Incorporated

*Village Of Haverstraw*

**DEPUTY MAYOR** **MAYOR**

MILY DOMINGUEZ MICHAEL F. KOHUT **CLERK/TREASURER**

JUDITH R. CURCIO

**TRUSTEES** Municipal Building

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# REQUEST FOR PROPOSAL

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**Contract # C00345GG-3350000**

**CONSULTING SERVICES**

**PREPARATION OF UPDATE OF THE VILLAGE OF HAVERSTRAW COMPREHENSIVE PLAN: CLIMATE SMART PLANNING FOR THE 21ST CENTURY**

I. **INTRODUCTION**

The Village of Haverstraw (“the Village”) is soliciting proposals from professional and experienced Planning Firms (Consultant) to prepare an update to the Village’s Comprehensive Plan and to coordinate that effort with the updating of the Village’s Local Waterfront Revitalization Program (LWRP). The current Comprehensive Plan was prepared in 1993 while the LWRP was approved by NYSDOS in 2004. The Village has received a grant from the New York State Department of Environmental Conservation to update the Comprehensive Plan and from the Department of State to update the LWRP. It is the intention of the Village to explore selecting one firm in order to maximize the coordination of planning efforts for the updating of the Comprehensive Plan and the LWRP.

**PROPOSAL DUE DATE**

Proposals will be accepted up until **5:00 pm, Thursday, May 31, 2018.** Five (5) paper copies of submission are required plus one complete submission in a PDF format on a CD.

Please place proposals in an envelope or box clearly labeled **“Consultant Services Response to RFP for Village of Haverstraw Comprehensive Plan Update (Contract # C00345GG-3350000)”** and send or deliver to:

Ms. Judith R. Curcio

Village Clerk/Treasurer

Village of Haverstraw

Municipal Building

40 New Main Street

Haverstraw, NY 10927

Questions and clarifications regarding this RFP may be made by emailing the Village Planning Consultant, Robert Galvin, AICP, Principal, Monarch Planning Group at [marketstat@aol.com](mailto:marketstat@aol.com).

QUESTION & ANSWER PERIOD **N ANSWER PERIOD**

Questions regarding this proposal must be submitted in writing only via e-mail to [marketstat@aol.com](mailto:marketstat@aol.com) n**o later than 5 pm on May 18, 2018**.

**Purpose/Project Overview**

The Village of Haverstraw will prepare an update to its Comprehensive Plan to identify climate adaptation strategies, policies and projects that may decrease vulnerability- both short-term and long-term- to the impact of climate change and sea level rise, and provide the guidelines for sustainable development in light of climate change. The overall goal of the project is to develop guidelines for a resilient, sustainable village that will achieve its potential as a regional economic driver.

The Consultant will identify resiliency strategies, make recommendations for integrating planning for sustainability into current revitalization plans and projects and make recommendations for ensuring that sustainability will be part of future planning and project implementation. Among recommendations that the Consultant will be asked to consider will be changes to the existing building codes and zoning regulations to provide for sustainability, including Form-Based Codes, with an emphasis on reducing the village’s carbon footprint. Recommendations will focus on supporting mixed-use, compact, walkable, smart and energy-efficient development as part of the Village’s overall land-use policy. The Consultant will review existing and planned programs and projects for the revitalization of the downtown, particularly as detailed in the *Downtown Revitalization Plan* and *Downtown Concept Plan* among other initiatives so as to maximize mixed-use and sustainability.

Particular attention will be paid to the development of metrics and projected benefit values to track the success of sustainability elements within the Comprehensive Plan. Additionally, the Consultant will recommend amendments to the Village’s Zoning Code and other regulations to implement the sustainability elements of the updated Comprehensive Plan. This integrated planning will be modeled on the United States Green Building Council’s LEED for Neighborhood Development (LEED ND) rating or similar systems, and will use resiliency planning tools provided by NYS DEC’s Climate Smart Communities program. The Consultant will recommend a Climate Smart Action Plan and develop a roadmap for implementation strategies and timing for completing a number of certification actions.

