

Request for Supplemental Expression of Interest

Safe Pathways to School: Cemetery Street and Park Street Project Transportation Alternatives Program Application and Concept Development

Village of Fonda | Montgomery County | NYSDOT Region 2

Issue Date	September 17, 2026
Submission Deadline	September 25, 2026 at 3:00 p.m. Eastern Time
Submission Method	Electronic PDF by email to villageclerk@villageoffonda.ny.gov
Village Contact	Mayor Peeler 518.853.4335

Purpose

The Village of Fonda requests a project-specific Supplemental Expression of Interest from each consultant on the 2025-2028 NYSCHSA Local Design Services Agreement Region 2 consultant list. The Village intends to select the most qualified engineering firm to complete the County-funded initial engineering and prepare the technical information, concept development, cost estimates, schedule, and other supporting materials needed to include the full Safe Pathways to School Cemetery Street and Park Street Project in a New York State Department of Transportation: Transportation Alternatives Program application. Selection will be qualifications-based. Firms shall not include a fee, hourly rates, or other cost proposal. The Village will negotiate the scope and compensation only after selecting the most highly qualified firm.

Project Background

The Village is advancing a safe pedestrian and bicycle connection along Cemetery Street and Park Street. The project aims to connect the existing NYSDOT sidewalk and the DiGiorgi Lane area to Park Street and to routes serving the Fonda-Fultonville Central School District. The corridor currently presents challenges in pedestrian and bicycle access, drainage, grade, roadside safety, utilities, and accessibility. NYSDOT Region 2 representatives have participated in a field review, including a discussion of the need to address drainage conditions associated with the proposed pedestrian improvements. The Village has also completed a community survey demonstrating public use and support for improved access.

The preliminary concept generally anticipates an ADA-compliant sidewalk along the east side of Cemetery Street; sidewalk and curbing improvements along Park Street; bicycle accommodations; curbing; guardrail and other roadside protection; pedestrian-scale lighting; fencing where necessary for safety or separation; storm drainage improvements along and connecting the project corridors; and safe connections to existing facilities and school routes. The Village intends to advance these elements as a single integrated TAP project. The selected consultant will be expected to test and refine the concept, document eligibility, and structure the application to maximize eligible participation.

Initial Scope of Services

The selected consultant will be expected to assist the Village with the following first-phase services:

- Review all available surveys, plans, concepts, estimates, mapping, and engineering work previously completed for the portion of the project south of the cemetery, along with community input, prior correspondence, utility information, and observations from the NYSDOT field review. Verify what remains accurate and usable, update it as necessary, and incorporate the relevant prior work into a single coordinated project plan.

- Conduct a prompt field assessment to identify the additional survey, mapping, subsurface utility investigation, traffic, drainage, environmental, right-of-way, and other information needed for a competitive TAP application.
- Evaluate and refine feasible pedestrian and bicycle alternatives, including an ADA-compliant sidewalk along Cemetery Street; sidewalk and curbing along Park Street; safe connections to school routes; driveway and roadway crossings; bicycle accommodations; curbing; guardrail and other roadside protection; lighting; fencing where necessary; grading; and constructability.
- Develop application-level conceptual plans and graphics sufficient to define the proposed project and to support agency, stakeholder, and public review.
- Evaluate existing stormwater conditions along Cemetery Street and Park Street, including the drainage concerns reviewed with NYSDOT during the field visit, and develop an integrated conceptual drainage plan to construct, protect, and maintain the pedestrian facilities without causing adverse impacts to adjoining properties or downstream systems.
- Investigate and map known and reasonably identifiable underground and overhead facilities within the project area, including water mains and services, hydrants, valves, sanitary and storm sewers, culverts, underdrains, electric, gas, telecommunications, and other utilities. Identify potential conflicts and determine the need for subsurface utility investigation, test pits, protection, adjustment, relocation, replacement, or coordination. Evaluate water-line conditions and conflicts as part of the integrated project plan.
- Identify probable property impacts, easements, temporary access needs, and right-of-way requirements.
- Prepare an itemized estimate of probable project costs for the complete integrated TAP project, including the Cemetery Street sidewalk, Park Street sidewalk and curbing, bicycle accommodations, guardrail, lighting, fencing, storm drainage, water line and underground-facility coordination, and all related project elements. Organize the estimate in the format required for the TAP application and identify any item requiring a specific NYSDOT eligibility determination.
- Prepare an implementation schedule covering application, authorization, design, environmental review, right-of-way, permitting, bidding, construction, inspection, and closeout.
- Assist the Village with TAP eligibility, application narratives, benefit and need documentation, supporting attachments, agency coordination, and timely submission in accordance with the applicable NYSDOT solicitation.
- Coordinate with the Village and NYSDOT, when authorized, to support the inclusion of the full integrated project in the TAP application and to resolve eligibility questions prior to submission.

