionnaire and before (i) the execution of any contract or agreement with any of them and/or the City of New York and (ii) in the case of an agreement to purchase or enter into a ground lease for real property and/or a financing through or straight lease or retention transaction with the New York City Industrial Development Agency, the closing of the transaction; and that all information supplied by me is true to the best of my knowledge, information and belief. I understand that the New York City Economic Development Corporation, the New York City Industrial Development Agency, or Apple Industrial Development Corp., as the case may be, will rely on the information supplied by me in this Questionnaire as an inducement to enter into a contract or agreement and to close a transaction with the Applicant.

Sworn to me

This \_\_\_\_\_ Day of \_\_\_\_\_ 200 \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Notary Public

By: \_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Print Name and Title of Authorized Person

\_\_\_\_\_  
Date

## APPENDIX II: SUMMARY OF RESPONSE

Date: \_\_\_\_\_

(Please print or type)

Name of organization: \_\_\_\_\_

Primary contact name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of organization: (check one):

- Museum
- Visual arts
- Performing arts
- Multimedia
- Multidisciplinary  Other

Date founded: \_\_\_\_\_

Are you a 501(c)(3)? Yes\_\_ No\_\_

Brief description of cultural facility or program:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Space Required in square feet (if applicable): \_\_\_\_\_

Estimated capital budget for facility/program: \$ \_\_\_\_\_

Estimated annual operating budget of facility/program: \$ \_\_\_\_\_

Current annual operating budget (if applicable): \$ \_\_\_\_\_

## APPENDIX III: CONDITIONS, TERMS, & LIMITATIONS

### A. Disclaimer

The issuance of this RFP and the submission of information by a Respondent or the acceptance of such information by NYCEDC do not obligate these parties in any manner. Responses to this RFP will be prepared at the sole cost and expense of the Respondents. No copies of materials submitted in response to this RFP will be returned. This RFP and any transaction resulting from the responses hereto are subject to the conditions, terms and limitations set forth.

### B. Nondiscrimination Affirmative Action Policies

Respondents are required to submit a plan to address both MWBE and local business participation in the project and local hiring (the “MWBE/Local Hiring and Utilization Plan” or “LHUP”).

NYCEDC and HPD are dedicated to furthering the participation of minority and women-owned businesses in its work. The MWBE component of the LHUP must outline methods to facilitate the participation of women-owned and minority-owned businesses (as certified by the New York City Department of Small Business Services) in the project.

The local hiring component of the LHUP must outline methods for encouraging local hiring during and post construction, and address items such as, but not limited to:

- Identification of local businesses seeking construction work on the project;
- Sizing of bid packages to facilitate participation of smaller enterprises;
- Recruitment of local employees seeking construction work on the project and the provision of training programs, apprenticeships, and other professional development opportunities for such employees;
- Targeting of recruitment to currently unemployed or underemployed segments of the population;
- Participation in local trade fairs;
- Ideas for ongoing implementation and monitoring of proposed LHUP components.

# **APPENDIX IV: SCOPE OF SERVICES FOR WILLOUGHBY SQUARE LANDSCAPE ARCHITECTURE PROCUREMENT**

## ***LANDSCAPE ARCHITECTURAL AND ARCHITECTURAL DESIGN, ENGINEERING AND RELATED CONSULTANT SERVICES: WILLOUGHBY SQUARE GARAGE AND OPEN SPACE DESIGN PROJECT***

The following is the scope of Services from the targeted RFP to solicit a landscape architectural and architectural design, engineering and related consulting services for the Willoughby Square Open Space Design Project.

### **APPENDIX B**

#### **SCOPE OF SERVICES**

##### **I. DEFINITIONS**

All definitions set forth in the Contract to which this Appendix B is attached shall have the same meaning herein unless otherwise defined or the content otherwise requires.

The following terms shall have the following corresponding meanings.

“Allowable Additional Costs”	Means	Costs of out-of-pocket expenses which may include the cost of printing, special mailings (such as overnight delivery and messenger services), Services-related long distance telephone and facsimile charges and any other out-of-pocket expenses, approved in advance by the Director, on a direct cost basis (with no additional provisions or overhead fee). Allowable Additional Costs shall not include travel to and from the Project site, meals and those costs considered to be overhead such as normal mailing, local telephone and facsimile charges, in-house copying secretarial, clerical and typist time and the purchase of office or graphic supplies.
“Agencies”	Means	Art Commission, Landmarks Preservation Commission, DCP, DDC, DEP, DPR, MTA, DOT, NYSDOT (all as defined in Appendix A or herein below), and any other agencies, bureaus, departments, offices, or other discrete entities of The City of New York, the State of New York or the United States that have jurisdiction over any activities carried out in respect of the Services and/or the Project.
“Construction Contractor”	Means	Any construction contractor retained by the Consultant to provide construction services in respect of the Project.

“Construction Subcontractor”	Means	Any Subcontractor retained by the Construction Contractor or the Corporation to provide construction services in respect of the Project.
“Contract Documents”	Means	A set of plans and specifications based on the approved final design, including necessary approvals and permits.
"DBP"	Means	Downtown Brooklyn Partnership.
“Design Services”	Means	Tasks I through III, inclusive, as described in Section IV of this Appendix B.
“Design Team”	Means	Collectively the Consultant and any subconsultant.
“MEP”	Means	Mechanical, Electrical and Plumbing.
“MTA”	Means	Metropolitan Transportation Authority.
“NYCEDC Contingency”	Means	Costs authorized by the Corporation that are related to additional tasks not described in the Scope of Services as specifically required by the Corporation from time to time.
“Project Team”	Means	Collectively, NYCEDC and DBP.
“Schematic Design”	Means	The Schematic Design described in Task III, as set forth in Section IV of this Appendix B.
"Subconsultant"	Means	Any architect, landscape architect, engineer, licensed professionals, experts or advisors hired by the Consultant to perform any portion of the Services.
“Surveys”	Means	Preparation of technical drawings, technical surveys, maps and analyses of the Project Area’s existing conditions to be provided by the Consultant.
“Task”	Means	A portion of the Services to be provided to the Corporation by the Consultant pursuant to this Contract, as described in greater detail in this Appendix B.
"Utility"	Means	Any utility company having legal rights to contain or operate equipment and infrastructure to serve the public within the Project Area.

## II. GENERAL INFORMATION

### A. Project Description

The Project’s goal is to create a new 1.15-acre park that will serve as the centerpiece to the planned development along Willoughby Street, Flatbush Avenue and Fulton Street Mall (the “Project”). As part of the plan to revitalize the City’s third-largest business district, Willoughby Square Plaza (the “Plaza”) will improve Downtown Brooklyn’s public realm and enhance the

area's ability to accommodate future growth and private investment. The Plaza will serve local residents, employees and shoppers and sit atop a 700-space underground parking garage. It will be surrounded by several developments, including two hotels, which are currently in construction, and the Center at Albee Square that will result in the creation of 475,000 square feet of retail space, 125,000 square feet of class A office space and a mix of affordable and market-rate residential units. Two major mixed-use towers are also currently being planned directly adjacent to the Plaza.

