



**REQUEST
FOR
PROPOSALS**

FOR COMPREHNSIVE PLAN UPDATE

FOR THE VILLAGE/TOWN OF MOUNT KISCO, NY

March 30, 2017

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INVITATION

The Village/Town of Mount Kisco is soliciting qualified consulting firms to submit a proposal to prepare a Sustainable Comprehensive Plan Update of its 2000 Comprehensive Development Plan, a complete Zoning Update with Form Based Code overlays, and environmental review for each as required by the New York State Environmental Quality Review Act for the Village. The most recent Comprehensive Development Plan was adopted by the Village Board of Trustees in 2000 and amended in 2003, but utilizes traditional based zoning. The Village is therefore seeking a new update to the Comprehensive Plan, which will state the community's goals and policies regarding its future in terms of commercial vitality, residential and multifamily housing, open space, community facilities and services, and infrastructure. Transit Oriented Development is to be explored as an organizing theme to redevelopment, new development, and housing issues with the Metro North - Harlem Line train station serving as a transit hub. Particular attention shall also be paid to ensuring the continuing viability of the Village's downtown and its "Main Street" approach to retail development with a walkable downtown as opposed to an indoor mall. The Plan should serve as a guide for orderly growth, be more sustainable, build capacity within the community to consider higher performing land uses, and provide a rational basis for future planning and zoning decisions.

COMMUNITY DESCRIPTION

The Village/ Town of Mount Kisco is located in Westchester County, New York and is less than 40 miles from Grand Central Station in New York City easily accessed from the Mount Kisco Train Station on the Harlem Line of Metro-North Railroad of the Metropolitan Transportation Authority. The Village comprises 3.25 square miles and the 2010 Census indicated a Mount Kisco population of 10,877 housed in 4,289 households. Since 1990 Mount Kisco's population has steadily increased as it grew 9.6% from 1990-2000 and 8.96% from 2000-2010. Mount Kisco is also an economically diverse community with an average household income of \$62,321. The Village employs 67 full-time, 39 part-time, and 135 seasonal employees to deliver a variety of quality services to its residents, property owners, and businesses through an operating budget of more than \$26,000,000 and a capital budget of more than \$1,000,000.

The Village is served by the Saw Mill River Parkway which is the major north-south roadway running through the Village with complete interchanges at State Route 133 and Kisco Avenue and a southbound exit and southbound entrance at Croton Avenue. Interstate 684, the major north-south roadway in the region is located a couple of miles to the east of the Village and traffic comes into the Village from exit 4 of I-684 via State Route 172 which runs in an east-west direction. The Village is also served by several north-south and east-west two-lane roadways providing access to the Village including State Route 117 and State Route 128 running north-south, and State Routes 133 and 172 running east-west. There is also a County route, Lexington Avenue, running north-south, and local roads such as Byram Lake Road, Kisco Avenue, and Croton Avenue serving other sections of the Village.

Mount Kisco is home to more than 300 small businesses and restaurants, was recently ranked the 9th best place in New York State to start a business, is part of the Bedford Central School District which has been recognized for its excellence in education, and is home to Northern Westchester Hospital, which U.S. News and World Report listed among the Best Hospitals of 2014-2015.

The Village is also served by its own public water supply system with its major source of supply coming from Byram Lake, which was acquired from New York City in 1958 and is located within the Towns of Bedford and North Castle. The water is treated at the Byram Lake Filtration Plant and distributed throughout the system and also supplemented with water from the wells in Leonard Park. The Village also owns and maintains a Village-wide sewer collection system and a storm water collection and conveyance system that is completely separate from the sewer system.

Mount Kisco offers numerous recreational opportunities, particularly through Leonard Park, which is home to the Village's Memorial Pool Complex, summer camp, ball fields for all sports, a multi-purpose gym, outdoor basketball courts, tennis courts, playground, volleyball court, and Wallace Pond for skating.

The Village is a diverse community with hundreds of acres of open space, miles of hiking trails, recreational programs and activities for people of all ages, a vibrant downtown, a Metro-North train station that enables residents and commuters to easily get to New York City in approximately 40 minutes, and is close to major highways, Westchester County Airport, and other major New York metropolitan airports.

Please feel free to visit our current website at www.mountkisco.org for more information.

The Village/Town of Mount Kisco (herein referred to as the "Village") will receive sealed proposals from qualified firms for an update to its 2000 Comprehensive Development Plan. Proposals (in the format outlined in this document) shall be submitted to:

Mr. Ed Brancati
Village Manager
Village/Town of Mount Kisco
104 Main Street
Mount Kisco, NY 10549

All proposals must be received by **4:00 p.m. on Friday, May 26, 2017.**

KEY ITEMS TO REMEMBER WHEN RESPONDING

- The instructions are an integral part of any proposal
- Responses to this RFP shall include technical and fee proposals along with *all* other information requested in this RFP
 - The fees shall be the full cost to the Village/Town of Mount Kisco
- The Village/Town of Mount Kisco anticipates awarding to a single qualified firm
- It is anticipated that a contract resulting from such an award, if any, will be executed within sixty (60) days of the proposal opening.

Submittal of a proposal indicates acceptance of the conditions contained in the RFP. The Village/Town of Mount Kisco reserves the right to retain all proposals submitted, accept or reject any or all proposals, waive informalities, negotiate changes in the scope of work or services to be provided, and otherwise waive any technicalities.

