

**Village of West Haverstraw, New York  
Samsondale Streetscape Project**

**PROJECT KICK-OFF MEETING, FEBRUARY 20, 2018**

**AGENDA**

**ITEMS FOR DISCUSSION**

1. WELCOME, INTRODUCTIONS AND AGENDA REVIEW
2. REVIEW PROJECT UNDERSTANDING, SCOPE, TIMELINE, AND BUDGET
  - Draft Contract
  - Scope Adjustments
  - Supplemental Fee for Final Design and Construction
  - Grant Writing Allowance
3. COMMUNICATION PROTOCOLS
  - Communications with Steering Committee
  - Contact details for Project Steering Committee
  - Coordination with Village Engineers, Other Village Consultants, TDI?
  - Date of first Steering Committee meeting
  - Meeting coordination, publicity and summary/minutes by Village staff and/or committee member
4. PUBLIC OUTREACH – VISUAL COMMUNICATIONS
5. PROJECT STAFFING
6. PRELIMINARY ALTERNATIVES EXAMPLES





## **Project Understanding and Scope of Services**

The purpose for the project as discussed during our visit to Samsondale with the Village's committee is to renovate the streets of the 1960's-era townhouse development. The dense neighborhood pattern of Samsondale is ironically a model for modern 21<sup>st</sup> century sustainable neighborhood design. The retention of many of the long term residents and level of care taken by many of the residents is evidence that this development is sustainable and desirable and with some careful renovations and updates to the streetscape, will last well into the next century.

Observed changes since the original development:

- Garages have been converted to living or storage space;
- Front yards have been paved to allow for off-street parking of expanded family fleets of often three or four vehicles.
- Pedestrian spaces have disappeared, having been paved over resulting in what appears to be an uninterrupted expanse of asphalt between building fronts.
- Storm water management systems were not built to handle the added impervious pavement
- Recent severe storms and expected increased frequency of such storms warrants some renovations and updates to the systems.
- Roof drainage from homes is now directed to the streets which can cause additional problems with ice buildup and quickening pavement damage due to freeze/thaw.

## **Project Approach**

- Work will focus infrastructure improvements on the street ROW's and other public spaces within the development.
- Create new greenspace, re-establish pedestrian pathways,
- Evaluate and renovate the current stormwater management system
- Explore parking solutions that will maintain or expand the existing capacity in and near Samsondale.

During our field investigations, B&L will inventory the existing lighting, pedestrian amenities, signage, and landscaping throughout Samsondale. In addition, our team will develop a list of new site amenities, pedestrian treatments, and stormwater management practices that might be considered in concept designs. This information will take into consideration accessibility, complete streets, crime prevention through environmental design, flood resiliency, and green infrastructure.

Upon completing the field investigations, B&L would draft a brief technical memorandum summarizing the field observations for discussion with the committee. Following a second committee meeting, an initial public information meeting would be scheduled and facilitated including the preparation of



outreach materials including a flyer and press release. The public meeting would include a powerpoint presentation introducing the project, project committee, B&L staff involved and desired goals of the project. The public would be invited to provide input in a SWOT (strengths, weaknesses, opportunities, threats) analysis exercise.

Based on the input received from the committee and the public meeting, B&L will prepare a conceptual Master Plan and program report. The conceptual Master Plan would illustrate design alternatives and would include section elevations and photo-simulations to help communicate the resulting changes. The program report would include a summary of the existing conditions; discuss the alternatives, a listing of probable permitting requirements, probable construction costs, a projected schedule, and a list of potential funding sources. The program report would be formatted to serve as a funding request to the NYS DOT or other state agency if additional funding was desired. A draft Master Plan and Program Report will be reviewed with the Village project committee and a follow-up public meeting will be scheduled to present the final drafts to the public.

Following the public meeting in Task #3, an optional Final Design Kick-off meeting with the project committee would be held to confirm final design adjustments, confirm the scope of construction documents, develop a desired schedule for bidding and coordinate other information that may be needed for permitting and approvals. Environmental investigations, permitting and approvals assistance would be provided including SEQRA compliance assistance as well as development of construction documents to a 75% level of completion. Depending on permitting requirements, this task could take up to 18 months to complete. A 75% review meeting would be held to review and obtain comments on the 75% construction documents, update the committee on the status of permits, review any special design requirements that may apply and any scheduling implications that may result. Once this task is completed the project documents would be revised and brought to a 100% level of completion, and ready for bidding once authorized.