Schedule and Availability

Montgomery County has provided time-limited funding for the initial engineering, concept development, and application-support work required to advance the project. The consultant must be prepared to begin immediately after selection and contract authorization. The County-funded initial work must be completed and invoiced by December 1, 2026, to meet the deadline. The complete Cemetery Street and Park Street project will then be advanced for funding through the TAP application. The consultant shall identify the work products that can be completed by December 1 and provide a schedule for all remaining application and project-development tasks.

Milestone	Target Date
Supplemental EOI issued to all Region 2 LDSA firms	September 18, 2026
Supplemental EOI due	September 25, 2026
Evaluation and interviews if needed	October 2-6, 2026
Selection and scope negotiation	Immediately thereafter
Notice to proceed and project kickoff	Early October 2026
County-funded work completed and invoiced	Before December 1, 2026

Supplemental Submission Requirements

Submit one searchable PDF of no more than three single-sided pages, excluding a one-page cover letter. The submission must be project-specific and must include:

- The firm's understanding of the assignment and recommended approach.
- Experience preparing successful New York TAP, Safe Routes to School, or comparable locally administered federal-aid applications and projects. Identify the client's name, project, funding program, services performed, start and completion dates, award status, and a current reference.
- The proposed project manager and key personnel who are full-time employees as of the submission date, their roles, office locations, and availability through December 1, 2026.
- Specific experience with pedestrian and bicycle facilities, ADA and PROWAG compliance, drainage, utilities, water-line conflicts, right-of-way, environmental review, cost estimating, and NYSDOT Local Projects Manual requirements.
- The firm's present workload and an affirmative statement that the proposed team can meet the required schedule.
- Any proposed subconsultants or project-specific additions to the team, including the services each would provide and applicable Consultant Identification Numbers.
- Three project references, preferably from New York municipalities that administered TAP or other federal-aid transportation projects.

Evaluation and Selection

A Village selection committee of at least three members will evaluate the current LDSA submission and the project-specific supplemental submission. The Village may interview the two or three highest-ranked firms. The following criteria will be used:

Criterion	Weight
Understanding of the project, risks, and work required	20%
Experience with TAP applications and locally administered federal-aid projects	25%
Qualifications and availability of the proposed project team	15%
Ability to meet the accelerated schedule	15%
Technical experience with pedestrian, bicycle, drainage, utility, ADA, and right-of-way work	10%
Past performance and municipal references	5%
Logistics and familiarity with the Village, Montgomery County, and NYSDOT Region 2	5%
DBE utilization and ability to satisfy applicable federal requirements	5%

Potential Subsequent Services

If funding is awarded, the Village may elect, subject to NYSDOT approval, available funding, satisfactory performance, applicable procurement requirements, and negotiation of an acceptable scope and fee, to retain the selected firm for subsequent services. Those services may include survey, environmental review, preliminary and final design, permitting, right-of-way, utility coordination, bidding, construction administration, construction support, inspection, and project closeout. This solicitation does not guarantee an award of subsequent work.

Submission Instructions

Email the Supplemental Expression of Interest as a single PDF with the subject line 'Cemetery Street and Park Street TAP Supplemental EOI' to villageclerk@villageoffonda.ny.gov no later than September 25, 2026 at 3:00 p.m. Eastern Time. Late submissions may not be considered. Questions shall be submitted in writing to the Village contact identified above by September 22, 2026 at 3:00 p.m. Eastern Time. Any material clarification will be distributed to all Region 2 LDSA firms.

The Village reserves the right to request clarification, conduct interviews, reject any or all submissions, discontinue the selection, or modify the anticipated scope and schedule when in the Village's best interest and consistent with applicable requirements. The Village will maintain all selection documentation in the project file and provide it to the NYSDOT Regional Local Projects Unit as required.