

Town of Union
Request for Proposals
Smart Growth Comprehensive Plan
Contract C1002072
July 17th, 2023

Background

The Town of Union (town) has received a \$100,000 Grant from NYS Department of State (Department) to update the Comprehensive Plan for the Town of Union. The Town will provide a match of no greater than \$11,000.

This Plan will provide a structure for future land use and economic development that fully incorporates Smart Growth Principles. This document will replace an outdated 2015 Comprehensive Plan. As part of the planning process, input will be solicited from a Comprehensive Planning Committee. The resulting Plan will include a review of multiple planning reports, a detailed analysis of local and regional conditions and resources, and provide a coherent vision for the Town's future including the Village of Endicott and Village of Johnson City's input with specific goals, objectives and actionable items to help reach that vision.

The Town is seeking the services of a firm(s) or individual(s) to provide services to prepare the Plan Update. The Town has a goal of 30% MWBE utilization. Minority- and Woman-owned Business Enterprises (MWBE) are encouraged to respond to the RFP, either as prime or subcontractors. The selected firm, if not a certified MWBE, must actively solicit bids for subcontracts from qualified State certified MWBEs which can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>). The selected firm must retain records of direct solicitation to MWBE subcontractors; results; and any actions taken toward meeting MWBE contract participation goals.

The Town has a goal of 6% New York State Service-Disabled Veteran-Owned Business (SDVOB) utilization. The directory of certified SDVOB vendors can be found at: <https://online.ogs.ny.gov/SDVOB/search>

Scope of Services

The firm or individual will be required to provide the following services:

1. Supply the services described below to prepare a Comprehensive Plan Update pursuant to General City Law § 28 / Town Law § 272-a / Village Law 7-722. The Update will guide future sustainable growth within the Town of Union including the Village of Endicott and Johnson City, enhance the local cultural identity, and protect natural and cultural local resources.
2. The Update must address the following general Smart Growth principles, in addition to the elements suggested by the New York State statutes:
 - Promote mixed land uses in focus areas.
 - Create an adequate range of housing opportunities and choices.
 - Promote development and redevelopment where infrastructure is adequate and sustainable.
 - Build on traits that make a distinctive and attractive community with a strong sense of place.
 - Promote well-planned and well-placed public spaces
 - Promote sustainable compact neighborhoods
 - Increase mobility and circulation within jurisdictional lines and improve connectivity with areas outside jurisdictional lines.
 - Promote sustainable mass transit that reduces the local levels of greenhouse gas emissions
 - Promote walkable/bikeable neighborhood designs
 - Promote and integrate clean energy resources and related incentives.
 - Improve green infrastructure and resident's participation to this effort
 - Increase resiliency to extreme weather events.

- Encourage social diversity and integration.
- Expand planning and implementation efforts across jurisdictional lines, to increase effectiveness, sustainability, and resiliency.
- Promote community and stakeholder collaboration in planning.

Project Attribution and Number of Copies

All materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project. All final and public facing materials must include the Department of State logo and the following acknowledgment:

"This [document, report, map, etc.] was prepared with funding provided by the New York State Department of State Environmental Protection Fund."

The contributions of the Department must also be acknowledged in community press releases and other notices issued for the project, including web site postings and other forms of digital distribution. Project press releases and other notices shall be submitted to the Department for review and approval prior to release, to ensure appropriate attribution.

Submit to the Department all required products, clearly labeled with the NYS Comptroller's contract number as indicated on the Face Page of this Contract and where applicable, the related task number from this Work Plan. Unless otherwise specified in the Work Plan tasks, the products must be submitted in the following formats:

- Draft products: one digital copy of each product must be submitted in Microsoft Word and Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution.
- Final products: one electronic copy of each product must be submitted in Microsoft Word, PDF (20 MB maximum), created using 300 dpi scanning resolution. In addition, one paper copy of each final product (including reports, designs, maps, drawings, and plans) must be submitted.
- Electronic data for all Geographic Information System-based mapping products and associated spatial data must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Department), as well as in JPG format.
- Photographs and images must be submitted in JPG format with a minimum resolution of 300 dpi, must be dated and captioned with the location and a brief description of the activity being documented, and include any associated metadata (including the photo's GPS location where available).

Comprehensive Planning Committee Meetings

The Comprehensive Planning Committee will meet on a regular basis during the planning process to advance the preparation, review, and approval of the Comprehensive Plan, and to organize and conduct community participation events.

The consultant and town staff will coordinate regular bi-weekly communication meetings, the town and consultant can adjust schedule based on work plan task.

