

Request for Proposals
Town of Concord Comprehensive Plan
December 16, 2016

Town of Concord
86 Franklin Street
Springville, New York 14141

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

I. OVERVIEW AND BACKGROUND

The Town of Concord has a population of approximately 8600 with 4300 of those within the Village of Springville. The Town last updated its Comprehensive Plan in 1999 and that plan was adopted by the Town Board in August of 1999. The Town Board formed a Comprehensive Planning Committee in 2016. This committee has begun work and has prepared documentation of existing conditions working with Allegany Planning Services as a first step in this effort. In the approximately 18 years since the current plan was adopted a number of planning and zoning activities have taken place. All of these planning, zoning and redevelopment activities should be rolled into the new comprehensive plan for the Town of Concord. The documentation of the work of the Comprehensive Planning Committee in 2016 and other planning and zoning activities may be obtained from the Town Clerk.

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 the word "Town" is used throughout this document to mean that although the Town of Concord does include the Village of Springville the Town Comprehensive Plan will not apply to the Village of Springville. The 1999 Plan was a joint plan with the Village but the Village has recently completed their own Comprehensive Plan Update. Despite there being 2 separate plans, the study must consider certain trends and activities within the Village in order to properly develop the plan.

It is anticipated that Town and Village 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 as a PDF and in a file format compatible with a GIS system.
2. An executive summary not to exceed four pages.
3. SEQ 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 the background work completed to date.

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 or Village department heads, the public, key stakeholders, Chamber, Service Clubs, Invest Buffalo-Niagara, GBNRTC, Erie County, the One Region Forward Implementation Council, regional NYS DOT, and NFTA all as appropriate to the work. 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. As stated earlier this component of the work has been completed by the Committee working with Allegany Planning Services. The consultant shall review this information and supplement it if in their professional opinion further work is appropriate to assemble a record of where the Town is today and to provide analyses to support subsequent tasks.

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/Village neighborhoods. Particular attention should be given to population trends including Town/Village population gains, household size/income trends, vacancy numbers and rates.

1.3.2 Environment: The preliminary work done by the Comprehensive Planning Committee has included mapping and describing environmental and cultural features and conditions such as open spaces, recreational facilities such as parks and marinas, streams, wetlands, flood plains, waste sites, brownfields, and soil conditions. The consultant shall review this information and supplement it if in their professional opinion further work is appropriate. Also review plans and initiatives of local environmental organizations. Review and analyze watersheds within the municipality and consider ways to enhance and improve water quality. Take into account the work being done by the Erie County Water Quality Committee and the Lake Erie Watershed Protection Agency (LEWPA). Consideration of agricultural uses, stormwater phase 2 requirements, historic, cultural, natural resources and sensitive environmental areas including development of farmland protection policies. Consideration should be given to impacts of solar and wind energy infrastructure development, on a commercial scale, in agricultural use, and in residential and small scale commercial use. A study is currently underway by the Lake Erie Water Quality Committee of the Spring Brook water shed and the results of that study should be incorporated in the Plan.

1.3.3 Land use and Zoning: The Comprehensive Planning Committee has prepared a Map and description of current different land uses and zoning including residences, businesses, parks, community facilities, schools, grocery stores, hospitals, police and fire facilities. This work shall be incorporated into the Plan.

1.3.4 Transportation and circulation: Map and describe existing roadways, including the transportation and land use connection. For major arteries and intersections evaluate; vehicular connectivity, traffic count, travel lanes, level of service, condition rating, accident rates including pedestrian and bicycle accidents, ownership and planned capital improvements. Identify multi-modal transportation options including complete streets, bicycle trails, bus and truck routes and rail resources. Use available data from GBNRTC and Town or Village sources.

1.3.5 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 build-out needs. Identify major electric, oil and gas lines, telecommunication and fiber optic installations and discuss areas of concern for the Town. Evaluate the community's needs and coverage for Broad Band internet service and identify areas where access is restricted, limited, or unavailable and help identify ways to upgrade service in the Town.

1.3.6 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 the Town of Concord IDA 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.

1.3.7 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/Village departments, for recreational facilities, parkland and senior services. Review locations of libraries, fire, schools and health care facilities. The Comprehensive Planning Committee has begun to compile information on these community facilities and the consultant should build upon that information.

