

**The Cambridge Valley Community Development  
and Preservation Partnership, Inc.**

PO Box 72

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[www.cambridgecommunitypartnership.org](http://www.cambridgecommunitypartnership.org)

518-677-3555

**Request for Proposals (RFP): Owl Kill Stream Restoration &  
Revitalization and Lumberyard Site Work Final Site Design Plans,  
Construction Documents and Construction Oversight**

***Seeking Civil Engineer and/or Landscape Architectural Services***

**RFP Issued: February 28, 2025**

**Site Visit: March 14, 2025, 11 AM**

**Proposal Due Date: April 4, 2025**

## Introduction

The Cambridge Valley Community Development and Preservation Partnership, Inc. (Community Partnership) is a nonprofit community development organization that promotes people working together to strengthen the economic vitality of rural Southern Washington County by building on the area's character and assets. For more information see our [website](#).

The Community Partnership is in the process of revitalizing three (3) acres of neglected property in the heart of the Village of Cambridge with frontage on Main Street. The property (known locally as the 'Lumberyard') is prominent and includes four structures (mostly commercial) and significant open space including a character defining Main Street Park. The Community Partnership's *Lumberyard Revitalization Project* focuses on enlivening the parcels and welcoming people to work, live and play within it. Specifically, the Project's most immediate objectives are to:

1. Revitalize three of the structures for commercial and residential use.
2. Improve access to and foster connections between the business district and recreational offerings through construction of walkways and a public parking lot.
3. Enhance opportunities for recreation including expanding parks; improving access to and stewardship of the Owl Kill, a stream which meanders through the property; and creating a modest .5-mile walking trail and trail head along the Owl Kill.

This Request for Proposals focuses on the second and third objectives of the Lumberyard Revitalization Project.

Through a series of community meetings and with assistance from NY Forward grant program managers, preliminary site design plans have been developed.

In addition, the Community Partnership is including an Addendum to the RFP requesting services to conduct a feasibility study for a decentralized wastewater system to service the needs of properties within and adjacent to the Lumberyard property.

## Request for Proposals

The Community Partnership is seeking to procure professional design services including Civil Engineering and/or Landscape Architectural services for preparing final site design plans, construction documents, and construction oversight to advance the preliminary site design (see figures 2 and 3) in particular the final design of the following program items:

- A. Improve and foster connections in the Lumberyard between businesses and recreational offerings, installation of walkways and parking, with a public green space and trailhead.**
- B. Naturalize the Owl Kill stream along Section A, and create a plan for better stream stewardship and future construction of a walking trail system along Sections B and C.**

Addendum No 1.

- C. Prepare a feasibility analysis and conceptual design for the development of a decentralized wastewater treatment system.**



Figure 1. Project Environs

## Detailed Description of Work

### A. Improve and foster connections in the Lumberyard between businesses and recreational offerings, installation of walkways and parking, with a trailhead.

This work shall consist of preparing the final design and construction drawings for:

- A public parking lot for approximately twenty-two (22) cars to serve buildings in the lumberyard using semi-permeable design and materials and include one (1) EV charging station with two connections, one per side.
- Drainage design within the project area.
- A pedestrian walkway system serving 9 West, the Red Barn, the public parking lot providing egress to Varak Park and Owl Kill Stream and park.
- A unique public space between 9 West and the old fire house.
- Electrical hookup for the farmer's market including voltage, amps, hookup location, and number of outlets. Signage and an interpretive kiosk with information about stream stewardship, the Owl Kill features including as a trout stream and the indigenous communities in the area for which the stream was named.



