

**Request for Proposals
Town of Elma Comprehensive Plan
February, 2017**

Town of Elma
1600 Bowen Road
Elma, New York 14059

The Town of Elma is soliciting the services of a planning consultant to update the Town of Elma Comprehensive Plan.

I. OVERVIEW AND BACKGROUND

The Town of Elma is a third ring suburb of Buffalo with a population of 11,317 (2010 Census). The Town last updated its Comprehensive Plan in 2002. In the near 15 years since the current plan was initiated, a number of planning and zoning activities have taken place including:

1. Commercial Code Review and Overlay
2. Multi Family Dwellings
3. Subdivision Code
4. Solar Farms

All of these planning, zoning and redevelopment activities should be rolled into a new comprehensive plan for the Town of Elma. Relevant studies previous to the present comprehensive plan may be found at the Elma Town Clerk's Office.

II. SCOPE OF WORK

The updated master plan or comprehensive plan is to provide a blueprint for the development, preservation and enhancement of residential, commercial and industrial neighborhoods as well as public facilities and infrastructure. This plan, with a year 2030 horizon, will incorporate visions, ideas, and foresight and provide recommendations and an implementation plan. Note that there aren't any incorporated villages in the Town of Elma.

Town departments will participate in preparation of the Comprehensive Plan. The consultant shall confer with the departments in developing plans for the out-years.

Final Products to be produced

1. Comprehensive Plan including topical items, supporting maps and other graphics. Text and maps shall be provided in a digital format compatible with the Town's GIS system.
2. An executive summary not to exceed four pages.
3. SEQR materials necessary to approve the Comprehensive Plan

SCOPE OF SERVICES:

TASK 1 Project Initiation and Current Plans and Conditions

Kick-off the project and secure information on existing plans, recognized issues and ideas for the future. Map, describe and analyze current existing conditions as a base for looking to the future.

1.1 Initiation. Meet with the Comprehensive Plan Committee to establish project schedule, become familiar with the Town organization and discuss Town interfaces and communication policies.

1.2 Current plans, Issues and Ideas. Review existing completed plans and on-going activities, identify issues/problems and explore ideas for the future by personal meetings with Town officials, Town department heads, the public, key stakeholders, Chamber, Service Clubs, ECIDA, BNE, GBNRTC, Erie County, regional NYS DOT, and NFTA. Obtain pertinent plans, prepare an initial list of apparent issues and collect ideas. Summarize the information secured at each meeting in memos.

1.2.1 Public Information Meeting. Coordinate a public information meeting to inform public about the comprehensive plan initiative and to solicit initial input. The Town's website should be used to provide notification and resources.

1.3 Existing Conditions and Analyses. Examination of where we are today and analyses to support subsequent tasks. Review and, where possible, utilize information from Town department heads and GIS system.

1.3.1 Socio-economic and Demographic Analysis. Based on year 2010 and prior census data from all available sources, evaluate values and trends of population, age, income, occupation and other parameters for individual Town neighborhoods. Particular attention should be given to population trends including Town population gains, household size/income trends, vacancy numbers and rates.

1.3.2 Environment: map and describe environmental and cultural features and conditions such as open spaces, streams, wetlands, flood plains, waste sites, brownfields, and soil conditions. Review plans and initiatives of local environmental organizations. Review and analyze watersheds within the municipality and consider ways to enhance and improve water quality. Consideration of agricultural uses, historic, cultural, natural resources and sensitive environmental areas including development of farmland protection policies. Consideration of impacts of solar and wind energy infrastructure development.

1.3.3 Land use and Zoning: Map and describe current different land uses and zoning including residences, businesses, parks, community facilities, schools, hospitals, police and fire facilities.

1.3.4 Housing and Neighborhoods: Evaluate existing housing and business building supply, occupancy, condition, affordability and rehabilitation need/potential concentrating on current and projected future potential blight areas. The consultant shall determine areas that may qualify for HUD Community Development Block Grant projects by virtue of census eligibility or survey work. A listing of potential CDBG eligible and appropriate projects shall also be prepared. Review landscape codes for adequacy. Secure inputs from Town departments and realty and commercial professionals.