NYCEDC, in cooperation with the City and pursuant to the City Contract, and in partnership with DCP and DBP, a nonprofit local economic development corporation, have prepared an overall development plan for Downtown Brooklyn, further described in section B.

The Consultant shall implement a creative, inspiring design for the improvements identified in this Appendix B. NYCEDC's administration of the Contract and the Services will be done in consultation with the other members of the Project Team.

The Consultant shall provide complete design and engineering services in connection with performing the work as more fully described in this Appendix B. The Project will entail Schematic Designs of improvements that may include, but not be limited to: sidewalk paving, landscaping elements, pedestrian and street lighting and new street furniture. The Project Area shall be taken through Schematic Design only and shall be considered as Phase I of this Project (the "Phase I"). The Project Team may designate another entity to contract with the Consultant to complete Phase II of this Project, which may include, without limitation, the followings Tasks: design development, final design, construction bidding and analysis, construction support and maintenance analysis.

Under a separate process, the Corporation may select an existing cultural organization (the "Commemoration Consultant") to develop and manage a new commemoration of Abolitionist activity that occurred in Brooklyn in the 1800s, with a special focus on the Underground Railroad and the 'historical friendships' on which it relied (the "Commemoration Element"). The Commemoration Consultant may propose to locate the Commemoration Element in any area of Brooklyn, but it is expected that the most competitive proposals will provide for a central orientation point connected to a network of related sites. The commemoration proposals may encompass any portion of the Plaza, and the selected Commemoration Consultant will be instructed to work with the selected Consultant to finalize the Plaza and Commemoration Element.

As part of its Services, the Consultant shall coordinate the design of the Commemoration Consultant with that of the Schematic Design of the Plaza. At the completion of Phase I of the Project, the Consultant shall have a Schematic Design that integrates, as appropriate, the design of the Commemoration Consultant.

## **B. Background**

Downtown Brooklyn is a vibrant business center and world-class cultural hub that has been a beneficiary of the City's economic rebirth and serves as a prime example of the positive outcomes of collaboration between the public and private sectors. Home to internationally recognized arts institutions and universities with over 35,000 students, Downtown Brooklyn is the borough's leading retail destination as 100,000 shoppers walk through Fulton Street Mall everyday. It is projected that over \$9 billion worth of development in the area will take place in

the next few years. Several streetscape and transportation infrastructure improvements are also planned, along with the creation of new open spaces. More than 25,000 people are expected to move to Downtown Brooklyn over the next five years. All of this dramatic growth and expansion will continue Downtown Brooklyn's development as one of New York City's premier mixed-use districts.

In 2004 the Mayor and the City Council approved the Downtown Brooklyn Development Plan as part of the City's attempt to capitalize on the growth potential of the third-largest business district in the five boroughs. Through comprehensive zoning changes, new mixed-use development, major infrastructure improvements and the creation of new public spaces such as the Plaza, the Plan is projected to create 1.6 million square feet of new office space, 1.5 million square feet of new retail space and over fourteen thousand new housing units, as well as streetscape improvements and new parks. The City has committed nearly \$300 million in capital funds towards public improvements in the Downtown Brooklyn area. The improvements focus on pivotal nodes of activity and are intended to complement and encourage future growth and private investment by making the area's public spaces more vibrant, accessible and pedestrian-friendly.

Planning is underway for four projects, including the Plaza, which will create beautiful public spaces for Downtown Brooklyn's residents, workers, students and visitors. The Commons at MetroTech Center was originally created as the centerpiece for what has become Downtown Brooklyn's primary hub of commercial activity. Willoughby Square was imagined as a focal point for a new series of commercial, retail and residential development projects in the immediate vicinity.

The Plaza is a critical aspect of the Downtown Brooklyn Development Plan, which recognizes the need for green space in the core of Downtown Brooklyn and aims to revitalize and enhance the district. Willoughby Square was initially designed as a way to attract residents, visitors and tenants to the new office, hotel, retail and residential space around this new public space just south of MetroTech. Currently, roughly two thousand housing units, five hundred hotel rooms and thousands of square feet of new retail and office development are in the development process in the immediate vicinity. Beneath the Plaza will be a 700-car public parking garage for use by visitors and employees. This new Plaza will be programmed for daily and seasonal use much like Manhattan's Bryant Park and will serve multiple purposes for those living, working, studying and visiting the district.

**C. Detailed Description of the Project Area**

The Project shall consist of an approximately 1.15-acre Plaza bounded by Willoughby Street, Duffield Street and Gold Street in Downtown Brooklyn and an approximately 700-underground parking garage located beneath the Plaza (the "Project Area").

**D. Additional Information**

- a. The Consultant will review related documents issued by DCP and DOT, including, but not limited to, "The Downtown Brooklyn Pedestrian Improvement Project" and "The Downtown Brooklyn Traffic Calming Project".

**E. General Description of the Services**

The Project will produce a landscape design strategy encompassing the Project Area. This strategy will include development of a Plaza design that would be reflected in the following landscape elements: new paving, planting, lighting and street furniture.

The Plaza will be an urban park surrounded by high-rise buildings and will be expected to accommodate a high volume of users from the surrounding neighborhood. It is expected to become a landmark for the core of Downtown Brooklyn and to serve as a gathering and resting spot for area visitors, workers and residents year-round.

Plans also call for the construction of a new privately-maintained driveway at the south end of the site connecting Duffield Street and Gold Street. The design should take this into account, as well as other findings and recommendations of the Downtown Brooklyn Redevelopment Plan and other available planning documents.

The Plaza and driveway will be constructed above an underground garage with space for approximately 700 cars. The Consultant shall develop Schematic Designs for the garage and the Plaza that take into account, without limitation, structural, ingress, egress and ventilation requirements.

The City intends to have the garage and Plaza constructed by a private developer (the "Selected Developer"), who would be responsible for completing the final design of the garage and Plaza. The Consultant shall work and coordinate with the Selected Developer to take the design of the Plaza through Phase II of the Project as part of a separate agreement.

The Services shall include, without limitation: all necessary surveys, maps, data collection and analysis, not already provided through other surveying efforts, needed to produce the Schematic Design, which would include, but not be limited to, items noted in Section II, Part A.