As part of its efforts under this project, the Consultant will be responsible for the State Environmental Quality Review Act (SEQRA) process, guiding the Village Board as Lead Agency, preparation of all necessary documentation to meet SEQRA requirements for the Comprehensive Plan Update and any Zoning Code amendments including an enhanced long form EAF and/or Generic Environmental Impact Statement (GEIS) if necessary. The Consultant shall comply with all applicable provisions of Section 239-m of the General Municipal Law and work with the Village to develop a dynamic, interactive public outreach process.

The Project will include but not be limited to the following elements:

* updates of demographics and growth trends;
* analysis of LEED ND or similar ratings for existing and proposed developments;
* analysis of concurrent work to update the LWRP and integrate that work within the Comprehensive Plan;
* integrate any work completed by the Climate Smart Committee and develop a roadmap for implementation of Climate Smart Community certification actions;
* analysis of current and possible future vulnerabilities due to climate change and sea level rise with development of recommended resiliency strategies and policies;
* analysis of existing zoning regulations and building codes to identify barriers to achieving the sustainability goals developed for the Comprehensive Plan and recommend new and/or modifications to zoning regulations and other policies promoting sustainable design and development;
* review Village planning studies, projects and revitalization initiatives including the Downtown Revitalization Plan, Downtown Concept Plan, Streetscape Project and ongoing planning efforts and projects;
* development of a Sustainability Chapter with recommendations for promoting green infrastructure, energy conservation, GHG emissions reductions, waste management and overall reduction in the Village’s carbon footprint;
* development of a Project Benefits Metrics Report (PBMR) with proposed performance metrics and projected benefit values in alignment with the goals of the Mid-Hudson Regional Sustainability Plan;
* development of a Transportation Chapter to include a review of previous parking and ferry studies and of existing public transportation with recommendations for enhancement of public transportation facilities including seasonal ferries, bike routing, parking and pedestrian improvements and opportunities for TOD;
* recommendations for sustainable design at waterfront and downtown sites as well as the potential for public/private development on specific sites and support for continued retail activity downtown;
* identification of short, mid and long-term recommendations to implement sustainability and other goals of the Comprehensive Plan, including, but not limited to Climate Smart Community certification actions and zoning updates.

**Background**

The Village of Haverstraw is located in the Town of Haverstraw and is one of the more urbanized communities in Rockland County. Incorporated in 1854, it sits on the shore of the Hudson River approximately 40 miles north of New York City and has a uniquely diverse population of 12,000 people. The Village encompasses two square miles and has approximately 3 miles of shoreline. The Village is wedged tightly between the Hudson River and High Tor Mountain. Its main commercial corridor, New Main Street, runs from 9W directly to the edge of the Hudson River.

By the 1880’s, there were over forty brickyards operating in the Haverstraw area. In a single year, over three-hundred million bricks were shipped out of Haverstraw Bay to New York City, giving the village the title, “Brickmaking capital of the world”. Like all industrial towns along the Hudson River, the Village of Haverstraw attracted continual waves of immigrants. These ongoing cycles of immigration have left indelible marks on the Village’s landscape, architecture, and most significantly, its culture. By the 1950’s, with the brick industry in rapid decline, the Village experienced a new wave of migration with Hispanics setting down roots in the inexpensive housing that was available. This pattern has continued into the present and as of 2010, Hispanics made up over 67 percent of the Village’s population.

With the completion of a successful waterfront building project, the Harbors at Haverstraw, consisting of over 500 condominiums, townhouses and rental units, new restaurants and other businesses continue to open along the Village’s Main Street corridor. It also enjoys the institutional presence of a vibrant public library, Rockland Community College’s second campus and the new Rockland County Career Center, which hosts community organizations and contributes to civic life of the Village. Haverstraw has retained its historical character and a main street corridor, which runs from 9W directly to the edge of the Hudson River.

**Planning Initiatives and Revitalization Efforts**

Over the past decade, the Village of Haverstraw has spent time working with community leaders and local developers to lay out specific visions for the Village’s future growth. These particular planning initiatives included the Master Plan (1993), Downtown Waterfront Redevelopment District (2001), LWRP (2004), Blight Study of Targeted Area of Main Street (2004) and Downtown Revitalization Plan (2005). The Village has undertaken the following recent work, specifically: the Henry Hudson Quadricentennial Park, the Streetscape Project (NYSDOT grant) and Downtown Concept Plan (former Empire Chair Factory site)

**Project Organization**

A Comprehensive Plan Task Force (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 include project stakeholders, non-governmental and community based organizations and additional members of the Climate Smart Committee. The Consultant will work closely with project staff from the NYSDEC.