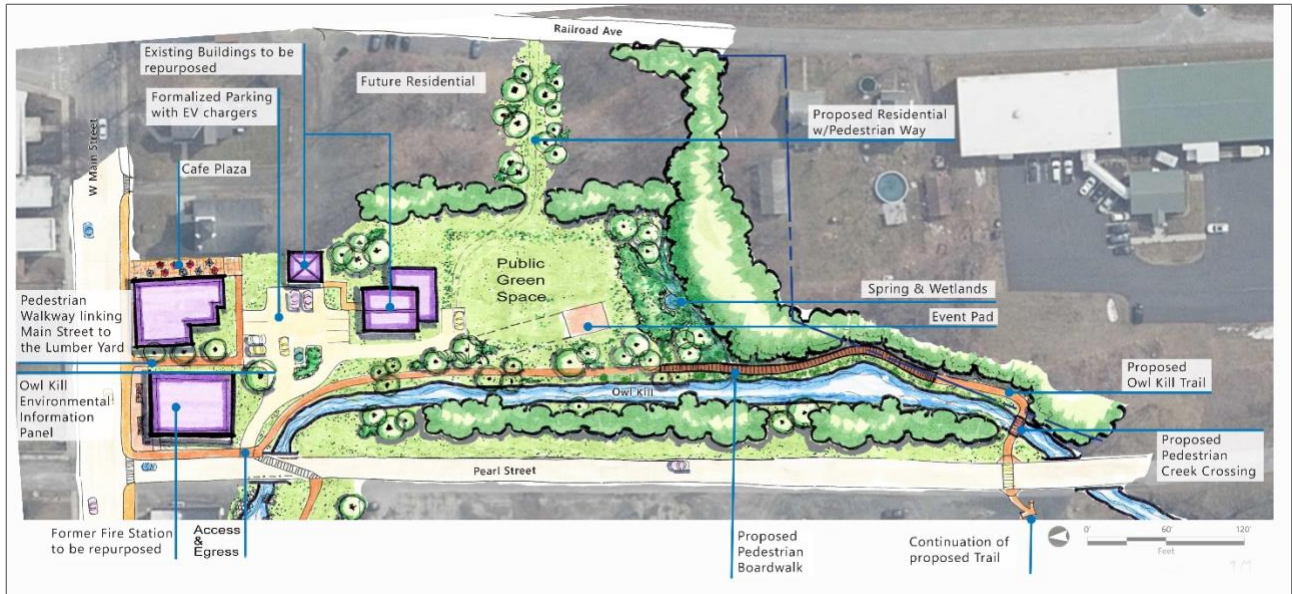


Figure 2.9 West and Vicinity at Owlkill Commons Preliminary Site Plan

**B. Naturalize the Owl Kill stream along Section A, and create a plan for better stream stewardship and future construction of a walking trail system along Sections B and C.**