The Project shall include the following elements for which the Consultant shall provide Services and deliver Work Product:

- a. Create a design of a Plaza and an underground parking garage in the Project Area.
  1. Design a paving scheme.
  2. Provide street furniture: seating, bicycle racks and trash receptacles.
  3. Develop a lighting design plan. Provide street light fixtures and pedestrian scale lighting.
  4. Provide a planting scheme.
  5. Work with the design teams and/or developers of the current and planned developments surrounding the Project Area to coordinate circulation, entrance and egress requirements and develop design solutions.
  6. Provide for art to be integrated along the plaza either at street level or within infrastructure and coordinate the placement and installation of art.
  7. Provide pedestrian-friendly security elements where required by adjacent land uses.
  8. Create a dynamic and flexible design with landscaping including trees and planting, as well as a consideration of water features.
  9. Allow for possible future concessions or other structures to be located within the Plaza.
  10. Design for a maximum amount of parking spaces (approximately 700 cars).

11. Design a structural system for the garage to a schematic level. This structural system must work in conjunction with the Plaza above it and should consider issues related to both circulation (of cars and people) and ventilation.
12. Coordinate with the Commemoration Consultant for the integration of a Commemoration Element in the Project Area, if any.
13. Provide a construction cost estimate for the Plaza and the garage.

**F. Funding and Schedule**

City Capital funds will be provided for the design and development of the Plaza only. The Selected Developer will be responsible for the development and construction of the garage. The total construction budget for the Project is anticipated to be approximately \$5,000,000.

As part of this Scope of Services, at the Corporation's request, the Consultant shall provide a schedule for the Services with projected milestones, durations and costs including anticipated Allowable Additional Costs. The cost schedule shall be in the same format as that shown in Appendix C.

**III. GENERAL ADMINISTRATIVE REQUIREMENTS**

The Consultant shall perform the following administrative Tasks in connection with and as part of its Services:

- A. The Consultant shall manage the Design Team and coordinate the activities of all the Subconsultants engaged by the Consultant to provide any portion of the Services.
- B. The Consultant shall provide continuous liaison with the Corporation and shall establish, maintain and coordinate all contacts with DOT, DCP and DBP, in addition to the other various Agencies, Utilities, community organizations and other interested groups as may be identified by the Project Team. Community outreach and the incorporation of local needs and goals are also critical parts of the Schematic Design. DBP may identify a point person to act as their liaison between the community and the Corporation.
- C. The Consultant shall initiate and function as coordinator for all meetings required in the performance of the Services or as requested by the Corporation and shall provide necessary data and presentation materials for these meetings. The Consultant shall prepare, coordinate approval of and distribute all reports, meeting minutes, correspondence and related materials to the Corporation and any other persons as the Corporation may direct.
- D. The Consultant shall obtain and compile all pertinent specifications, standards and constraints mandated for the Project or the Services by any Agency. All plans and specifications prepared as part of the Services shall conform to the standards and specifications of any interested Agencies.
- E. If applicable, the Consultant shall prepare and provide all relevant drawings and materials in order to obtain the revocable consent or franchises from DOT as required for any and all proposed amenities.
- F. The Consultant shall submit monthly Progress Reports to the Corporation. In the date which is one month after the Commencement Date, and every month thereafter (each

such month-long period being a "Reporting Period"), the Consultant shall analyze the Project's progress as it relates to the approved work plan and shall file with the owner a Progress Report based on this analysis. The Progress Report and documentation shall be submitted to the Corporation for approval no later than two (2) working days following the close of the Reporting Period.

- G. The Consultant shall revise and correct, without additional compensation therefore, any and all profiles, reports and documents including any Surveys and project designs until same shall receive final approval by the Corporation and by all other Agencies whose approval is required. The Consultant shall initiate all actions for incremental review of proposed designs, including all follow-up meetings, as required, to expeditiously resolve all questions and concerns and to obtain required approvals. The Consultant shall not make any changes in the Scope of Services as outlined herein without prior written authorization from the Corporation.
- H. The Consultant shall prepare and make all submissions to the Corporation and, as directed by the Corporation, to DOT and any other Agency, community group or other interested group. The number of copies of each submission shall be as required by the Corporation.
- I. The Consultant shall prepare, submit, assemble and reproduce any and all design documents and other Work Products as required by the Corporation.
- J. The Consultant must follow the Additional Requirements for Street Repavement/Sidewalk Reconstruction (Attachment 1), when providing Design Services for street, sidewalk and or streetscape reconstruction, reconfiguration and or improvements, in accordance with the Scope of Services.

#### **IV. SPECIFIC SERVICES**

##### **A. Tasks – In General**

In performing the Services, the Consultant shall perform the following Tasks:

1. Task I: Preparation, Review & Coordination
2. Task II: Surveys/Analysis
  - a. Topographic Survey (as required)
  - b. Utility/Subway (as required)
  - c. Test Pit Program (as required)
  - d. Traffic Analysis
3. Task III: Schematic Design  
The Consultant is expected to develop the Schematic Design within the overall constraints of available funding as designated by the Corporation.

##### **B. Specific Tasks**

The Consultant shall perform the following Services and produce and deliver the following Work Product for each of the following Tasks:

## **1. Task I: Preparation, Review and Coordination**

- a. Under this Task, the Consultant shall, to the extent not previously provided, assemble and review all record data for the Project; conduct formal interviews with all Agencies and other interested governmental and non-governmental personnel, as directed by the Corporation, in order to ascertain all existing concerns, issues, problems and programs directly related to the Project Area; fully coordinate all activities under the Project with the various Utilities and any additional Agencies or organized groups which, in the opinion of the Corporation, are necessary for the development of a fully coordinated Project. This shall include, but not be limited to, the following:
- The Consultant shall inspect the Project Area and become familiar with the general and specific nature of the Project and the Project Area. The Consultant shall identify and inventory sub-standard features. During this inspection, the Consultant shall make a complete photographic record of the Project Area in order to illustrate the general nature/character, as well as to illustrate the typical and special conditions of the Project Area. The photographs shall be either color or black and white, shall be presented in a three-inches by five-inches (3" x 5") format and shall be bound and annotated to provide a permanent record of the existing conditions.
  - The Consultant shall assemble and review all available reports, designs, surveys, maps, plans, documents, maintenance records, traffic counts, alignment maps, such as, construction photographs and accident records relative to the Project from, but not limited to, DOT, DEP, MTA, the Brooklyn Borough President's Office, the NYPD and from any other Agencies or organized groups, as the Corporation may direct or as may be otherwise required for the purpose of fully coordinating the Project. Where required by the Corporation, the Consultant shall conduct interviews with personnel of the above Agencies or other stakeholders identified by the Project Team.
  - The Consultant shall interview DOT personnel, as appropriate, to determine the extent and location of any conditions in the Project Area and immediate vicinity, which may affect the Project and to identify any proposed improvement programs within the Project Area or immediate vicinity. The Consultant shall obtain and become familiar with all applicable DOT design directives and any other standard details, administrative procedural bulletins and guidelines from any Agencies having jurisdiction over the Project.
  - The Consultant shall interview DEP personnel to determine the extent and location of any drainage, sewer and water supply conditions, which may affect the Project and to identify any proposed improvement programs within the Project Area and the immediate vicinity.
  - The Consultant shall interview MTA personnel, as appropriate, to determine the extent and location of any MTA construction projects within the Project Area and immediate vicinity which may affect the Project and require special coordination.