**II. SCOPE OF WORK**

The project will be conducted over a period of 18 months by a Project Team that will include the Consultant, the Village Mayor, the Village Consulting Planner (Monarch Planning Group), who will be the Project Coordinator for the Village, and the volunteer "Comprehensive Plan Task Force.” Technical assistance and staff support will be provided by the Village.

**Budget**

The total NYSDEC award amount for all tasks shall not exceed $100,000.00. Any modifications to this amount shall be by mutual agreement.

**Tasks**

It is anticipated that the selected Consultant will perform the following tasks:

**1. Contract Management**

Consultant’s contract management responsibilities will include:

**1. (a) Contract Management and Quarterly Progress Reports**

The Consultant shall participate in conference calls and meetings as outlined below; prepare and submit quarterly reports as outlined below; coordinate and manage all Subcontractors; review all Deliverables prior to submission to the NYSDEC Project Manager. The Consultant shall submit quarterly progress reports to the NYSDEC and Comprehensive Plan Task Force within 30 days after the end of each quarter. Available draft sections of the preliminary Comprehensive Plan shall be provided on a quarterly basis.

Each Quarterly Progress Report will provide:

A summary of progress and accomplishments over the previous quarter, including a discussion of major tasks and deliverables in the prior quarter:

* Explanation of Contract management activities completed in the previous quarter with backup documentation;
* Explanation of current quarter’s activities and plans, including tasks and deliverables to be completed; and
* Discussion of any major issues or problems encountered during the prior quarter, deviations from schedule and budget, and other issues related to the successful outcome of the project.

1. **(b) Conference Calls and Meetings**

The Consultant shallparticipate in periodic conference calls and project meetings as needed to gauge project status and verify the completion of project milestones. The Consultant will be required to attend a “Kick Off” project meeting with the Village of Haverstraw and NYSDEC staff to review project requirements, site conditions, roles and responsibilities, identify planning issues, and share information on existing and ongoing planning documents and processes that would assist in the completion of the project.

1. **(c) Draft Preliminary Project Benefits Metrics Report**

The Consultantshall prepare and submit a draft Preliminary Project Benefits Metrics Report (PBMR) with proposed performance metrics and projected benefit values, including methods for data collection and calculations. Projected benefit values will be developed in alignment with the goals of the Mid-Hudson Regional Sustainability Plan. The purpose of the PBMR is to quantify the estimated community-wide, indirect benefits that will be achieved through the adoption of sustainability measures (to be included in the updated Comprehensive Plan).

After the draft PBMR is submitted, the Consultant and Village, will finalize for approval by NYSDEC, a metric reporting schedule, calculation methods, assumptions, and data collection requirements for these metrics together by the mid-point of the project.

At the conclusion of the project, and based on the actual plans and polices that have been developed as a result of the Consultant’s work, the Consultant will quantify project benefits based on the methods agreed to, and will then complete and submit the final PBMR. Consultant should be prepared to submit supporting documentation for review as part of the final project submission.

**2. Develop a Project Execution Plan**

The Consultant will develop a Project Execution Plan within one month of selection. This Project Execution Plan will include cost estimates for each activity/task and a time frame for deliverables for review by the Village. The Project Execution Plan will include the primary tasks of the project: information gathering and analysis, public outreach and community visioning, development of a chapter on sustainability with recommendations on implementing green infrastructure, reduction of GHG emissions and other sustainability measures. It will also include proposed updates to the existing Comprehensive Plan with recommendations on short-, mid- and long-term activities to implement sustainability, including updates to building codes and zoning regulations. The Village will provide the Consultant with existing and ongoing planning studies, revitalization plans and projects such as LWRP (approved and the one in progress), parking and traffic studies for the ferry, GEIS for the ferry, 1993 Comprehensive Plan, Downtown Revitalization Plan, Downtown Concept plan, Streetscape Project and other initiatives for information gathering and analysis.