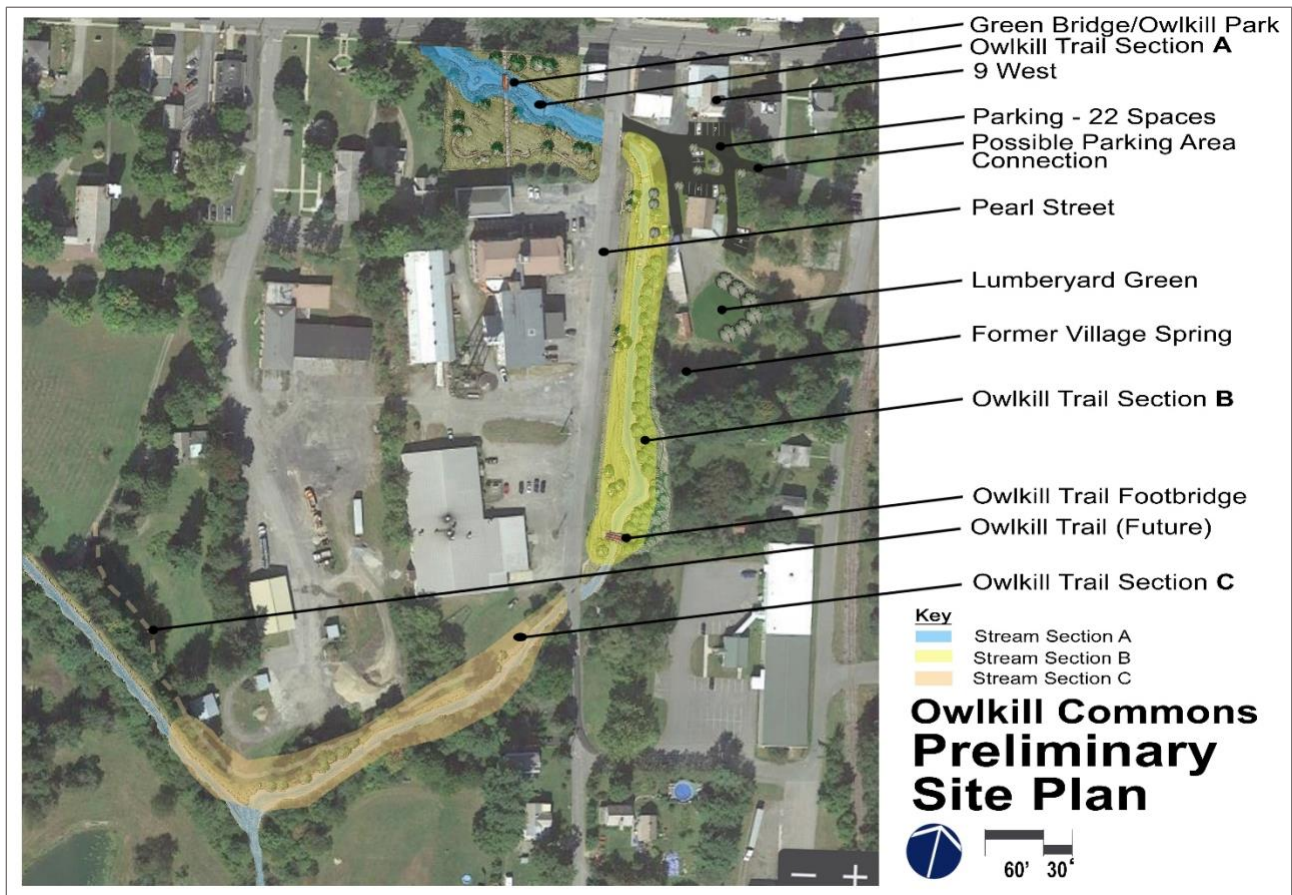


Figure 3. Owlkill Commons Trail Site Plan with Designated Stream Sections A, B, and C

Section A includes that area from the State Route 372, West Main Street highway bridge to the bridge located at Pearl Street (see figures 3 and 4).



This section, Section A, of the Owl Kill is approximately 240 linear feet. This work shall consist of preparing the final design and construction drawings, which include the evaluation and assessment of the stream's characteristics and hydrological parameters to restore and revitalize the Owl Kill stream, while improving the fish habitat along designated Section A. The preliminary design includes removal of the wall sections on both sides of the stream, excepting a portion of the wall located to the Northwest end extending from the highway bridge on route 372 Main Street, to restore the stream to a naturalized condition, (see figure 4). The specified wall section intended to remain will be only on the condition that it is stable and can remain without extensive repair.

Work includes assessing the characteristics of the proposed restored stream channel as designed, including taking necessary measurements upstream and downstream of Section A, to ensure the proper stream flow, channel capacity, channel dimensions, width/depth ratio, bank slope characteristics, bankfill, cross section, discharge, sediment and erodibility meet DEC and Corps of Engineers requirements for proper naturalized functioning without flooding, eroding or otherwise changing the alignment, stream banks, or impacting the site and environs. Work shall also include support in securing all applicable permits including from the NYS Department of Environmental Conservation and Army Corps of Engineers.

The restored naturalization of the stream as designed shall be able to withstand a 150 year storm recurrence interval without incurring any major changes to its shape and alignment or damaging any of the surrounding area. Full size drawings are available.