- The Consultant shall analyze the expressed needs and concerns of the parties contacted and shall address those needs/concerns, which, in the opinion of the Consultant and/or the Corporation, are pertinent to the Project. The Consultant shall develop and pursue a recommended course of action and/or strategy to resolve those issues, which are pertinent to the Project, and to achieve the Project goals.
- The Consultant shall fully coordinate the identification of all current and future planning, design and construction projects by the City, such as water main projects, street lighting projects, fire and police communication projects, as well as projects of a significant nature by parties other than the City (private utilities, authorities, governmental and non-governmental agencies and abutting property owners) and shall recommend programming alternatives and staging, as required.
- The Consultant shall meet with the Corporation to develop Project goals and to develop programmatic requirements for the Project. The Consultant shall review issues that include, but are not limited to: the use of distinctive light fixtures; the development of a comprehensive identity for the Cultural District; the inclusion of additional architectural elements and pedestrian amenities such as kiosks, plantings, sidewalk paving and crosswalk surface treatment.
- The Consultant shall coordinate the proposed program with DOT, DEP, all Utilities and all other parties, as may be as required for the efficient completion of the Project, and shall identify and resolve all requirements, conditions and issues as presented by said parties.

## **2. Task II: Surveys/Analysis**

*The following Task shall be performed by the Consultant, as required, prior to the commencement of Task III. This Task is designed to assist the Consultant in defining the parameters of any final design, which will occur in Phase II, if any. This Task shall only be performed to the extent that previously completed survey material and information has not been provided with the exception that the Test Pits Program and Traffic Analysis will be required as part of this Task. Prior to commencement of any part or this entire Task, the Consultant shall verify and discuss with the Corporation the start of this Task to receive permission to access the allowable expense associated. Task II shall be paid by the hour.*

- a. Topographic Survey. Under this portion of Task II, the Consultant shall prepare topographic surveys of the Project Area. The topographic surveys shall be prepared within the framework of the following parameters:

- The Consultant shall submit for approval the names and experience portfolios of all persons and Subcontractors proposed for use in connection with the topographic survey prior to start of work.
- The topographic surveys shall be referenced by station and offset to a centerline baseline, which has been established/coordinated/tied into existing borough monument lines, in accordance with current NYCDOT standards. All elevations shall be referenced to established borough benchmarks or to benchmarks set from said established borough benchmarks through the use of independent bench runs. The reference points, including bench runs and all tie-ins to the centerline baseline shall be clearly documented so that they may be re-established at any time during the course of the work by the Consultant or in the future by any other surveyor.
- The topographic surveys shall locate all physical features within the Project Area needed to produce a comprehensive design including, but not limited to, the following information:
  - (i) Established building line lengths, including interior angles.
  - (ii) Established legal grades of all streets.
  - (iii) Legal widths of all pavements, sidewalks and sidewalk areas.
  - (iv) Actual widths of all pavements, sidewalks and sidewalk areas.
  - (v) Identification of all streets, including "paper" streets, by name.
  - (vi) Identification of all plazas, malls and public areas.
  - (vii) Location, by station and offset, of all roadways, edges of pavements, headers, curbs, drop curbs, pedestrian ramps, sidewalks, driveways, distinctive/special sidewalk areas, bus stops, traffic islands and traffic channels (permanent and temporary), trees (including caliper and edge distance to existing curb) and survey monuments. Existing curbs, sidewalks and pavements shall be identified by condition and type of materials.
  - (viii) Location, by station and offset, and identification of all street hardware including, but not limited to, manhole cover castings, valve box cover castings, catch basins, utility chamber covers and gratings.
  - (ix) Location, by station and offset, and identification of all sidewalk hardware including, but not limited to, coal chutes, oil fills, cellar doors, under-sidewalk drains, sidewalk elevators, building sidewalk ventilation gratings, subway ventilation gratings, hydrants (high pressure, low pressure), street lights, traffic signal poles, parking signs, parking meters, traffic control boxes, traffic controllers, traffic detectors, fire call boxes, police call boxes, subway entrances and emergency exits, traffic stanchions, structural columns, monuments,

newsstand kiosks, sidewalk retail areas, areaways, decorative fences and railings, steps, walls, stoops, planting areas and cellar windows at grade.

- (x) Location, by station and offset, of all street encroachments including, but not limited to, hedges, fences, grass areas, retaining walls, steps and stoops.
  - (xi) Location and identification of all abutting tax lots by lot and block numbers, as well as existing frontage lengths.
  - (xii) Location, by station and offset, of all fronts of abutting buildings, including identification by house numbers, story height, entranceways, building type and use.
  - (xiii) Direction of traffic, and the location and type of all lane and crosswalk markings, including school crossing markings.
- Horizontal locations shall be taken to the nearest tenth (1/10) of a foot.
  - Vertical locations (elevations) shall be taken to the nearest hundredth (1/100) of a foot (or as specified by the Corporation) longitudinally at fifty (50) foot stations, as measured along the centerline baseline and at all street intersections, breaks in grade, building lines at intersections and other locations required to fully define the existing topography; transversely, elevations shall be taken at the building lines, top and bottom of curbs, centerline of street and front and back edges or ribbon sidewalk.
  - Spot elevations shall be taken at all street surface hardware locations, steps/ platforms, building entrances, first floors, garage floors, back of sidewalk at all entranceways, ground elevations at building entrances, traffic islands, parking aprons, intersections (as required), corner (with crosswalk) sidewalk quadrants, storm/combined sewer inverts, at points giving the clearance from the roadway to the underside of overhead structures and as otherwise required for design purposes.
  - All City-owned street hardware, including manhole covers and frames, inlets, catch basins, gratings, frames, curb pieces, traffic signs, streetlights, meters and benches shall be located by station and offset. The condition of each shall be noted.
  - All trees located within the Project Area shall be located by station and offset. The size in caliper inches and condition of each shall be noted and the results presented in a tabular format to be included as a section of the technical supplement.
  - All cellar doors located within the Project Area shall be located by station and offset. Each shall be visually inspected. The condition of each shall be noted.