During the first meeting, task 1 Mandatory meeting, of the Contractor, the Department, and any partners responsible for managing the project, the Comprehensive Plan Committee will review project requirements and roles and responsibilities, transfer necessary information to the team of consultants, and identify new information needs and next steps. This initial meeting will be held to review and agree upon the project scope and schedule, project requirements, budget, roles and responsibilities, State Environmental Quality Review Act (SEQRA) compliance requirements, MWBE requirements, the number of public meetings and techniques for public involvement proposed for the project, and any other information which would assist in project completion. The consultant will prepare and distribute a brief meeting summary clearly indicating the understandings reached at the meeting.

All subsequent meetings will advance the preparation of the Comprehensive Plan and assess the evolution of the project, the new information needed, changes in roles and responsibilities, and next steps. Work on subsequent tasks shall not proceed prior to Department review.

Products: Meetings held with appropriate parties. Written meeting summaries outlining what has been discussed and understandings reached and identifying the participants to the meeting.

Community Participation Plan

Prepare a Community Participation Plan that describes the public outreach and participation efforts that will be conducted during the development of the Comprehensive Plan, pursuant to the local and State statutes. At a minimum, the Community Participation Plan shall include (in-person or virtual) interviews with local and regional stakeholders, a community survey, a public information meeting, one or more public workshops, one or more public hearings, and a webpage with links to announcements, presentations and documents prepared during the planning process. The Community Participation Plan shall identify key individuals, organizations, and entities to be involved, and shall identify roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of the proposed public outreach and participation efforts.

All public outreach and participation efforts will be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means. Public access must be provided to each public meeting or workshop. Outreach efforts should encourage participation from populations who are frequently underrepresented in this process, including immigrants, refugees, and minorities. A summary of each public outreach and participation effort will be made available to the public in written form and through other appropriate means, such as websites.

Products: Draft and final Community Participation Plan.

Community Survey and Stakeholder Interviews

Develop a relevant and realistic community survey about current local conditions and issues. The survey should be made available to the public as hard copy and online. In addition, identify a set of topics that shall be discussed with stakeholders to obtain additional relevant information and elicit stakeholder reactions and suggestions. Following the completion of the survey, develop a summary of results and analysis.

Products: Draft and final Community Survey. Draft and final list of topics to be discussed during the stakeholder interviews. Summary of survey and interviews responses and analysis.

Review Local and Regional Planning Efforts and Ongoing Initiatives

Identify and review existing local and regional planning documents and ongoing initiatives. This review process will also include consultation with community leaders and with neighboring communities, if applicable, to identify common issues and assess if Smart Growth principals are the basis for addressing those issues.

The consultant shall develop a written findings report describing and assessing existing planning documents and the issues and opportunities identified by community leaders.

Products: Written findings report.

Community Profile

Draft a Community Profile consisting in an inventory and analysis of existing conditions, including narrative, maps, and relevant data. The inventory will be used to assist in the identification of local issues and potential opportunities. The analysis of the local conditions and issues will be conducted from a Smart Growth perspective and identify potential solutions to existing issues and potential opportunities. A chart of smart growth principles will be provided to be included in the comprehensive plan which will summarize the opportunities and challenges to addressing each principle. The inventory and analysis of existing conditions may include the following, at a minimum:

- History of the municipal jurisdiction and boundaries.
- Description of previous comprehensive plan development and adoption processes.
- Demographic characteristics (population and growth trends, age distribution, average household size, ethnic composition, average household income, social diversity and integration, demographic trends).
- Local and regional economic characteristics (unemployment rates and trends, work force characterization, dominant business sector type, major employers and industries, sales tax information, property tax rates, economic trends and jobs range.
- Housing characteristics (the age, type, and condition of structures, type of occupancy - renters versus owners, vacancy rates and trends in the community and length of residency - percentage of residents five years in home, the extent and availability of low-income housing throughout the community and

in identified neighborhoods, assessment of housing opportunities and choices, housing trends and access to jobs).

- Local and regional economies and development trends (including housing, commercial, industrial and agricultural development).
- Land use and smart growth focus areas.
- Agricultural and forest lands, uses, and districts.
- Infrastructure and public utilities (i.e., drinking water supply, sewage disposal, solid waste disposal, stormwater management and green infrastructure, communications, gas and electricity) extent, capacity, age, and maintenance.
- Transportation systems, local levels of greenhouse gas emissions, levels of mobility and circulation, walkable/bikeable neighborhood, connectivity with areas outside jurisdictional lines, distance to jobs.
- Natural resources and climate (air quality, watercourses, wetlands, floodplains, aquifers, forests/tree cover, steep slopes, soil types, and rare plant and animal habitats, precipitations, winds, temperatures, etc.).
- Extreme weather events, flooding, erosion hazards, and local resiliency.
- Health and emergency services and facilities.
- Parks and public spaces, recreation facilities, range of passive and active recreation, capacity and maintenance, accessibility etc.
- Historic, cultural, and scenic resources.
- Waterfront resources and public access.
- Zoning and other relevant local development controls.
- Fiscal resources.