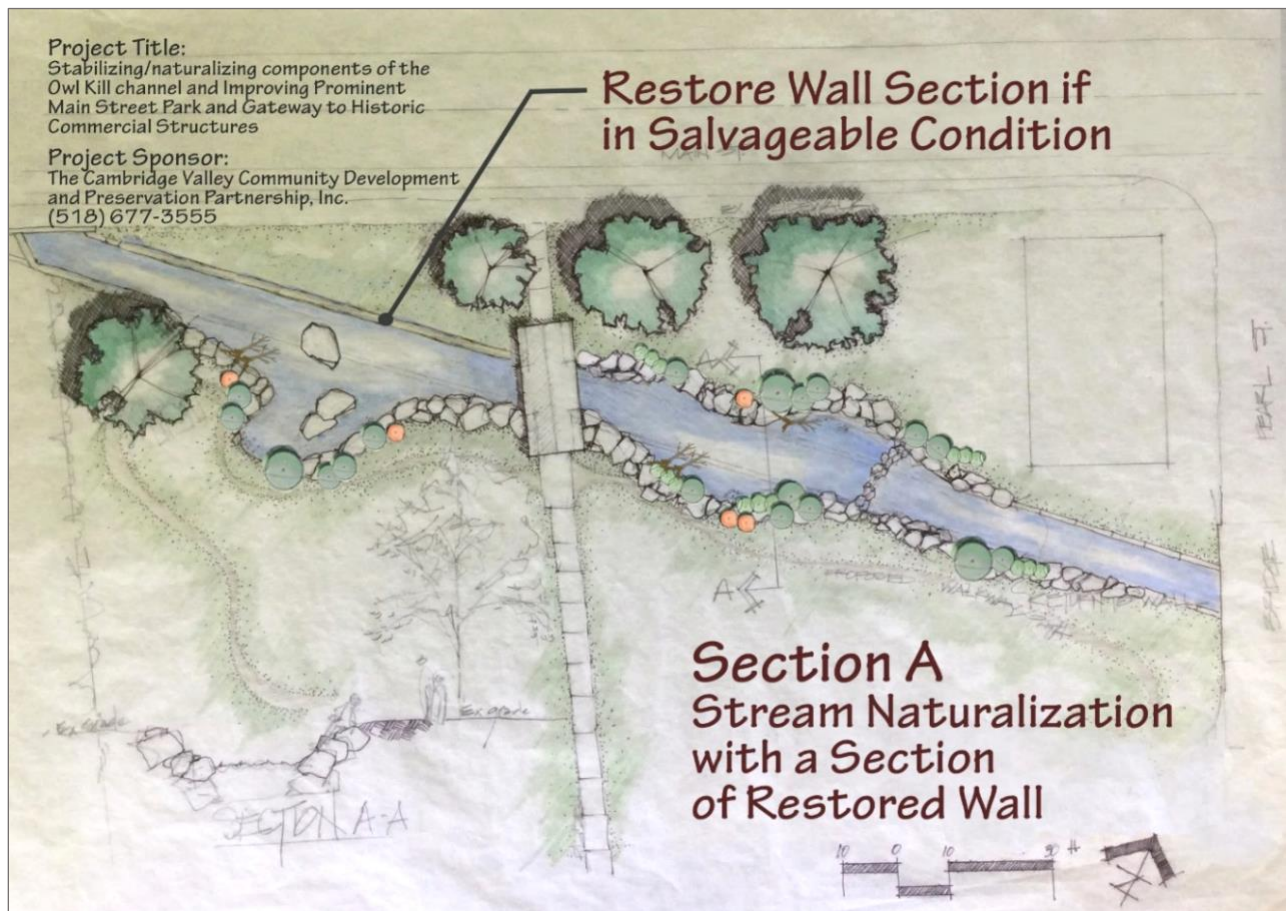


Figure 4. Proposed Preliminary Owl Kill Stream Site Plan for Section A



## Design Photo-simulations



Figure 5. Proposed Upstream View from the Green Bridge



Figure 6. Proposed Downstream View from the Green Bridge

Additionally, work includes an evaluation, assessment and recommendations for revitalizing the natural flora of plant materials and wooded sections of cover along the stream in [Section B](#) and [Section C](#), (see figure 3). The results will be recommendations to construct a trail system along the stream to take the greatest advantage of its character and natural context and develop conceptual documents for trail construction including a detailed cross section(s) of the proposed design,

means and methods. The design is to provide for nurturing fish habitat, protect the stream banks from erosion and soil loss, and be an interesting, enjoyable, learning, and traversible experience.

Both sections B and C have unique natural features and characteristics which serve as an invaluable resource to the community. Specific work requirements for each stream section are described in detail beginning on page 6.

### **Stream Section B**

Section B includes that area located on the East side of Pearl Street (see figure 7) including approximately 525 linear feet of the Owl Kill.

Work in this section includes assessing the characteristics of the stream channel and its context and providing recommendations to revitalize its natural character and qualities including vegetation types and species along the stream banks to maximize fish habitat, minimize erosion, and enhance its aesthetic qualities.

Work shall also include support in securing all applicable permits including from the NYS Department of Environmental Conservation and Army Corps of Engineers.



Figure 7. Detail of Stream Section B

Additionally, work includes providing recommendations for situating and conceptual design documents for a trail system along the stream to take best advantage of its character. Four (4) designated sections will be ADA compliant.



Figure 8. Example of Stream Along Section B

Section B also includes probable wetland areas. Work includes delineating and mapping all wetland areas in this section for possible trail development such as using an elevated walkway system through these sensitive areas. A natural spring feature also exists in this vicinity which is to be located. A small, narrow footbridge crossing over the Owl Kill stream is also planned (see figure 7). An assessment of the soil characteristics where any proposed bridge or elevated walkway structure is planned will be necessary.

Also note there is an 1,800 SF (90' x 20') wooden shed used for self-storage along the banks of the Owl Kill that needs to be demolished to expand open space and access to the Owl Kill. Construction documents should include this structure's removal.



