

P710.1618

REQUEST FOR QUALIFICATIONS (RFQ)

Department of State (DOS)
Smart Growth Comprehensive Planning Program

Village of Rouses Point, New York
Due: September 16, 2022

Responses must be submitted as a PDF via email to:

Offices of the Village Clerk
clerk@rousespointny.com

For questions about this RFQ, please contact:

Christopher Latremore, Village Clerk
clerk@rousespointny.com
518-297-5502 ext. 333

A digital copy of this document is available online at:

www.rousespointny.com

A. INTRODUCTION

The Village of Rouses Point is requesting qualifications from qualified consultants to assist in the completion of its first Comprehensive Plan.

B. PROJECT DESCRIPTION

The Village of Rouses Point, located on the Canadian border and western shore of Lake Champlain at its outflow into the Richelieu River, will develop a Comprehensive Plan that will establish a community vision for the waterfront, downtown, and adjacent neighborhoods. The Comprehensive Plan will guide future growth and development, enhance waterfront access, revitalize downtown, improve waterfront tourism, and celebrate the Village's heritage.

The Village has approximately 2.75 miles of shoreline along Lake Champlain. The primary waterfront issues to be addressed by the Village in the Comprehensive Plan have been preliminarily identified as prioritized projects that advance long-term community revitalization goals to benefit all residents, private businesses, and public entities within the Village. These initiatives include the following: Enhance the waterfront with more access points, recreational amenities, and businesses; support downtown revitalization along Lake Street; and protect the unique character of the Village as a residential, waterfront community.

The local match for the proposed project will be provided through in-kind and volunteer services, municipal cash match, and other public and private grants. The remaining required match will be composed of cash municipal funds from the Village, and other eligible grant funding.

C. PROJECT ORGANIZATION

A Comprehensive Plan Advisory Committee (the Committee) will be formed by the Village Board to provide direction to the Consultant and will act as a primary decision making body for the Project. The Committee shall be representative of project stakeholders and non-governmental and community-based organizations. The Consultant will work closely with project staff from the Department of State.

D. SCOPE OF WORK

The consultant must comply with all terms and conditions of the Village's contract with the NYS Department of State (NYSDOS) for this work (C1002068). The consultant will complete the tasks outlined in the attached Work Plan for the preparation of the Comprehensive Plan (task numbers coincide with the work program contained in the NYSDOS contract). In addition to the listed public meetings, the consultant should anticipate attending monthly meetings with the Comprehensive Plan Advisory Committee and others as necessary.

E. BUDGET

The budget for “contractual services” on this project is \$85,000.00. The Village seeks the consultant who has the most relevant experience and can provide the most extensive product for \$85,000.00. The Village reserves the right to authorize all or part of the work requested in this RFQ.

F. QUALIFICATIONS SUBMISSION

Applicants shall submit one (1) digital copy of their qualifications via email by **4:00 p.m.**, September 16, 2022. If submission file size is excessively large, applicants may submit an email with a link that allows for the download of the submission. No paper copies will be accepted. Any submission received via email after the deadline time will be not be accepted. Submissions shall be submitted via email to the following:

Christopher Latremore, Village Clerk
clerk@rousespointny.com

QUESTION & ANSWER PERIOD

Questions about this RFQ must be submitted in writing, via email to clerk@rousespointny.com no later than 4:00 p.m. on Thursday, September 5, 2022.

Submissions shall include the following:

1. A full description of how the Scope of Work will be completed along with a schedule detailing when each task will be completed. Please note that the Village and the Department of State must respond to each task submission before the consultant may proceed.
2. Documentation on the firm, including qualifications to prepare this plan.
3. Samples of work demonstrating the ability to complete the type of work as required in the Scope of Work. Name, phone number and email address of client contact.
4. A description of each staff member of sub-consultant who will be involved with this project and a description of their role in the project. This description should identify the person that would be designated as the day-to-day Project Manager.
5. Minority and/or Women-Owned Business Enterprises (M/WBE) Requirements:
 - a. Pursuant to NYS Executive Law Article 15-A and 5NYCRR Parts 142-144, for the purposes of this procurement, the NYS Department of State establishes an overall goal of 30% for M/WBE participation, 15% for Minority-Owned Business Enterprises (“MBE”) participation and 15% for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs). For the purposes of meeting these participation goals, please

identify whether the M/WBE will be the consultant, sub-consultant, or through a combination.