1.3.5 Transportation and circulation: Map and describe roadways and for major arteries and intersections evaluate: traffic count, travel lanes, level of service, condition rating, accident rates, ownership and planned capital improvements. Identify bicycle trails, bus and truck routes and rail resources. Use available data from GBNRTC and Town GIS.

1.3.6 Utilities: Map and compile information on size, capacity, location and age of water, sanitary and storm sewer systems using department information. Identify available excess capacity relative to potential Town build-out needs. Identify for inclusion in the plan, sanitary sewer overflow and storm water phase 2 accomplishments relative to current state and federal requirements. Identify major electric, oil and gas lines, telecommunication and fiber optic installations and discuss areas of concern for the Town.

1.3.7 Economic Development: Collect and analyze relevant data on Town commerce and industry such as growth, ownership status, tax delinquencies, vacancy rates, rental costs, investment, jobs history and project to plan horizon conferring with Erie County Industrial Development Agency and Empire State Development. Compare key parameters and trends with local, state and national data. Identify principal factors which need to be addressed. Analyze present and possible future locations of retail, commercial and industrial facilities with assessment of balance between community character and needed community components. List specific policies and strategies for improving the local economy in coordination with other plan topics.

1.3.8 Community Facilities (as used personally by residents): With department heads, identify existing facilities and services and evaluate adequacy for the future using census projections, municipal comparisons and figures of merit. Recommend future plans, in conjunction with Town departments, for recreational facilities, parkland and senior services. Review locations of libraries, fire, schools and health care facilities.

TASK 2 Formulate Direction for Comprehensive Plan

Develop a description of what the Town seeks to be in year 2030, List goals, objectives and policies and refine issues.

2.1 Vision statement, Goals and Objectives Work with the Town to formulate a preliminary "vision for the future" of the Town character, appearance and content about 20 years hence utilizing Committee guidance and inputs from department heads, task 1.2 meetings and other sources. Prepare supporting goals, objectives and policy statements.

2.2 Issues Prepare a refined list of problems and issues, building on the preliminary list from task 1.2, which need to be addressed in the Comprehensive Plan.

2.3 Review with Town Board. Participate in an interactive public workshop to discuss the vision, goals and objectives.

TASK 3 Technical Investigations

The purpose of these tasks is to investigate specific high priority issues to provide inputs to the comprehensive plan which will contribute to achieving the overall goals of the plan. Develop conclusions and recommendations. The following list may be modified at mutual agreement of the consultant and the Committee.

3.1 Neighborhood Revitalization -Identify means for addressing residence and business degradation such as incentives and county, state and federal revitalization programs, property maintenance laws and actions found to be successful by other communities.

3.2 Major thoroughfares -Considering County and state plans, identify potential future problems and means to address items such as traffic volume, access management, ROW use, streetscape treatment and suggest specific recommendations and solutions to be addressed by the Town, county and state on principal thoroughfares - for example, **Route 400**.

3.3 Zoning -Examine zoning throughout the Town, relative to satisfying plan goals and objectives and for consistency giving particular attention to sites on major thoroughfares, unzoned parcels and business improvement district concepts. Prepare a draft of recommended zoning revisions. Consideration must be given to zoning changes that have been made since 2010 or are currently in process.

3.4 Transportation Make recommendations regarding street speed limits, parking, critical intersections, lanes and signalization, abandoned vehicles, pedestrian needs, bike trails and bus, truck and rail routes and facilities. Opportunities for multi-modal connections to neighboring municipalities should be explored. Make recommendations relative to the items of task 1.3.5.

3.5 Topics recommended for future study. These topics shall be those recommended to be carried out to implement the comprehensive plan. For each topic address the need and purpose of the topic, description of the tasks that are recommended to be undertaken, approximate cost and duration of the study and potential funding sources. Technical contributions shall be solicited from Town departments.