**3. Prepare Reports and Drafts for Review by Village of Haverstraw and NYSDEC**

The Consultant will provide updates of demographics and growth trends; analysis of LEED ND or similar ratings for existing and proposed development; analysis of concurrent work to update the LWRP and integrate that work within the Comprehensive Plan; analysis of current and possible future vulnerabilities due to climate change and sea level rise; analysis of existing zoning and building codes to identify barriers to achieving sustainable development; a Sustainability Chapter with recommendations for promoting green infrastructure, energy conservation, GHG emissions reductions and other sustainability initiatives; a Transportation Chapter including a review of previous parking and ferry studies and of existing public transportation, development of recommendations for enhancement of public transportation facilities and transportation alternatives including seasonal ferries, bike routing, pedestrian and parking improvements and opportunities for TOD; integrating the work of the Climate Smart Committee and develop roadmap for implementation of Climate Smart Community certification actions; recommendations for sustainable design at waterfront and downtown sites as well as potential for public/private development on specific sites and support for continued retail activity downtown; and prioritization of recommended actions in the Comprehensive Plan for implementation including Climate Smart certification and zoning updates. These draft sections of the Comprehensive Plan shall be reviewed with the Committee before providing to the NYSDEC Project Manager.

**4. Develop Public Outreach Strategy**

The Consultant with the assistance of the Village shall prepare a method and process to encourage community participation in the project. The Consultant will submit a Public Outreach Strategy for the Project which shall include, but not be limited to, the components listed below:

* A description of the Comprehensive Plan Task Force Committee (“Committee”) to guide development of the Plan Update, including a description of the Committee’s purpose, anticipated number of members, stakeholders to be included, the purpose of each planned meeting and tentative schedule of meetings;
* Public meetings that are open to the general public and focus on discussion of the Project, including meeting format, purpose and objectives, anticipated locations, advertising strategy, and presentation materials including slide presentations and handouts to be prepared by the Consultant prior to each meeting and tentative dates for the proposed public meetings;
* The use of design charrettes to gather public feedback on key elements, including sustainable waterfront and downtown design and transportation.
* Public hearings to assure full opportunity for citizen participation in the preparation of the Plan Update;
* Possible interviews, surveys or other outreach methods used to reach directly impacted property owners or other stakeholders;
* Methods for documenting meeting outcomes and materials for public communications, including posting of materials to the Village website and social media;
* Any other means used to solicit or gather public input and comment to be identified by the Consultant and approved by the Village and NYSDEC Project Manager.

The Consultant shall maintain and submit meeting minutes, presentation materials, and an attendance list to document results of Committee Meetings. Other public meetings and workshops and design charrettes should include notes of participants’ input, presentation materials and attendance lists.

As part of the Public Outreach Strategy, it is anticipated that there will be at least six Committee meetings, four public workshops and 2 design charrettes focusing on specific topics.

**5. Conduct Public Workshops on the Progress of Updating the Plan**

The Consultant shall organize and conduct public workshops to explain the Plan Update process and time line and collect ideas related to sustainable growth and development in the community. Other workshops will focus on a sustainability initiatives and a new Transportation Chapter focusing on seasonal ferry and feasibility, improved parking design, location and capacity, TOD development, bike routing as well as concepts for waterfront and downtown development. Other design charrettes will focus on waterfront and downtown design.

The Consultant’s analyses of public input will be reviewed by the Task Force, and the Village Board as required, and utilized, as appropriate, for the planning process. Public input will be included in quarterly reports.

**6. Develop a Climate Smart Action Plan**

In conjunction with the Comprehensive Plan update, the Consultant will delineate those certification actions required to become a certified Climate Smart Community that best meet the needs of the village to insure sustainable development well into the future and to reduce its carbon footprint.

The Consultant will integrate the existing work of the Climate Smart Committee and assist the Climate Smart Committee and/or sustainability coordinator in developing a strategic plan to achieve certification as a Climate Smart Community. The Consultant shall recommend a priority action implementation plan or roadmap with specific details and schedules for achieving certification actions as a Climate Smart Community. The Consultant will work with the Climate Smart Committee and/or sustainability coordinator in organizing and facilitating as many priority actions as possible during the grant term.