The draft Community Profile shall be submitted to the Department for review before being used to design workshop activities and prepare materials needed to conduct community visioning workshops or to draft the Comprehensive Plan.

Products: Community Profile report, including a comprehensive inventory and analysis in the form of relevant data, narrative, maps, and graphics.

Community Visioning Workshops

Conduct at least two public workshops that will inform the public about the findings of the planning process conducted up to this point, present a clear assessment of how Smart Growth policies are integrated in the municipality's planning efforts, governmental decisions, and ongoing initiatives, and will solicit public input on existing resources, community character, and future growth. The workshops are also intended to identify Smart Growth solutions to current issues and future growth.

Each workshop shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation. The site of the workshops must be accessible to the public.

Products: Published workshops announcements and fliers. Materials prepared for each public workshop. Workshops held.

Draft Comprehensive Plan

Assemble the draft comprehensive plan that addresses each of the Smart Growth policies and establishes a long-term strategy for future growth and protection of resources, and may include the following topics commensurate with the community's needs and vision for future actions:

- Goals, objectives, principles, policies, and standards upon which proposals for the immediate and long-range enhancement, growth, and development of the community.
- Consideration of regional needs and the official plans of other government units and agencies within the region.
- The existing and proposed location and intensity of land uses.
- Consideration and recommendations for the protection of agricultural and forest lands, historic and cultural resources, natural resources, and sensitive environmental areas.
- Consideration of population, demographic and socio-economic trends and future projections.
- Location and types of transportation facilities that reduce the local levels of greenhouse gas emissions.

- Existing and proposed general location of public and private utilities and infrastructure, including clean energy generation.
- Existing housing resources and future housing needs, including affordable housing.
- The present and potential future general location of educational and cultural facilities, historic sites, health facilities, and facilities for emergency services.
- Existing and proposed recreation facilities and parkland.
- The present and potential future general location of commercial and industrial facilities.
- Specific policies and strategies for improving the local economy in coordination with other plan topics.
- Proposed measures, programs, devices, and instruments to implement the goals and objectives of the various topics within the comprehensive plan.
- All or part of applicable plans of other public agencies.
- Any and all other items which are consistent with the orderly growth and development of the community.

A detailed strategy implementing the community's policies, concepts, projects, and programs shall be identified in the plan. This includes phased implementation approach (short-term, mid, and long-term), as well as anticipated costs, and priorities.

Submit the draft Comprehensive Plan to the Department for review and approval and incorporate the Department's comments in the final plan.

Products: Draft Comprehensive Plan, including relevant data, narrative, maps, and graphics.

Review by the Local Municipal Boards

The consultant will provide a public presentation of the draft Comprehensive Plan to the Town of Union Council, for review, comments, and recommendations. The comments received from the local municipal board shall be addressed before the initiation of the SEQRA compliance process.

The comments and recommendations prepared by the local governing board/local legislature shall be addressed and incorporated into the final plan and prior to making the draft available for public review.

Products: Comments and recommendations received from the local municipal board submitted to the Department.

Environmental Quality Review

The consultant will prepare materials necessary for compliance with the State Environmental Quality Review Act (SEQRA). The adoption of a new or amended Comprehensive Plan is classified as a Type I action, pursuant to the State Environmental Quality Review Act (SEQRA) and 6 NYCRR Part 617. The Comprehensive Planning Committee or the consultant(s) shall prepare the Generic Environmental Impact Statement (EIS) to provide a review of land use actions proposed in the comprehensive plan. The local municipal board shall declare itself to be the Lead Agency for the action of adopting the new or amended comprehensive plan.

Copies of all SEQR documents shall be submitted to the Department.

Products: SEQRA documents

County Planning Board Review

The consultant will submit the draft Comprehensive Plan to the County Planning Board for review and recommendations pursuant to Section 239-m of the New York State General Municipal Law. Comments received from the County Planning Board shall be addressed in the final version of the Comprehensive Plan that will be locally adopted.

Comments received from the County Planning Board shall be submitted to the Department of State.