TASK 4 Draft Comprehensive Plan

4.1 Draft plan. Prepare a draft of the plan, extending to 2030, building on the comments of task 2.3 conferring with the Committee and department heads and incorporating material from all tasks.

4.2 Implementation. Include a section on implementation which identifies tasks and recommended strategies to be carried out following adoption of the plan directed to achieving the plan's long term goals. Where subsequent studies are recommended, include information described in 3.5.

TASK 5 Final steps

5.1 Draft Review. Review the draft plan with the Town Board, at a public meeting with limited organizations selected from the list in task 1.2.

5.2 Final Comprehensive Plan Report. Based on comments received from meetings of tasks 4.1 and direction from the Committee prepare the final plan document.

5.3 Generic Environmental Impact Statement. Prepare the GEIS and other materials necessary for carrying out the SEQR process for the plan.

III. ADDITIONAL INFORMATION

a) Periodic meetings will be held with a Comprehensive Plan Committee, appointed by the Town Board to provide direction, policy decisions, guidance and approval.

b) Public participation is a vital ingredient. Meetings early on followed by more formal sessions to receive comment on the plan. Conduct at least 3 public meetings. Creative approaches to public input including meetings and social media should be considered.

c) Regional context. The plan shall endeavor to be compatible with plans for adjacent municipalities and overall Erie County regional goals.

d) Extensive GIS information is available from the Town for the consultant's use.

e) Deliverables shall include electronic documents for all comprehensive plan and SEQR text and graphics (formatted for spiral binding) all in a format compatible with the Town GIS System. The Technical Support Dept. will produce all hard copies for final report distribution.

f) Respondents are encouraged to recommend modifications to the above scope which will produce a better product.

g) Monthly billing with narrative progress report shall be required.

h.) The consultant will be required to enter into an agreement with the Town of Elma.

i.) Approximately \$20,000 is available for this work.

IV. Submission Requirements and Selection Process

A. PROPOSAL REQUIREMENTS

Firms and/or teams are required to submit one (1) signed original, seven (7) copies and an electronic copy on a CD of materials that demonstrate the firm's capabilities and experience.

The RFP submission shall be limited to no more than 30 double-sided pages (min. 12 pt. font) that shall be spiral bound. Three-ring binders will not be accepted.

Your submittal should include the following information in the format outlined below and include:

Section 1. Description of Firm

- a. Professional Capabilities
- b. Proof of Authorization to do business in New York State*
- c. Proof of New York State Professional Licensure*
- d. Staffing Level/Organization Chart
- e. Project Mix/Client Mix for most recent projects

Section 2. Project Team

- a. Services to be provided
- b. Sub-consultants required to perform work
- c. Team Organization, including project role/function chart
- d. Total relevant human resource availability throughout agreement, particularly for the project manager and key personnel
- e. Design experience as a team and as individual firms.

Section 3. Qualifications and Experience

- a. Personnel
 - Principal in Charge
 - Project Manager, including relevant project management expertise, experience, credentials, and communication skills
 - Key technical personnel, including available licensed engineers/architects
 - Experience (as related to this project)

- b. Technical Experience
- Proposers shall demonstrate specific technical experience and competence in providing high quality public design for each of the following areas:
 - Master Planning
 - Architectural Design
 - Engineering
 - Cost Estimating
 - Code Review
 - Sustainable Design
 - Project coordination with multiple public and private agencies, owners, and stakeholders

Section 4. Project Management Methodology

- a. Overall project management approach and methodology
- c. Schedule, quality, and cost control procedures
- d. Project tracking and performance monitoring procedures
- e. Project progress reporting procedures

Section 5. Technical Approach

Describe your approach to the Services that clearly demonstrates your understanding of the Scope of Services and your ability to manage and complete multiple projects in a timely and cost-efficient manner. The submittal must include a detailed statement of your approach and ability to provide the required Services and Work Product including, but not limited to a schedule for completing all aspects of the services.