**7. Zoning Code Evaluation**

The Consultant shall conduct an in-depth review of the Village’s adopted plans and existing zoning regulations as they relate to community sustainability, vulnerabilities due to climate change and sea level rise, alternative transportation, TOD, downtown and waterfront development. The Consultant shall summarize findings and identify barriers to achieving the sustainable development goals developed for the Comprehensive Plan.

The Consultant will use this analysis to identify policies that support sustainable growth that should be retained and those that create barriers or that conflict with policies inhibiting sustainable development projects to be altered or eliminated. The Consultant will review their findings with the Task Force Committee.

**8.** C**omprehensive Plan Update**

Consultant will prepare a DRAFT Comprehensive Plan, incorporating information developed in earlier tasks. The draft should support sustainable, mixed-use, compact, walkable, smart and energy-efficient development as part of the Village’s overall land-use policy transit-oriented development. The Plan should include the following elements:

* General statements of goals, objectives and strategies upon which proposals for the immediate and long-range enhancement, growth and revitalization of the Village are based;
* Consideration of regional needs and the official plans of other government units and agencies within the region, including the Mid-Hudson Regional Economic Development Strategy and the Mid-Hudson Regional Sustainability Plan;
* Updates of demographics, population growth trends, and socio-economic trends; existing housing resources and future housing needs, including affordable housing;
* Review of historic and cultural resources, coastal and natural resources and sensitive environmental areas;
* Analysis of existing and proposed public and private utilities and infrastructure;
* Review of existing and proposed recreation facilities and parkland;
* Analysis of current and possible future vulnerabilities due to climate change and sea level rise with development of recommended resiliency strategies and policies;
* Analysis of existing zoning regulations and building codes to identify barriers to achieving the sustainable development goals developed for the Comprehensive Plan and recommend new and/or modifications to zoning regulations and other policies promoting sustainable design and development;
* Development of a new Transportation Chapter including a review of previous parking and ferry studies and of existing public transportation with recommendations for enhancement of public transportation facilities including seasonal ferries, bike routing, parking and pedestrian improvements and opportunities for TOD;
* Review of Village planning studies, projects and revitalization initiatives including the Downtown Revitalization Plan, Downtown Concept Plan, Streetscape Project and ongoing planning efforts and projects;
* Analysis of potential for downtown development including retail environment and strategies to continue support for retail activity downtown as well as potential for cultural, educational and institutional expansion;
* Review and make recommendations for sustainable design at proposed downtown and waterfront sites. Identify opportunities for public/private development on specific sites with recommended approaches to promoting such development;
* Development of new Sustainability Chapter with recommendations to promote green infrastructure, energy conservation, reduction in GBG emissions and overall reduction in the Village’s carbon footprint;
* Integrate LWRP projects and recommendations within the Comprehensive Plan;
* Identification of short, mid and long-term recommendations to implement sustainability and other goals of the Comprehensive Plan, including, but not limited to Climate Smart Community certification actions and zoning updates.

Consultant will submit the DRAFT Comprehensive Plan showing comments and feedback from the Task Force Committee. Consultant will then prepare a proposed FINAL Comprehensive Plan in a form that is acceptable to be adopted by the Village that will be a concise, graphically-rich, and easily-referenced design criteria document that can be distributed to businesses, residents and prospective developers. This document must be in an electronic format that makes it easily transmittable and reproducible. All mapping should be in a format acceptable to the Village for continued use and updating.

As part of this Comprehensive Plan Update, Consultant will present any proposed zoning recommendations to Village officials and residents during at least one public workshop. Consultant will work with the Village Attorney to draft proposed zoning legislation showing any comments and feedback from the Task Force Committee, public meeting and other relevant parties for review by the Village Board. The Consultant will then prepare proposed FINAL Zoning Code amendments with the Village Attorney and will present such legislation in a form that is acceptable for adoption by the Village Board.

**9. Planning and Environmental Review**

The Consultant shall prepare all necessary documentation to meet State Environmental Quality Review Act (SEQRA) requirements for the Comprehensive Plan Update and any Zoning Code amendments; including the preparation of an enhanced long form EAF and/or GEIS if necessary. The Consultant shall provide guidance to the Village Board as the lead agency and coordinate with stakeholder agencies and other interested parties, including public outreach, as applicable. The Consultant shall comply with all applicable provisions of Section 239-m of the General Municipal Law.