G. REVIEW PROCESS

Incomplete submissions that do not address all of the requested components and meet the minimum qualifications standards will not be accepted for review and consideration. The qualification submissions shall be evaluated as follows:

1. The Village Board of Trustees shall assemble a Review Committee of three to five individuals.
2. Each committee person shall review the qualification statement of each firm and rate them using the following criteria:
 - a. Familiarity of the firm with the Village of Rouses Point;
 - b. Experience of the firm with assignments of similar scope, size and complexity;
 - c. Special knowledge relevant to project, including geographic area;
 - d. Quality and completeness of the response;
 - e. Technical approach;
 - f. Creativity including innovation and added value;
 - g. Qualifications of the project team;
 - h. Extent of participation by MBE/WBE firms;
 - i. References.
3. The Committee shall meet and rank the firms from the most qualified to the least qualified. Issues and concerns raised during the ranking process will be discussed and firms will be contacted to clarify any questions or issues (if needed).
4. The Committee may then (if desired) invite the most qualified firm for a brief presentation and interview.
5. Following satisfactory responses to any outstanding concerns and New York State Department of State approval, the most qualified firm will be notified of their selection.
6. After approval, the Village shall enter into negotiations with the number one ranked firm to finalize the project scope of work, project approach and project fee. Once the scope of work has been settled upon, then the consultant shall present a detailed fee schedule. If the fee is not acceptable, the scope of work shall be renegotiated. Changes in the proposed scope of work are subject to review and approval by the New York State Department of State.
7. If the Village and the Consultant cannot reach an agreement on the scope or work and/or fees, then the Village reserves the right to terminate negotiations and initiate negotiations with the second ranked firm.

The following schedule identifies the anticipated submission/award schedule:

Issuance of RFQ: August 22, 2022

Qualifications Due Date: September 16, 2022

Interviews (if necessary): Week of September 16, 2022

Recommendation to Village Board and DOS: On or about September 16, 2022

Contract Award: On or about September 19, 2022 or next board meeting

H. PROJECT COMPONENTS

The Tasks below are extracts from the NYSDOS Work Plan from the Village's contract with NYSDOS and pertain to work that is to be undertaken by the Consultant chosen from this RFQ.

NOTE: The numbering below matches the numbering of tasks in the NYSDOS Work Plan. The Consultant's responsibilities begin with Task 5.

A complete list of tasks is available in Appendix 1: Department of State Attachment C – Work Plan

Task 5: *Comprehensive Planning Committee Meetings*

In consultation with the Department, the Contractor shall hold a second project meeting with the consultant(s), and Project Advisory Committee, to review project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps; and transfer any information to the consultant(s) which would assist in completion of the project.

The Project Advisory Committee shall 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. Following each meeting, the consultant(s) shall prepare and distribute a brief meeting summary including attendees, main topics discussed, decisions agreed upon by committee, and action items.

Products: Comprehensive Plan Advisory Committee meetings. Written meeting summary of each meeting.

Task 6: *Community Participation Plan*

The Contractor or its consultant(s), the Comprehensive Plan Advisory Committee, and other partners as appropriate, shall prepare a method and process to encourage community participation in development and implementation of the Comprehensive Plan. 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 efforts will be made available to the public in written form and through other appropriate means, such as websites.

The outreach plan shall be submitted to the Department for review and approval.

Product: *Draft and final Community Participation Plan.*

Task 7: *Community Survey and Stakeholder Interviews*

The Contractor or its consultant(s) shall 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.*

Task 8: *Review Local and Regional Planning Efforts and Ongoing Initiatives*

The Contractor or its consultant(s) shall 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 Comprehensive Plan Advisory Committee and the consultant(s), if applicable, 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.*

Task 9: Community Profile

The Contractor or its consultant(s) shall draft a Community Profile consisting of an inventory and analysis of existing conditions, including narrative, maps, and relevant data. The inventory will 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.*

Task 10: *Community Visioning Workshops*

The Contractor or its consultant(s) shall 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.

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

Task 11: *Draft Comprehensive Plan*

The Contractor or its consultant(s) shall 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

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

Task 12: Review by the Village Board of Trustees

The Contractor or its consultant(s) shall submit the draft Comprehensive Plan to the Village Board of Trustees, for review, comments, and recommendations. The comments received from the Village Board of Trustees shall be addressed before the initiation of the SEQRA compliance process.

The comments and recommendations prepared by the Village Board of Trustees and/or Clinton County Planning Department 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.

Task 13: Environmental Quality Review

The Contractor or its consultant(s) shall 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. If it becomes necessary over the course of the project, the Comprehensive Planning Committee or the consultant(s) may consider the preparation of a Generic Environmental Impact Statement (EIS) to provide a review of land use actions proposed in the comprehensive plan. It is not expected that the Village Comprehensive Plan will necessitate a Generic EIS. The Village Board of Trustees shall declare to be the Lead Agency for the action of adopting the new comprehensive plan.

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

Products: SEQRA documents.

Task 14: County Planning Board Review

The Contractor or its consultant(s) shall 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 Department.

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

Task 15: Final Comprehensive Plan

The Contractor or its consultant(s) shall address all comments and recommendations received from the public and involved local, regional and state agencies and incorporate 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 Department.

Draft Section VII shall be submitted to the Department for review and approval.

Products: Final Comprehensive Plan ready for local adoption.

Task 16: Public Hearing and Local Adoption

The Contractor or its consultant(s) shall 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 office of the Village clerk-administrator and public library and shall be posted on the municipal website. 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.

Task 17: MWBE Reporting

The Contractor or its consultant(s) shall 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.

Task 18: Project Status Reports

The Contractor or its consultant(s) shall 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.

Task 19: 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.