Section 6. References

- a. List representative experiences for the past three years.
- b. List five (5) references to which you provided services of a similar nature. Indicate scope of work, total compensation paid, points of contact and term of contract.
- c. List any previous work experience for the Town of Elma as either a prime or sub-consultant.
- d. Provide your information in the following format:
 - Project name and description
 - Your firm's scope of work or role on project
 - Client name, address and telephone number
 - Client contact (Full Name and Title)

Section 7. Cost Proposal

Design Teams are asked to provide a cost proposal for each Task outlined in section “II. Scope of Work”.

Proposals must include, at a minimum, the following items:

- 1) Provide itemized list of services offered.
 - i. Fee Proposal for each Task listed in section “II. Scope of Work”
 - ii. Hourly Billing Rates (provide the hourly billable rates for all positions, including, but not limited to, the following: Principal-in-Charge, Project Manager, Project Engineer, Project Designer, Contract Administrator – submit in a tabular format for consultants and all sub-consultants.)

A fully loaded resource schedule broken down by task and classification – submit rates and man hour projections in a tabular format.
 - iii. Typical Cost/Persons – hours per task

V. SELECTION PROCESS

A. Scoring

A maximum of three (3) proposers will be selected for interviews. Selection for interviews will be based on an independent evaluation based on a point system of 100 total points. The submitted proposals will be evaluated using the following criteria:

- **Project Understanding:** demonstrates understanding of the project’s objectives and potential for achieving objective, including but not limited to: knowledge of the work which has been completed to date; clarity, feasibility, cost-effectiveness and innovation of the site-specific plan; role of consultants and sub-consultants – 20 points.
- **Experience on Similar Projects:** including municipal comprehensive plans, particularly in fully built out communities. – 10 points.
- **Project Management:** including but not limited to resources, experience and qualification of project personnel specifically committed to the project, estimated time schedule, and the reasonableness of the estimated time to complete each task. The location and availability of personnel and the firm’s experience in conducting this type of work will also be considered – 20 points.
- **Work Plan:** including but not limited to the soundness of the technical approach and comprehensiveness of the plan in addressing the Town’s identified scope of work – 40 points.

- **Consultant Fee:** 10 points

Final selection will be based on the above factors, as well as interview performance. The Town of Elma reserves the right to award the contract to other than the proposer presenting the lowest overall cost. The contract resulting from this RFP will be awarded to the qualified proposer who proposal that Town of Elma determines to be the most advantageous to the Town of Elma based on the evaluation of the criteria outlined above. The RFP and attachments will become an attachment to the agreement. Any scope, program or schedule changes differing from these documents require written mutual approval of the Town of Elma and the consultant.

B. Time & Place of Submission

Respondents are required to submit one (1) original and seven (7) copies and an electronic copy on a CD of their submittal prior to March 3, 2017 at 2:00 P.M. Responses shall be firmly sealed in an envelope or box, and contain the Respondent's name and return address.

Please be advised that under no circumstances will the Town of Elma obligate itself to consider a response which is received after the deadline or does not include the basic items described above.

Responses shall be delivered to:

Supervisor Dennis M. Powers
Town of Elma
1600 Bowen Road
Elma, New York 14059

The Town of Elma reserves the right to reject a submittal if any document or item listed in this RFP is incomplete, improperly executed, indefinite, ambiguous, and/or is missing. Additionally, factors such as, but not limited to the following may also disqualify a respondent without further consideration:

- Evidence of collusion among Respondents;
- Any attempt to improperly influence any member of the evaluation panel;
- Discovery that a Respondent purposely misled or knowingly provided false or inaccurate information in a submittal;
- A Respondent's default under any type of agreement, which resulted in the termination of that agreement;

The Town of Elma reserves the right to reject any and all submittals and to waive any informalities or irregularities in procedure.

C. Additional information

Any questions or requests for additional information or documents will be accepted no later than **close of business on February 24, 2017** to:

Supervisor Dennis M. Powers
Town of Elma
1600 Bowen Road
Elma, New York 14059