Products: Comments and recommendations prepared by the County Planning Board.

Final Comprehensive Plan

The consultant will address all comments and recommendations received from the public and involved local, regional and State agencies and incorporate them into the Final Comprehensive Plan and schedule a public hearing and the local adoption of the plan.

The final Comprehensive Plan and the date of the public hearing and local adoption of the plan shall be submitted to the Department of State by the consultant.

Products: Final Comprehensive Plan ready for local adoption.

Public Hearing and Local Adoption

The consultant will conduct a public hearing prior to adoption of the comprehensive plan. Notice of the public hearing shall be published in a newspaper of general circulation in the community at least ten calendar days in advance of the hearing. The proposed comprehensive plan shall be made available for public review during said period at the offices of the municipal clerks and public library and shall be posted on the municipal websites. The public hearings may also be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means.

Copies of the public hearing minutes and the local adoption resolution shall be submitted to the Department.

Products: Minutes from the public hearings and record of decision submitted to Department.

MWBE Reporting

Comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form C - Workforce Employment Utilization to report the actual work force utilized for this contract broken down by specified categories (every March 31, June 30, September 30 and December 31).
- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYSCS).

Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the "Contact Us & Support" link.

Products: Ongoing reporting through NYSCS during the life of the contract. Form C submitted on a quarterly basis and Form D submitted as necessary.

Project Status Reports

Submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products: Completed project status reports submitted during the life of the contract.

Final Project Summary Report and Measurable Results

Submit the Final Project Summary Report and Measurable Results electronically at:
<https://forms.office.com/g/eZERFeEeKM>.

Products: Final Project Summary Report and Measurable Results submitted to the Department

Timeline

Project Start Date: September 15th, 2023

Draft Report for public hearing: July 1st, 2024

Public Hearing: July/August 2024

Finalized Plan: December 1st, 2024

Proposals

Proposals should include the following:

- 1 Background information that describes the nature and history of the firm or individual, including client listings and references.
- 2 Information addressing and detailing how work outlined in the Scope of Services will be accomplished.
- 3 Specific information regarding the firm or individual's experience and technical expertise respecting the scope of services including specific experience with DoS grants, building/site evaluations and cost estimating.
- 4 Specific information regarding the firm or individual's experience and familiarity with town comprehensive planning.
- 5 Identification and resumes of the persons who will provide the services.

A schedule of costs for the services to be provided with a not to exceed amount, including hourly rates for labor and the method for calculating all other costs. The Town of Union will award a cost reimbursement rather than a fixed price contract.

Selection

The Town of Union will rank the proposals received based on an evaluation of the understanding of the project, the approach and method used to complete the project, qualifications of staff, experience with similar projects, expected time to complete the project and references. The Town of Union will select a contractor with which to enter into an agreement for services, subject to the negotiation of fair and reasonable profit. The selection of a contractor or contractors will be made in rank order.

Submission Procedures

1. Six (6) copies of the proposal should be submitted to:

Town of Union
Attn: Supervisor Rob Mack
3111 East Main Street
Endwell, NY 13760

2. The Town of Union should receive proposals no later than 2:00 pm, August 25th, 2023.
3. Proposals are to be clearly marked, "Proposal for Town of Union Smart Growth Comprehensive Plan, NYS Department of State Contract C1002072, Do not open until August 25th, 2023".
4. It is anticipated that the contract will be awarded at the Town of Union board meeting to be held in September 6th, 2023.

Miscellaneous

1. Remuneration for contracted services will be funded in whole or in part by NY State funds made available through the NYS Department of State. Contracts will therefore be subject to all applicable provisions of their program.
2. This RFP, as well as the respondent's proposal, pending final negotiations, will be incorporated into the final contract agreement with the Town.
3. The Town of Union reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside the scope of this RFP.
4. The Town of Union assumes no responsibility or liability for costs incurred by respondents to this RFP, including any requests for additional information, interviews or negotiations.
5. Minority- and Woman-owned Business Enterprises (M/WBE) and Service-Disabled Veteran-Owned Business (SDVOB) are encouraged to respond to the RFP, either as prime or subcontractors.
6. Project materials are to be explicitly labeled and prepared as works for hire. Materials produced pursuant to the Agreement are property of the DOS and the Town of Union.
7. Additional information regarding this RFP may be obtained at the address shown above, by calling Scott Burto, (315) 921-4008 or email at scott@wcpconsultants.com

The Request for Proposals and Plan are funded by the New York Department of State under Title 11 of the Environmental Protection Fund.