- The topographic surveys as herein stipulated shall include the full right-of-way in Brooklyn. The topographic surveys shall extend beyond all intersections a distance of fifty feet (50') measured along the centerline of the respective street from the building line projection.
- Datum plane and coordinate system shall be that used by the Office of the Brooklyn Borough President.
- All measurements shall be in the United States Standard of Measurements except as follows: legal mapped dimensions, base line dimensions and stationing shall be shown in United States Standard of Measurements, with metric equivalents shown in parentheses.
- All field notes shall be permanently bound, sharp, clear, crisp, cleaned and "fixed", dated, signed and sealed and in a format approved by the Corporation.
- The Consultant shall submit to the Corporation original survey notes, summary of survey procedures/instruments employed, survey control data, discussion of survey accuracy, summary or survey control data, survey tie-ins, computer digitizer tapes and survey computations, which shall become the property of the Corporation.
- The Consultant shall identify and provide the Corporation with copies of all survey source material.
- The topographic surveys shall be plotted within the framework of the following parameters:
  - (i) All plotting and drafting work shall conform to currently applicable DOT department standards. In general, this shall include drawing in ink on an approved 24" x 36" reproducible drafting film to a scale of 1" = 20', unless otherwise specified by the Corporation.
  - (ii) All topographic drawings shall utilize standard DOT format(s), notes and symbols.
  - (iii) All printing and line work shall conform to current DOT standards for the microfilming and drafting of drawings.
  - (iv) The format for plotting the topographic surveys shall be not more than two plan views per sheet, depending upon width of right of way and whether street is straight, skewed or curvilinear.
  - (v) The topographic surveys shall be plotted in the following manner: from the original notes, the Consultant shall prepare a "clean" base map, which shall be a pictorial representation of the Project suitable for final design, indicating such elements, including, but not limited to, building lines, lot lines and street/sidewalk hardware as may be appropriate in light of the Project, and omitting such elements as elevations, lane lines and other redundant/extraneous information.

Upon completion of the "clean" base map, the Consultant shall photographically reproduce the base map and complete the plot of all existing topographic information.

- (vi) The topographic plans shall contain, but not be limited to, the following information: building lines, including lengths and interior angles; key existing elevations; street names; baseline sketch/layout; north arrow; existing curb lines and/or edges of pavement; street/sidewalk hardware; and catch basins.
- Working profiles, conforming to applicable DOT standards, shall be plotted within the framework of the following parameters:
  - (i) The plotting of working profiles shall conform to currently applicable NYCDOT standards. In general, this shall include drawings in pencil, on approved standard cut size sheets (24" x 36") to a scale of 1" = 30' horizontal and 1" = 2' vertical, unless otherwise specified by the Corporation.
  - (ii) Match lines and horizontal scales shall coincide with those utilized for the plotted topographic surveys. In addition, profiles shall be extended beyond match lines in either direction, as required, to include the adjacent intersection.
  - (iii) All printing and line work shall conform to current DOT standards for the microfilming and drafting of drawings.
  - (iv) Legends and labels shall be so spaced along the length of the working profile to ensure its clarity.
  - (v) Two sets of profiles will be required: one for the northerly and southerly side of the Project and one for the easterly and westerly side of the Project. These profile sets shall contain the following numerical elevation values plotted and drafted: building lines, including first floor elevations of all dwellings, buildings, doorways, garages, loading bays; front and back edges of ribbon walk; tops of curb; centerlines of roadways, including elevations of all manholes; and legal curb lines and/or centerline grades and overhead structures.
  - (vi) Numerical values for elevations of the respective profile shall be plotted longitudinally at fifty (50) foot stations as measured along the centerline baseline, and at all street intersections, breaks in grade and other locations required to fully define the existing topography.
  - (vii) All profiles shall be clearly labeled and stationed, with numerical axis values shown.
  - (viii) Datum planes shall be selected for ease of use and for accommodation of the profiles within the spaces provided.

- Cross sections conforming to applicable DOT standards shall be plotted within the framework of the following parameters:
    - (i) Cross sections shall be plotted in pencil, on approved standard cut size sheets (24" x 36") to a scale of 1" = 10' horizontal and 1" = 1' vertical, unless otherwise specified by the Corporation.
    - (ii) All printing and line work shall conform to current DOT standards for the drafting of drawings.
    - (iii) All cross sections shall be clearly labeled and stationed.
    - (iv) Cross sections shall be plotted at fifty foot (50') stations as measured along the centerline baseline and at all intersections and breaks in grade. The cross sections shall include the elevations at the building line, curbs, centerline of roadway and all other essential locations including, but not limited to, ramps, driveways, building entrances, malls and traffic islands.
    - (v) Cross sections shall indicate existing legal grade and shall be plotted to show elevations at the property line, curb line, opposite curb line and opposite property line for each intersection.
  - All original topographic information shall be dated, signed and certified by a licensed surveyor. The license seal of the surveyor and/or registered professional engineer shall be shown on all plans, tracing and tabulation sheets.
- b. Utility Surveys. Under this portion of Task II, the Consultant shall be required to perform and plot utility surveys for the Project. The utility surveys shall be prepared within the framework of the following parameters:
- The utility surveys shall locate all existing surface and subsurface utilities, facilities and systems (both public and private) within the Project Area needed to produce a comprehensive final design, including the identification and location of:
    - (i) Storm, sanitary, combined and interceptor sewers showing size, elevation and material.
    - (ii) Water mains, gas mains and steam mains showing material and size.
    - (iii) Electric and telephone conduits.
    - (iv) Fire and police communications conduits.
    - (v) Subway tunnels, station areas, access stairs and ventilator structures.
    - (vi) Utility chambers and vaults.

- (vii) Basin and inlet connections.
  - (viii) Vehicular, pedestrian and utility tunnels.
  - (ix) Utility poles and overhead electric facilities.
  - (x) Other surface and subsurface facilities and appurtenances, as required.
- The Consultant shall review all data obtained from the Agencies, Utilities, governmental authorities and others, and shall coordinate/reconcile such data with the topographic surveys.
  - The Consultant shall reconcile all discrepancies in the location and identification of all subsurface elements between the topographic surveys and the utility records.
  - The limits of the utility survey shall be the same as those described above.
  - All field notes shall be permanently bound, sharp, clear, crisp, clean and "fixed", dated, signed and sealed and in a format as approved by the Corporation.
  - The Consultant shall submit to the Corporation original survey notes, together with all public and private utility drawings, plans and plates, which shall become the property of the Corporation.
  - The Consultant shall plot the utility survey within the framework of the following parameters:
    - (i) The utility survey will be plotted on base maps, which have been photographically reproduced from the "clean" topographic base maps. All utilities shall be clearly delineated and identified.
    - (ii) All plotting and drafting work shall conform to currently applicable DOT standards. In general this shall include drawing in ink on an approved 24" x 36" reproducible drafting film to a scale of 1" = 10', unless otherwise specified by the Corporation.
    - (iii) All utility drawings shall utilize standard DOT format(s), notes and symbols.
    - (iv) All printing and line work shall conform to current DOT standard for the drafting drawings.
    - (v) The format for plotting the utility surveys shall be not more than two plan views per sheet, depending upon width or right of way, and whether street is straight, skewed or curvilinear. There shall be no overlapping of street plotting for the utility surveys.