### **Stream Section C**

Stream Section C includes the area located on the West side of Pearl Street South of Eastern Castings Foundry and ending behind the Village Department of Public Works (see figure 9).

Work in this section includes assessing the characteristics of the stream channel and its context, including approximately 350 linear feet of the Owl Kill. Based on this assessment, provide recommendations to locate and construct a trail system that will 'lay lightly on the land' and to complement the stream's natural character without disturbing any existing features. A small brook crossing may be necessary. The trail system through this section is on private and public properties.

Additionally, work in this section includes providing recommendations to enhance the stream's natural character and qualities including vegetation species along the stream bank to maximize fish habitat, minimize erosion and enhance its aesthetic qualities.

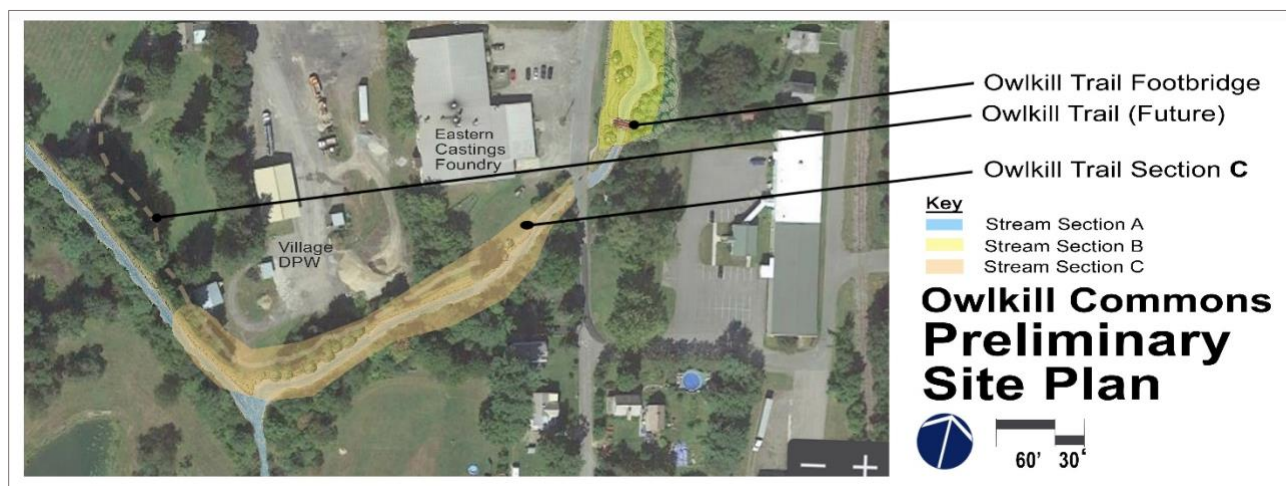


Figure 9. Detail of Stream Section C

#### **Addendum No 1.**

#### **C. Prepare a feasibility analysis and conceptual design for the development of a decentralized wastewater treatment system.**

The Village of Cambridge does not have a centralized wastewater system. A quarter-mile East of the Lumberyard property, the Community Partnership worked with building owners to construct an 8,000 GPD decentralized wastewater treatment system that services the needs of nine (9) buildings. As a result of its construction and building owners' subsequent investment in their properties, that section of the Village is flourishing. The Community Partnership would like to assess the feasibility of constructing a decentralized system within the Lumberyard to benefit the broader neighborhood. The property survey is available.





Figure 10. Feasibility study area for decentralized wastewater treatment system

The feasibility study shall include the following buildings (see figure 10):

- a) 18 W - 5 apartment units
- b) 16 W Main Rice Mansion Inn property
- c) 10-14 West Main – 7 apartment units
- d) The Cambridge Food Co-op
- e) Open Bible Baptist Church
- f) 9 West Main
- g) Former Fire House
- h) The 'Red Barn' on the property
- i) The 'Cottage' on the property
- j) Future Residential Units (up to 20) on RR Avenue
- k) Former Wash Co Post building

The feasibility study shall include a proposed estimate for the design and construction of the decentralized wastewater treatment system.