**10. Presentation to Village Board**

Consultant shall present the Comprehensive Plan update and any proposed final Zoning Code amendments to the Village Board.

**11. Final Adoption of Updates**

Consultant shall facilitate the formal adoption of the Comprehensive Plan and any Zoning Code amendments by providing the final documents to the Village Board for review and final adoption and making presentations to the Village Board in support of the adoption of the Update.

**III. SUBMITTAL REQUIREMENTS**

In order to assist the Village with the evaluation of proposals that are received, each proposal shall use the following format:

**A. Statement of Qualifications** - A brief description of the firm submitting the proposal, including: full business name, legal status (corporate, partnership or sole proprietor), number and type of employees, specialties, and longevity. List similar projects and the specific personnel who worked on them and who are proposed to work on this project. Include each past project's name and client, year completed, dollar amount and telephone number of a contact person at the entity where the work was performed who has direct knowledge of the referenced project. It is very important to include project management experience for the proposed project manager.

**B. Project Team Members (Curriculum Vitae) -** List any specialties and or strengths that make the Consultant and the personnel assigned to this project uniquely suited to the task of performing the work as outlined in this RFP. Provide an organizational chart of the employees proposed to work on this project, including Project Manager who would be assigned to this project and who shall be the Village’s main point of contact with the Consultant firm. This shall include a listing of each individual’s relevant project experience in regard to the tasks and responsibilities they would perform in this project.

**C. Project Schedule & Details** - The Consultant shall provide a detailed proposed project schedule consistent with the attached Statement of Work, depicting the start and completion time for each of the work scope items identified in Section II of this RFP. This shall include a detailed description of the Consultant's proposed approach, scope of services, and timeline to complete each task. The Village will make available copies of regulations, ordinances, maps, information regarding infrastructure, and any other studies relevant to the project.

**D. Cost & Payment Schedule** - All invoices shall specify the name and title of Consultant staff providing services, and details as to the services provided. Further, each invoice shall be referenced to the specific work scope item identified in Section II or as otherwise specified in the contract for services between the Consultant and the Village, which shall include a calculation as to the percentage of work completed for each task. A total, not-to exceed dollar value for any reimbursable expenses associated with each individual work scope item must be specified. A rate for each type of expense, such as mileage, printing expenses, etc. must be specified.

1. **MWBE Requirements**: Pursuant to NYS Executive Law Article 15-A and 5NYCRR Parts 142- 144, for the purposes of this procurement, the NYS Department of Environmental Conservation establishes an overall goal of 30% of the contract for Minority and/or Women-Owned Business Enterprises (MWBE) participation. For the purposes of meeting these participation goals, please identify how the MWBE goal is proposed to be satisfied.

**IV. Proposal Evaluation**

**A.** The Village of Haverstraw will select the most highly qualified firm according to the following criteria, listed in order of decreasing importance:

Understanding of work to be done 25%

Experience with similar kinds of projects and/or work

including NYSDEC projects 20%

Quality of staff for work to be done 15%

Familiarity with NYSDEC and NYSDOS reporting and Contract

Management requirements 15%

Innovation and familiarity with sustainable practices in

Comprehensive Planning 15%

Logistics and familiarity with the project area 10%

**B. Conditions and Limitations**

The selection and retention of a firm will be contingent upon the availability of the proposed key staff, unless substitutes are approved by the Village of Haverstraw during negotiations. The top-ranked firms may be requested to prepare and give oral presentations before the Village of Haverstraw Consultant Selection Committee.

The Village of Haverstraw expects to select a consulting firm from the proposals submitted, but reserves the right to request substitutions of firms. The Village also reserves the right to reject any or all responses to the RFP, to advertise for new responses, or to accept any response deemed to be in our best interest. A response to this RFP should not be construed as a contract or an indication of a commitment of any kind on the part of the Village of Haverstraw, nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract.

Sub-consultants, sub-contracting and/or joint ventures are permitted.

Upon selection, a Professional Service Contract shall be prepared, negotiated and fully executed before work is initiated.