- The utility surveys shall be plotted with utilities indicated by double lines with "to scale" widths.
- c. Test Pit Program. The following Task shall only be performed to the extent required by the Schematic Design:
- The Consultant shall prepare bid documents including test pit information; solicit, review and analyze bids for the provision of test pit services; administer, coordinate and supervise the work of the test pit Subcontractor; provide test pit results for review and evaluation by the Corporation; prepare such technical reports and drawings as may be required by the Corporation; and integrate the results into the design work in this Contract.
  - Based upon proposed location of special amenities, such as free-standing pedestrian elements, information signs, kiosks, etc., the test pit program shall identify locations of existing sub-surface utilities that would interfere with proposed foundations.
  - The Consultant shall prepare a test pit plan for the purposes of obtaining competitive bids for the test pit work indicating the required number and type of test pits. The test pit plan shall be coordinated with the various Utilities and shall be presented to the Corporation for review and approval. Following review by the Corporation, the test pit plan shall be revised appropriately.
  - The Consultant, complying with all legal requirements, shall make all necessary arrangements to retain a qualified Subcontractor to obtain the required test pits:
    - (i) Prepare contract documents for test pit services and submit to the Corporation for review.
    - (ii) Print a minimum of six (6) copies of the contract documents for distribution to prospective bidders and two (2) additional copies for use by the Corporation.
    - (iii) Obtain proposals from a minimum of five (5) bidders unless otherwise approved by the Corporation. Identify qualified prospective bidders, prepare and send invitations to bid. If the minimum five (5) bids are not received, the Consultant shall show evidence, in the form of letters from prospective bidders declining to bid or registered mail receipts for unanswered invitations to bid, that the minimum five (5) bidders have been solicited.
    - (iv) Review and analyze proposals for adequacy of the equipment, technique and manning proposed.
    - (v) Award contract, upon approval of the Corporation, to the lowest responsible bidder. The amount of such contract will be considered an Allowable Additional Cost.

- (vi) Coordinate as necessary with the Corporation and with all Agencies.
- The Consultant shall administer, coordinate and continuously supervise the work of the Subcontractor. The Consultant shall assign a qualified inspector who shall be present at the work site at all times while test pits are being taken. A photographic record shall be made of each test pit.
  - The Consultant, complying with all applicable City, State and Federal regulations, shall engage the services of a qualified soil laboratory to classify information if necessary.
  - The Consultant shall prepare a report incorporating the results and conclusions from the subsurface exploration as they affect the design.
  - The Consultant shall use the results of the test pit program to perform the design of all applicable phases of the work.
- d. Traffic Analysis. The Consultant shall conduct a traffic study (the "Traffic Report") in connection with street design and reconstruction within the Project Area. This analysis shall incorporate all traffic movement and parking lanes within the Project Area. The Consultant shall coordinate with DOT guidelines in their preparation of the Traffic Report. Work shall include, but not be limited to:
- The Consultant shall coordinate with the DOT's Bureau of Traffic Operations to determine the extent and availability of existing traffic counts and turning counts within the streets and intersections incorporated within the Project Area.
  - The Consultant shall determine the location of each traffic count and/or turning count program to obtain the required data specific to the requirements of the Project Area. This program shall be presented to the Corporation and DOT for review and approval. The Consultant shall be required to take a maximum of three mechanical counts.
  - The Consultant shall perform the required twenty-four hour (24 hour), or otherwise approved duration, mechanical counts, the purpose of which are to determine overall traffic volumes within the Project Area.
  - The Consultant shall perform three, one-hour (1 hour) visual turning counts of each intersection within the Project Area at the peak morning and evening rush hours and at midday.
  - The Consultant shall integrate/evaluate the results obtained from the mechanical traffic counts and visual traffic turning counts with the data obtained from DOT's Bureau of Traffic, where applicable, as well as from other sources.
  - The Consultant shall utilize the traffic data to determine projected traffic volumes for the appropriate design year. Projected volumes should take into account future development projects surrounding the Project Area.

- The Consultant shall coordinate and share data and information with the Environment Impact Statement (the “EIS”) consultant to ensure that traffic and parking analyses associated with the design project and the EIS are consistent.
- The Consultant shall use the information obtained and compiled in the course of the traffic study to inform the Corporation of appropriate alignment, signalization and other features to be included in the design recommendations and alternatives for the design.
- From the survey results, the Consultant shall provide a minimum of three alternative street redesigns and incorporate within the designs the installation, relocation and/or rehabilitation of all traffic signs, signals, street lights, arrows, markers, lane delineation, pedestrian crossing, channelization, parking meters, etc., which shall be developed in consultation with NYSDOT and DOT. The proposed street redesigns shall provide lanes accommodating all necessary traffic flows, in addition to sufficient space for parking.
- The Consultant shall prepare an order-of-magnitude cost estimate for implementing each alternative street redesign.
- The Consultant shall review the alternative street redesigns with the Corporation, DOT and others as necessary to determine their consistency with City traffic plans and constraints and their feasibility. Based on these reviews, the Consultant shall include one street redesign alternative within their design for the Project.
- The Consultant shall prepare a brief narrative report of findings of the traffic survey which report, together with any necessary or appropriate supporting documents, shall constitute the traffic survey (the “Traffic Survey”). The Traffic Survey shall include, but not be limited to, such information as: traffic volumes, truck percentages, turning count volumes, traffic parameters, methodology used, design assumptions and street classifications, the Consultant's proposed street redesign and any other traffic related improvements.
- The Consultant shall submit a draft report to the Corporation for review and comment by the Corporation and others as appropriate. The Traffic Survey shall be in an 11" x 17" format or as approved by the Corporation. After incorporation of all comments and revisions, the Consultant shall prepare four (4) copies of the Traffic Survey in final form with all final documents to be submitted to the Corporation.
- The Consultant shall present a matrix for each alternative including, but not limited to: Level of Service ("LOS") for each mode and direction of travel (vehicle, pedestrian and bicyclist); construction costs; safety; and clarity of design.