TASK 2 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.

2.1 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 to strengthen safety, economic development and the transportation and land use connection.

2.2 Zoning - Examine the existing zoning throughout the Town, relative to satisfying plan goals and objectives and for consistency giving particular attention to sites on major thoroughfares, un-zoned parcels, sites along environmentally sensitive areas and business improvement district concepts. The Comprehensive Planning Committee has already prepared an analysis of the existing zoning districts and an Existing Land Use Map, which is a significant start on this task. This work should be incorporated. Prepare a draft of recommended zoning revisions. Of particular interest is to simplify the number of zoning districts, particularly residential districts. Consideration must be given to zoning changes that have been made since the last Comprehensive Plan was adopted or are currently in process.

2.3 Transportation -Make recommendations regarding street speed limits, parking, critical intersections, lanes and signalization, roundabouts, abandoned vehicles, pedestrian needs to accommodate safe and improved accessibility, bike trails, electric or alternative fuel stations and bus, truck and rail routes and facilities. Make recommendations relative to the items of task 1.3.5.

2.4 Watershed-based Planning –Consider principles relating to protecting water quality such as creating or protecting riparian buffers and other naturalized areas, inventorying natural resources including street trees, encouraging green infrastructure, reducing impervious surfaces, utilizing existing infrastructure, adjusting codes and regulations for climate resiliency, and adaptive reuse of buildings and parcels.

2.5 Food Systems Planning –Make recommendations regarding efforts to advance food access and contributions to the regional food system. Refer to food systems strategies in the One Region Forward Plan, the WNY Sustainability Plan and the Buffalo and Erie County Food Policy Council. Also consider local agricultural marketing and ways to promote that effort.

2.6 Agricultural Planning- Make recommendations regarding efforts to preserve and enhance the local agricultural industry, including the emerging local agricultural marketing area.

2.8 Home Based Business - Make recommendations regarding efforts to preserve and enhance home based business in the Town of Concord. Recommend ways to foster this type of development while respecting existing land uses.

2.8 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 3 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.

3.1 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.**

3.2 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.

3.3 Review with Town Comprehensive Planning Committee and the Town Board. Participate in an interactive public workshop to discuss the vision, goals and objectives.

TASK 4 Draft Comprehensive Plan

4.1 Draft plan. Prepare a draft of the plan, extending to 2030, building on the comments of task 3.3 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 Task 2.8.

TASK 5 Final Steps

5.1 Draft Review. Review the draft plan with the Concord Comprehensive Planning Committee and the Town Board, at a public meeting with limited organizations as directed by the Town selected from the list in task 1.2.

5.2 Final Comprehensive Plan Report. Based on comments received from that meeting or meetings of the draft plan prepared in Task 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, which is already appointed by the Town Board and which has already begun their work 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. Examples of regional plans to be considered include: One Region Forward; Healthy Niagara: Niagara River Watershed Management Plan Phase 1; Framework for Regional Growth: Erie Niagara Counties, New York; Initiatives for a Smart Economy; WNY Regional Sustainability Plan; Erie County Agricultural and Farmland Protection Plan; GBNRTC Bicycle and Pedestrian Master Plan, the WNY Regional Economic Development Council Strategic Plan, and the Erie County Farmland Protection Plan.

d) 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 software capabilities. The Consultant will produce 20 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 Concord in a suitable format approvable by the Town and the Consultant.

i.) Approximately \$40,000 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
 - Community Engagement

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 Concord 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 is 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/Village’s identified scope of work – 35 points.

- **M/WBE Participation:** All proposals must meet the HUD goals of 10% MBE and 2% WBE participation. Additional points will be given to firms which surpass these goals.
- **Consultant Fee:** 10 points

Final selection will be based on the above factors, as well as interview performance. The Town of Concord 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 whose proposal the Town of Concord determines to be the most advantageous to the Town 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 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 **January 27, 2017 at 11:00 A.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 Concord 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:

Mr. Gary Eppolito, Supervisor
Town of Concord
86 Franklin Street
PO Box 368
Springville, NY 14141

The Town of Concord 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 Concord 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 January 20, 2017** to:

Mr. Gary Eppolito, Supervisor
Town of Concord
86 Franklin Street
PO Box 368
Springville, NY 14141
concordsupervisor@gmail.com
716-592-4946