



**City of Beacon
One Municipal Plaza
Beacon, New York 12508**

Mayor
Randy Casale

City Council
George Mansfield, At Large
Lee Kyriacou, At Large
Terry Nelson, Ward One
John Rembert, Ward Two
Jodi McCredo, Ward Three
Amber Grant, Ward Four

City Administrator
Anthony J. Ruggiero, M.P.A.

Request for Proposals - Asset Management

Development of an Asset Management Plan

Request for Proposal No:

Date Issued: Monday, August 27, 2018

RFP Closing Date and Time: Friday, September 14, 2018 at 11:00am

Contact Person: Anthony Ruggiero, MPA
City Administrator
City of Beacon
1 Municipal Plaza
Beacon, New York 12508
Telephone 845.838.5009

Lowest or any proposal not necessarily accepted

Late proposals will not be accepted

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I. Overview

Purpose of this Request

The City of Beacon (“City”) is seeking proposals from qualified consultants to assist in the development of an Asset Management Plan (“AMP”). The resultant plan will provide the City with action items to manage the City’s infrastructure, city side structures, better utilization of the Capital Plan to deliver an agreed standard of service.

About the City

The City of Beacon is located in the Hudson River Valley, in the southwest corner of Dutchess County. The City is approximately 5 square miles in size and is bordered by the Hudson River and the Town of Fishkill. A major hub on the Metro-North Hudson line, the City’s riverfront station also provides connecting service to the restored Beacon-Newburg Ferry, which offers an alternative connection for Orange County commuters, and buses to Stewart International Airport, which is ten miles away. Also, Beacon is located only 60 miles north of New York City (NYC), making it accessible to commuters and tourists alike and increasing its appeal to many NYC residents looking to visit or relocate.

The City recently completed a Comprehensive Plan Update (2017) and a Comprehensive Water Supply Plan. The updated Comprehensive Plan has also been informed by various other studies and reports, including traffic calming studies, zoning studies, open space inventories, environmental conservation plans, and water capacity and stormwater management studies.

Beacon is experiencing a social, cultural, and economic renaissance. According to US Census Bureau’s American Community Survey, since 2000, the homeowner vacancy rate in the City has remained very low, falling below one percent in 2014. Furthermore, the City has witnessed a steady gain in housing development since 2000. In 2015, Beacon was once again named a “Top Town,” and one of the best places to live in the Hudson Valley. Articles in a variety of publications extol the City’s many attributes, which include: transportation access, recreational activities, arts and cultural programming, and relative affordability.

Trends in the composition of retailers and revenues mirror the City’s growth and indicate that the City’s Main Street, and downtown overall, have become reenergized in recent years. The majority of the City’s Main Street is comprised of small, independent businesses and active investment within the downtown area and along Main Street has resulted in a variety of businesses opening their doors, including: restaurants, eclectic shops, and galleries. Beacon has also quickly become a major destination for both artists and art lovers. This is due in large part to the arrival of the Dia Center for the Arts, which made a \$25+ million investment in the repurposing of the City’s non-operational Nabisco box factory. The result of this investment is Dia: Beacon, a contemporary art museum which opened in 2003 and attracts thousands of global visitors annually.

Dia: Beacon is located in the City’s Harbor Management Area along with several other key land uses that have played a vital role in Beacon’s revitalization, including: Denning’s Point State Park, The Beacon Institute for Rivers and Estuaries, Newburg-Beacon Ferry, Beacon Sloop Club, the Hudson River Greenway Trail, Long Dock, Riverfront Park, George Traskas’ Beacon Point Public

Art Work, and Metro-North Railroad Station. In recent year, the focus on the City's waterfront has emphasized preservation, water-dependent and water-enhanced uses, and mixed-use development. The City of Beacon boasts several other important assets to consider, such as, scenic beauty, strong administrative leadership, a history of community involvement and support, and prime location. Combined, environmental upgrades, infrastructure improvements, a variety of new businesses, and solid planning that incorporates responsible policies have positioned Beacon for even greater growth and prosperity.

II. SCOPE OF SERVICES

The following is the scope of services the Proponent is expected to supply:

General Responsibilities

1. Review existing asset management and Capital Plan practices and related documents.
2. Assign a Project Manager to be the main contact.
3. Seek input from various departments.
4. Provide a draft and final report structured as follows
 - a. Executive Summary
 - b. Introduction
 - c. State of Local Infrastructure
 - d. Expected Levels of Service
 - e. Asset Management Strategy and Capital Plan
 - f. Financing Strategy
5. Complete an onsite presentation of the final report recommendations (to be held at Council or a similar meeting).
6. Provide five (5) hard copies of final report, as well as an electronic copy in MSWord and in a publishable PDF format.

Identifying the Condition of Local Infrastructure

1. Review existing infrastructure condition assessments and existing documentation.
2. Gather basic asset information for all City p assets, referring to any City existing Documentation. In addition to 'type' and 'description', provide 'location', 'expected useful life', and 'quantity/length'. Investigate and provide information where necessary for completeness.
3. For each asset, provide financial valuation using historical costs and depreciation assumptions, and provide replacement costs, referring firstly to the City existing documentation.
4. Gather asset age for all City assets, referring firstly to the City's existing documentation.
5. Investigate and provide information where necessary for completeness.
6. Assess asset condition according to standard engineering practices for all City assets and rate conditions on a scale of "good", "fair" and "poor". Refer firstly to the City existing Documentation.
7. Record all assumptions.
8. Provide best-practices and provincial requirements for how and when information regarding characteristics, value, and condition of assets will be updated.