### **3. Task III: Schematic Design**

Under this Task, the Consultant shall synthesize the relevant data assembled under Tasks I and II into a functional Schematic Design and preliminary recommendations for the proposed Project. This shall include, but not be limited to the following:

- a. The Consultant shall submit for approval the names and experience portfolios of all persons and/or specialists, if necessary, proposed for use in connection with the Schematic Design prior to the start of work on the Schematic Design.
- b. The Consultant shall review the Surveys, any relevant maintenance records and all reports or other data otherwise prepared in connection with the Project.
- c. The Consultant shall develop a minimum of three (3) Schematic Designs and preliminary recommendations for special design elements intended to create a public open space conducive to promoting a positive identity. The Consultant shall work closely with the Corporation to develop the Schematic Designs.
- d. The Schematic Design shall include all sketches, diagrams, drawings, rendering and study models as necessary to fully illustrate all major elements of the Project. The submission should be of sufficient level of detail and elaboration to describe the design intent of structures, landscape plants and plant materials, pavement materials, railings, decorative and historic elements, lighting and other public amenities.
- e. The Consultant shall present the proposed treatments in a schematic plan view, together with typical cross section views showing the interrelationship between the various elements, as well as the existing and proposed utilities. Illustrative streetscape views, including perspectives, shall be shown as required to demonstrate the interrelationship of the distinctive design elements and the overall effect of the proposed improvements to the pedestrian environment. The format, size and scale for the plans and cross-sectional views shall be as approved by the Corporation. Preliminary recommendations shall be coordinated with the Schematic Design and shall explain all significant aspects of the proposed treatment.
- f. The Consultant shall determine basic architectural, landscape architectural, lighting, acoustic and graphic design criteria for the Project and develop the schemes with respect to these factors and Project requirements, taking into account overall impact, cost, maintenance and other relevant considerations.
- g. The Consultant shall provide order of magnitude schematic cost estimates for each of the alternatives.
- h. In preparing any Schematic Design and preliminary recommendations, the Consultant shall consider concerns regarding elements such as appropriateness to the particular location, durability, and the potential for vandalism and maintenance responsibility. The Consultant shall coordinate and discuss these concerns as necessary with the Corporation and the appropriate Agencies.
- i. For elements which require particular maintenance, the Consultant shall describe the nature and extent of maintenance required and an estimate of the annual cost to maintain such elements.
- j. The Consultant shall identify in writing all Agency and Utility approvals, regulations, ordinances, codes and permits required for approval and construction of the design elements of the alternatives, including special surface treatments, light fixtures, drainage and any design feature requiring such approval.

- k. The Consultant shall perform community outreach and coordinate Agency reviews. To the extent feasible, concerns of the community groups and Agencies shall be incorporated into the design alternatives as per the direction of the Corporation.
- l. The Consultant shall submit to the Corporation for review three (3) copies of the proposed Schematic Design and any preliminary recommendations. Upon approval, the Consultant shall submit, as directed by the Corporation, the recommended Schematic Design to the various concerned parties, including Agencies and Utilities.
- m. The Consultant shall evaluate all comments received and shall adjust the Schematic Design to conform to these comments which, in the opinion of the Consultant and/or the Corporation, are pertinent to the Project.
- n. The Consultant shall submit the modified Schematic Design to the Corporation and all concerned parties, including the Art Commission, for review and comment. The Consultant shall obtain written approvals from all required Agencies. Upon receipt of approvals, if required by the Corporation, the Consultant shall present the final Schematic Design to the Corporation.
- o. The Consultant shall design the Project within the overall constraints of available funding as designated by the Corporation. A cost estimate shall be prepared by the Consultant in conjunction with the Corporation for the final Schematic Design. Should the cost estimate exceed the available funding for any portion of the work, the Consultant, at no additional cost to the Corporation, shall revise the Schematic Design so as to conform the design to the Project budget.
- p. The Consultant shall determine which project elements, if any, will require revocable consent or franchises from DOT. The Consultant shall prepare all required documentation and initiate and attend all meetings as required in order to obtain the revocable consent or franchise approval.
- q. The Consultant shall obtain written approval of the Schematic Design from the Corporation.
- r. The Consultant shall deliver the following Work Product for the final Schematic Design:
- Schematic Design narrative
  - Schematic Design overall plans at scales from 1"=40' to 1"=20', in 150 dpi, (.psd) format
  - Schematic Design overall plan in AutoCAD (.dwg) format with schematic grading, drainage, planting, paving, structures, circulation, vertical systems, water systems, fixtures and other relevant layers
  - Up to 15 sections at varying scales from 1"=16' to ¼"=1' in AutoCAD (.dwg) format and distilled (Adobe Acrobat distiller) into 150 dpi, (.psd) format
  - Up to 9 vignettes of specific areas and views, not to scale, in 150 dpi, (.psd) format
  - Specific public art elements integrated as AutoCAD (.dwg) layers into overall plans and sections
  - Signage and way-finding designs to scale in AutoCAD (.dwg) and 150 dpi, (.jpg) formats

- Specific street furniture, objects, canopies and other structures in AutoCAD (.dwg) layers into overall plans and sections, as well as details in AutoCAD (.dwg) format
  - Schematic lighting layer integrated as AutoCAD layer into overall plan; up to 2 typical sections at various scales; and up to 2 typical vignettes (not to scale) for support, in 150 dpi, (.psd) format
  - Material book, not to scale, with images and descriptions
  - Plant lists, container specifications and general maintenance text for planting plan
  - Specific long-term maintenance plan for final Schematic Design and annual maintenance costs
  - One (1) final Schematic Design model
  - Minutes of meetings, including all documentation related to meetings
  - Cost estimate for final Schematic Design
- s. All Work Product described in sub-paragraph “r” above shall be reduced and formatted into 11”x17” presentation sheets and accompanied by a CD with (.psd) files converted into (.jpg), (.pdf) and (.dwg) formats. Large format drawings for presentation shall be 36”x48”.
- t. The Consultant shall prepare a Schematic Design booklet presenting the Schematic Design alternatives (maximum 2) to be delivered pursuant to sub-paragraph “r” above as well as the revised final Schematic Design. All such Work Product shall be reduced and formatted into 11”x17” presentation sheets (in booklet) and accompanied by a CD with (.psd) files converted into (.jpg), (.pdf) and (.dwg) formats.

**Attachment 1**

**Additional Requirements for Street/Sidewalk Reconstruction**

The Consultant shall provide the following services for street, sidewalk and or streetscape reconstruction, improvements and or reconfiguration, in accordance with the Scope of Services described in this Appendix B, as they apply to Schematic Design only.

**A. Street Design**

1. The Consultant shall conform to the design standards as described in the Scope of Services and as listed in the most recent agency design directives, standard details, administrative procedural bulletins and guidelines for the prosecution of the Services, whether promulgated by DOT, DEP, DPR, or any other Agency having jurisdiction over any aspect of the Project or the Project Area.
2. Street design shall consist of the design of street components and appurtenances; coordination and preparation of plans, specifications and estimates; and related ancillary matters.
3. The Consultant shall prepare cost estimates for the Project based on the preliminary and final versions of the Contract Documents. The estimates shall give item numbers, item descriptions, unit quantities, unit prices, sub-totals, and totals based on the best available information and shall include all Agency work relating to the Project. In preparing the cost estimates, the Consultant shall use the most recent unit prices for all standard highway items as supplied by DDC. In addition to the preliminary and final estimates of cost required to be submitted by the Consultant, the Consultant shall maintain current information relating to the estimated cost of the Project during the period and shall inform the Corporation promptly in writing of any significant changes in such estimated cost due to market conditions or changes in the scope or design of the Project. A cost control program shall be maintained throughout the course of the design.
4. Project grades shall be designed to legal grade or within the framework of acceptable tolerances for legal grades, if applicable, while at the same time minimizing the negative impact upon adjacent trees, properties, underground infrastructure, and other relevant aspects of the Project Area. In connection with the development of Project grades, the Consultant shall prepare a full topographic and utility survey, based on the appended specifications in order to update data contained in the preliminary design investigation report to the extent necessary for the proper completion of this design element.
5. Roadway typical sections shall be developed and designed within the framework of DOT standards and existing cross sections for streets surrounding the Project boundaries.