B&L will assist with bidding and recommends the use of a digital plan room, an approach that is easier for the Village to administer and is favored by the better contracting companies. Alternatively B&L can provide CD-ROM versions or traditional paper copies which can be dispensed at one of our offices or at the Village offices. We would assist during the bidding process with any clarifications and a pre-bid meeting if desired. Finally B&L will provide an evaluation of bids and a recommendation for award to the Village.



## **Initial Scope of Services**

### Task 1: Evaluation of Existing Conditions

- 1.1. Committee Meeting #1 - Kick-Off Meeting with the Samsondale Project Committee (SPC)
- 1.2. Base Map Assembly
  - a. Assemble base mapping from available sources using a GIS-based map for development of concept plans or Obtain AutoCAD mapping from Village Engineer for use as base mapping.
- 1.3. Site Visit, Inventory, Assessment and Photo-documentation of Existing site conditions. Provide an inventory of typical landscape elements, pavements, amenities, lighting, fencing, utility structures and signage.
- 1.4. Alternatives analysis of streetscape/rehabilitation approaches including a cost comparison.
- 1.5. Committee Meeting #2 – Meet with the SPC to discuss the field observations and alternatives.
- 1.6. Facilitate a public information meeting to review the project and preliminary alternatives with the public and get public input. B&L will prepare a press release, PowerPoint presentation, outreach flyer, brochure and public comment form for use at the meeting.
- 1.7. Prepare an Existing Conditions and Alternatives Analysis Technical Memorandum. This document would follow the format of a DOT Project Scoping Report and may be useful in obtaining addition public funding for the project.

### Task 2: Samsondale Streetscape Master Plan and Program Report

- 2.1. Prepare a Samsondale Master Plan map that documents the analysis of alternatives.
- 2.2. Prepare a Program Report outlining new amenities, design elements, and features; includes concept level probable construction costs, suggested phasing and potential funding sources.
- 2.3. Committee Zoom Meeting #3 – Meet with the committee by Zoom videoconference to discuss comments and suggested edits to the Master Plan and Program Report.
- 2.4. Revise and Finalize the Master Plan and Program Report to incorporate committee and public comments from task.

### Task 3: Visual Communications

- 3.1. Prepare a list of rendering s to help the Village promote the project and gain public support.
- 3.2. Prepare draft renderings including up to three section elevation drawings, up to three photo-simulations, up to three alternative plan sketches.
- 3.3. Prepare two large display panels up to 36 x 48 for committee review.
- 3.4. Two drafts and one final printing of the large panels would be provided.
- 3.5. Facilitate a Public Information meeting to present the Master Plan and Program Report

### Task 4: Grantwriting

END OF INITIAL SERVICES



## SUPPLEMENT FOR FINAL DESIGN THROUGH CONSTRUCTION

### Task 5: Final Design

- 5.1 Final Design Kick-Off Meeting
- 5.2 Prepare 75% final design plans for improvements.
- 5.3 Complete environmental investigations and analyses if required for:
  - a. Threatened and endangered species habitat;
  - b. Stormwater Pollution Prevention Plans;
  - c. Wetland delineation and assessment;
  - d. Other reports as required by subconsultants or other Village consultants.
- 5.4 Assist with Village SEQRA Compliance Documentation.
- 5.5 Committee Meeting #4 – Meet with the SPC to review 75% Final Design Plans
- 5.6 Prepare Final Construction Documents including specifications and final probable construction cost.
- 5.7 Committee Zoom Meeting #5 – Meet with the committee by Zoom videoconference to discuss comments and suggested edits to the Final construction documents.
- 5.8 Revise final construction documents for bidding.

### Task 6: Bid Period Services

- 6.1 Reproduce plans and project manual for bidders.
- 6.2 Facilitate a pre-bid meeting.
- 6.3 Respond to Bidder Questions.
- 6.4 Bid Opening, Analysis and Award Recommendation.

### Task 7. Construction Period Services

- 7.1 Contract negotiation assistance
- 7.2 Construction administration
- 7.3 Construction inspection
- 7.4 As-built drawings and Project Closeout