Identifying the Expected Levels of Service

1. Define the performance measures associated with City assets.
2. In consultation with the City, define realistic targets and timeframes to achieve those targets if they are not already being achieved.
3. Assess the current performance of all City assets and show this performance relative to the targets set out, referring firstly to the City existing documentation.
4. Discuss external trends that may affect expected levels of service or the City's ability to meet them.
5. Provide best-practices for how and when information regarding performance and targets will be updated.

Identifying the Asset Management Strategy

1. Develop a 10-year, 15-year and 20-year implementation plan, optimizing expenditures as they relate to lifecycle costs and benefits.
 - a. Summarize the planned actions shown in the draft Long-Term Capital Plan,
 - b. In consultation with the City, provide recommendations for additional or alternate actions that will enable the assets to provide the desired level of service in a sustainable way, at the lowest lifecycle cost.
2. Show comparative lifecycle, direct and indirect costs and benefits of alternate actions to achieving the desired level of service.
3. Investigate and provide procurement options for the planned and recommended actions.
4. Assess and comment on the risks with the planned and recommended actions.
5. Provide best-practices for how and when information regarding planned actions, options analysis and risks will be updated.

Identifying the Financing Strategy

1. Provide a financial plan in support of the 10-year, 15-year and 20-year implementation plan that shows revenues across multiple confirmed funding streams.
 - a. Categorize and identify all planned expenditures as either:
 - b. Non-infrastructure solution.
 - c. Maintenance activity.
 - d. Renewal/rehabilitation activity.
 - e. Replacement activity.
 - f. Disposal activity.
 - g. Expansion activity.
2. Gather actual expenditures for the last 3 years, referring firstly to the City's existing documentation.
3. Identify the confirmed annual funding streams and revenues.
4. Identify any funding shortfalls and provide recommendations for how to bridge the gap.
5. Record all assumptions.
6. Provide best-practices for how and when.

III. REQUIRED FORMAT AND CONTENT

The City is seeking proposals from Proponents who are both interested and capable of undertaking the project. The onus is on the Proponent to show their knowledge, understanding and capacity to conduct the work outlined in this Request for Proposal. The responses will be assessed according to how well they assure the City of success in relation to the submission requirements. The detail and clarity of the written submission will be considered indicative of the respondent's expertise and competence.

Section 1: Overview

(maximum of two (2) 8 ½" x 11" pages, one sided)

Provide:

- A narrative demonstrating the firm's understanding of the full scope of services
- Confirmation of the firm's services responding to the required Scope of Services

Section 2: Work Program

(maximum of three (3) 8 ½" x 11" pages, one sided)

Provide:

- Approach and methodology to be pursued for the provision of the services identified in the RFP

Section 3: Organization

(maximum of five (5) 8 ½" x 11" pages, one sided)

Provide:

The Proponent Organization

- Description of your firm and the type of services offered.
- Ownership.
- Organization and management structure.

Experience

- Provide examples of comparable projects, where the Proponent developed AMPs, condition assessments of municipal assets and financing strategies.
- Demonstration of capability, capacity and experience of the project management firm in providing service to comparable assignments.

Project Team

- Identify the Team proposed for the City's assignment.
- Describe the organization of the Team, their roles and responsibilities for the mandate.
- Identify the designated Project Manager.
- For each member of the Project Team, confirm the individual is a full-time, permanent employee of the Proponent.
- Demonstrate the experience and capability of the members of the Team.

- As an Appendix to the proposal, provide resumes for all members of the project team clearly indicating that the personnel have a minimum of ten (10) years' experience in the provision of the Scope of Services; identification of the personnel's educational qualifications, professional affiliations, and years of experience.

Section 4: Fee

(maximum of two (2) 8 ½” x 11” page - one sided)

Provide:

- A fixed price proposal to provide the Services described in this RFP.
- Hourly rates for project team.

Section 5: Submittal and Contact Individual

Provide:

- All proposals must be submitted to the following agency and contact person:

Etha Grogan, Assistant to the City Administrator
 City of Beacon
 One Municipal Plaza, Suite One
 Beacon, New York 12508
egrogan@cityofbeacon.org
 phone: 845.838.5002
 fax: 845.838.5026

IV. Proposal Evaluation

An evaluation team will evaluate proposals. By responding to this RFP Proponents agree to accept the recommendation of the Evaluation Team as to the successful Proponent and acknowledge and agree that the City makes the final decision.

The proposal will be evaluated against the following criteria:

Section 1 Overview	15 points
Section 2: Work Program	30 points
Section 3: Organization	
Proponent Organization	10 points
Experience	10 points
Project Team	10 points
Section 4: Fee	25 points
Maximum Points	100 points

V. DISCLAIMERS

The City of Beacon RFP does not guarantee that a respondent will be selected. The City is not responsible to any respondent for the cost of their proposal preparation.

All submissions will be reviewed by the City staff and consultants and a report will be generated for the Mayor and City Council. Following a review of all submissions, a limited number of respondents may be selected for interviews or be asked to submit a more detailed proposal.

The successful respondent will be selected by the Mayor and City Council.

The respondent selected will be expected to enter into a contract within 30 days.

The City reserves the right to reject all submissions. Notification of the City's decisions will be provided to all respondents.