6. Pavement restoration/transition areas shall be designed for all streets in and, as necessary, beyond the Project Area.
7. Project sidewalks shall be designed upon completion of a review of the Project profiles and the performance and review of the detailed sidewalk condition inventory for all properties within and abutting the Project boundaries. Designs shall be in keeping with the approved palette and patterns of materials.
8. Adjustments to City-owned castings shall be developed and designed, including details necessary for special casting adjustments.
9. Project curbs shall be designed in conjunction with usage and depth of pavement, and shall include type, locations and appropriate details.
10. Street drainage facilities shall be designed and shall include upgrading all substandard basins, inlets and connections, upgrading all substandard or deteriorated drainage facility manholes and the design of new basins, inlets and connections for existing drainage systems in accordance with DOT and DEP standards. The historical geotechnical data shall be utilized, indicating that drainage structures will be installed on piles. If additional geotechnical investigation is required by DEP the Consultant shall provide these services under a scope change, if authorized by the Corporation.
11. Pavement marking schemes shall be designed to account for lane delineation, pedestrian crossing and channelization.
12. Design aspects relating to the installation, relocation, redesign and/or rehabilitation of all traffic signs, signal system, street lights, arrows, markers, parking meters, and related items shall be developed in consultation with DOT and its Division of Street Lighting, as necessary.
13. Design aspects relating to the replacement, relocation and resetting of all fire department and police department facilities affected by the proposed street design shall be developed by the Consultant and approved by the affected fire and police departments, respectively.
14. Design aspects relating to the replacement or relocation of all sewers and water supply facilities, including mains, affected by the proposed street design shall be developed by the Consultant and approved by DEP. Replacement, reconstruction or relocation of sewers, regulators, tide gates and appurtenances, and water mains is within the scope of the contract but not funded for design. Upon request and funding commitment of DEP, the Corporation shall act, as agent and the Consultant shall perform design services for incorporation of sewer and water work. If any upgrade or replacement of the sewers and water supply facility are required by DEP that is not impacted by the design, then the Consultant shall provide these services under a separate scope change, if authorized by the Corporation.

*B. Sewer*

As part of the Services, the Consultant shall prepare drawings as required for drainage of the roadway. This work is not limited to relocation or reset of existing structures that are impacted by the design but shall include any and all necessary utilities in accordance with the Services.

If authorized by the Corporation under a scope change, the Consultant shall provide for additional sewer design work based on recommendations prepared by DEP after further review. In connection with sewer design, including the preparation of plans, specifications, engineer's estimate, and related materials if authorized by the Corporation under a scope change, the Consultant shall provide the following services:

1. Prepare and deliver copies of all final drawings and addenda for review by the Corporation, DEP and other Agencies and private utilities.
2. Prepare a construction sequence plan for the construction of sewer improvements coordinated with the reconstruction of streets, including all necessary temporary outlets and connections.

*C. Water Main Design*

The Consultant shall prepare drawings, if authorized by the Corporation under an amendment to the Scope of Services, for water main design of the Project. This work is limited to relocation or reset of existing structures that are impacted by the design. The Consultant shall provide for the preparation of a water main design in conjunction with the Project. This design work shall include the rehabilitation, replacement or relocation of existing water mains and/or the installation of new water mains, including the design of all other appurtenances.

1. The scope of work for the water main design shall include preparation of a pre-final water main design in cooperation with DEP, obtaining of approvals from DEP and the Corporation for such design, and incorporation of the water main design, as approved by DEP and the Corporation, into the final design and the final Contract Documents.

*D. Traffic Signal System Design*

1. The Consultant shall prepare a traffic signal system design in conjunction with the Project, as required. This design work shall include the modernization of existing traffic signal systems, and/or the installation of new traffic signal systems, including the design or redesign of all other appurtenances.
2. The scope of work for the traffic signal system design shall include the following:
  - a. Preparation of a traffic signal system design, the submission of said design to DOT's Bureau of Traffic Operations for review and comment, incorporation of such comments into the schematic design, and obtaining DOT's approval of the schematic design for the traffic signal system;
  - b. Preparation of necessary or appropriate addenda to standard traffic signal system specifications, estimates of cost and such pertinent engineering data as may be required for the proper traffic signal system design, including drawings prepared in accordance with DOT's standards and showing, to DOT's satisfaction, (a) all intersections within the Project Area requiring traffic signal work, (b) details of

signal display, pole type sensor and detector locations, (c) details of telephone connections, and control and conduit locations, and (d) any additional information necessary or appropriate to adequately explain the design concept;

- c. During preparation of the traffic signal system design, confer and meet with DOT in order to coordinate requirements for the traffic signal system design with all other aspects of the Project and confer or, where necessary, meet with other Agencies having jurisdiction over any aspect of the Project or the Project Area, including, without limitation, New York Telephone Co. and/or the Empire City Subway Co., Ltd., in order to integrate any of the contemplated work into the Project; and
- d. In preparing the traffic signal system design, the Consultant shall collect pertinent information and data by:
  - (1) Utilizing all information contained in the plotted topographic and utility surveys prepare as part of the Services;
  - (2) Inspecting the Project Area, particularly where all proposed traffic signal system work is to be undertaken, and becoming familiar with all contiguous intersections/streets; and
  - (3) Searching and reviewing all available and relevant signal design schemes, traffic counts, timing charts and intersection control orders prepared by DOT.

*E. Street Lighting System Design*

1. The Consultant shall prepare a street lighting system design in conjunction with the Project. This design work shall include the **rehabilitation, replacement or relocation** of existing street lighting systems, including the design of all other appurtenances.
2. The scope of work for the street lighting system design shall include preparation of a lighting system design in cooperation and accordance with DOT's Division of Street Lighting.

*F. Maintenance and Protection of Traffic*

1. The Consultant shall develop a program for the maintenance of traffic, which program is to be incorporated into the Contract Documents, and shall include:
  - a. Becoming familiar with the vehicular and pedestrian traffic conditions of the Project Area, and reviewing all relevant available vehicular and pedestrian traffic data;
  - b. Reviewing any alternatives to the maintenance of traffic with the Corporation, DOT's Bureau of Traffic Operations, and any other affected Agencies, authorities and private entities as required;

c. Preparing a maintenance of traffic scheme for the Project work, including but not limited to, drainage, traffic signals, and related matters, which shall be developed in detail and shall include plans, drawings, details and/or written descriptions as necessary