## **Scope of Services**

Work shall include:

1. **Topographic Survey** - provide a topographic survey of the project limits using the survey provided by the Community Partnership base map that includes the following above and below grade planimetric features:
  - Contour grades showing 2-foot intervals.
  - Wetland delineation showing both New York State and Federal requirements in accordance with current US Army Corps guidelines.
2. **Final Site Design Plan and Associated Construction Documents**
  - Proposed Site Design Plan - preparation of final site plan and construction documents required for the project.
  - Proposed Site Grading Plan - Preparation of final site grading plan showing all existing and proposed grades for the project. Coordinate with New York State Department of Environmental Conservation to address any runoff into the Owl Kill Stream.
  - All Necessary Construction Details - Provide details of all proposed work as required.
  - Specifications - Provide all necessary specifications for all site design features to construct the work.
  - Final Cost Estimate for the construction oversight and completion of all proposed work
3. **Permitting**
  - Assist the Owner in the preparation and submittal of permit applications to the following agencies other than as previously identified.
  - US Corps of Engineers and Department of Environmental Conservation permits to perform work in the Owl Kill stream.
  - Preparation of Notice of Intent for any storm water discharge to the Department of Environmental Conservation.
  - Preparation of the Stormwater Pollution Prevention Plan (SWPPP).
  - The NYS Department of Environmental Conservation (NYSDEC) review of feasibility plans for a decentralized wastewater treatment system.
  - Include any other permits as and if needed.
4. **Construction Oversight (for Program Items A and B Only)**
  - Provide construction review and assessment throughout build-out to assure compliance with design plans and intent. Include as a separate item in the cost proposal.
5. **Project Time Frame**
  - The following schedule applies to this project:



#	Task	Date	Comments
1	RFP Issued	February 28, 2025	
2	Site visit by interested firms	March 14, 2025	
3	Submission of Proposals Due	April 4, 2025	
4	Design Consultant Selected	April 11, 2025	
5	Project Orientation - Design Start	April 14, 2025	
6	Design Progress Review	June 1, 2025	
7	Design Bid Documents Complete	July 25, 2025	
8	DOS PM Review	August 1, 2025	
9	RFP for Construction Contractors Issued	November 1, 2025	
10	Construction Proposals Due	December 12, 2025	
11	Construction Contract Award	December 31, 2025	
12	Construction Start	April 1, 2026	
13	Construction Complete	December 1, 2026	

## 6. Proposal Content

Proposals shall contain the following:

1. Provide your firm’s qualifications and past experience (within the past five (5) years) on similar type projects
2. Provide resumes of the key staff members who will be assigned to this project
3. Provide five (5) references, people, and phone numbers with whom your firm has completed similar projects
4. List type and limits of insurance that your firm carries
5. Technical - describe the approach to be taken in addressing the scope of work and your proposed schedule
6. Cost Proposal - submit separate cost breakdown of labor and expenses for each component of the scope of work
7. **All Proposers** must submit a ***digital copy*** of their proposal, plus two (2) hardcopy versions.
  - a. Please keep costs for services for Addendum No. 1: feasibility analysis and conceptual design for the development of a decentralized wastewater treatment system as a separate, clearly marked section of your proposal.

### **Notes**

- 1: The Community Partnership is not requesting construction management services for the construction of the trail nor improved stewardship of the Owl Kill in Sections **B** and **C**.
- 2: There is an MWBE requirement of **30%** for this project.

## 7. Evaluation and Award Procedure

- Upon receipt of the proposals, the Community Partnership will judge the proposal based on the following criteria:
  - a) Qualifications including past projects

- b) Technical and creative approach
- c) Management and staffing
- d) Project schedule
- e) Cost

It is the intent of the Community Partnership to select based solely on the RFP and the quality of the proposal received. If required, the Community Partnership may request that select firms be present for an interview to explain their respective proposals. The Community Partnership reserves the right to reject any and all proposals.

## General Information

1. A site visit by interested firms is scheduled for March 14 at 11 AM, in case of snow, the date will be March 17 at 11 AM. Please meet at 9 West Main Street, Cambridge NY.
2. All proposals must be received by the Community Partnership by 5:00 PM **April 4, 2025** and should be sent to the following address:

Sarah Ashton

Cambridge Valley Community Development and Preservation Partnership, Inc.

P.O. Box 72 (or, if hand delivered: One East Main St. (c/o Alan Wrigley Esq.)).

Cambridge, New York 12816. Digital copies can be emailed to sashton5@verizon.net.

***Proposals received late will not be opened and will be returned to the sender.***

1. All questions regarding the RFP should be directed in writing to:  
Sarah Ashton  
Cambridge Valley Community Development and Preservation Partnership, Inc.  
P.O. Box 72  
Cambridge, NY 12816  
sashton5@verizon.net  
Tel: (518) 677-3555

***Questions may be emailed or mailed.***