This RFP is available at www.mountkisco.org or by email upon request. For additional information, contact Paula Maiorano, Secretary to the Village Manager at villagemgr@mountkisco.org or (914) 864-0001

INSTRUCTIONS

1. **Intent:** The Instructions and the Schedules and Specifications shall define and describe in both broad conceptual terms, as well as technical detail, the complete services to be provided.
2. **Examination:** Firms are advised to examine all documents, attachments, and descriptions of the services in order to become fully informed as to their conditions. This includes conformity with specific standards and the character, quality, and quantity of the services provided. Failure to examine these areas will not relieve the firm of its obligation to furnish all products and services necessary to carry out the provisions of the contract. Responding firms will be given an opportunity to review this document and ask questions of the Village prior to submitting.
3. **Pre-Proposal Questions:** **A bidder's conference will be held at Village Hall, 104 Main Street, 2nd Floor, at 10:00 a.m. on Tuesday, April 18, 2017,** for the purpose of reviewing and responding to candidate firm's questions regarding any element of this request for proposal. Any questions and/or misunderstandings that may arise from this request for proposals should be submitted to the Village. In addition, please indicate if your firm plans on participating in this RFP process. All questions, intentions, and confirmations should be submitted to the Village *by email* to Secretary to the Village Manager, Paula Maiorano, at villagemgr@mountkisco.org prior to April 18, 2017.

Answers to questions that *materially change* the conditions and specifications of this request for proposals will be posted on the Village's website after April 18, 2017, as an addendum to this document. Additionally, any candidate firms wanting to be sent any addendums or information by email must email Paula Maiorano with their point of contact email address. Any discussions or documents will be considered non-binding unless incorporated in an addendum to the original. When addenda are issued, the proposal opening date may be extended at the discretion of the Village.

4. **Selection:** The contract will be awarded to the firm that in the Village's opinion is the most responsive and responsible according to the criteria provided in this RFP.
5. **Responsiveness:** The Village will consider the degree to which each firm has submitted a complete proposal without irregularities, exclusions, special conditions, or alternative proposals for any item unless specifically requested in the RFP.
6. **Submission of Proposals:** An original and seven (7) copies of the proposal and any extensive materials covering the firm's work shall be submitted. Proposals should be limited to no more than 20 pages and should be in an 8½" x 11" format. Additionally, please submit two complete digital copies of the proposal (one in Microsoft Word and the other in PDF file format) on a compact disc or flash drive.

It is the firm's responsibility to have its sealed proposal to the Village by **4:00 p.m. on Friday, May 26, 2017**. Proposals received after the deadline will remain unopened and will not be considered.

The following address should be used on the outside of the envelope containing the proposals:

Mr. Ed Brancati
Village Manager
Village/Town of Mount Kisco
104 Main Street
Mount Kisco, NY 10549

SECTION A
TENTATIVE SCHEDULE

Activity	Estimated Date
1. Post RFP on Web Site:	03/30/17
2. Advertise RFP:	03/30/17
3. Pre-Proposal Meeting:	04/18/17
4. Deadline for receipt of proposals:	05/26/17
5. Presentations by top qualifying firms:	Weeks of 06/05/17 & 06/12/17
6. Recommendation to Village Board:	06/23/17
7. Village Board takes formal award/rejection action:	07/03/17
8. Notice of award and contract documents sent to successful firm:	07/05/17
9. Firm returns executed agreement:	07/07/17
10. Issue Notice to Proceed with effective date of agreement:	07/10/17

SECTION B

SCOPE OF SERVICES

COMPREHENSIVE PLAN UPDATE & FORM BASED CODE:

The focus of the plan is to prepare the community for sustainable growth, find ways of retrofitting the community in order to improve environmental performance. The planning process should use a design based approach incorporating visual modeling of development scenarios and transportation alternatives to create a Form Based Code. In addition to the known benefits of Form Based Code for development performance as well as consensus building and community buy in, the Village intends to use the highly predictive results of the code to calculate greenhouse gas savings through development and redevelopment. One of the early key objectives is a Transit Oriented Development approach to create housing within proximity of the Metro North Harlem Line train station, which will increase housing options as well as lend more vibrancy to an already vibrant downtown. The benefits of these approaches are to be described and integrated with the Village's Greenhouse Gas Inventory reduction goals. The Mount Kisco 2000 Comprehensive Development Plan identified four Comprehensive Plan Requirements as needs in the community: Alternative Transportation options, Smart Growth Principles in land use policies, Conservation of Natural Areas, and Protection of Public Health and Safety. This update and code should reiterate and strengthen efforts at achieving these planning objectives. Because the Village is located in the New York City watershed area, further efforts to protect the New Croton Reservoir need to be included, such as stream restoration, wetland restoration and protection, and other measures.

The update to the Comprehensive Plan should seek to accomplish the following:

- a. Promote alternative transportation options (bicycle, pedestrian, and public transit)

The update of the Plan should include significant efforts at improving existing modes of travel, especially facilities and systems that promote pedestrian and bicycle use. Transit Oriented Development is to be a central theme focusing on the Metro North Harlem Line train station, and projects and policies that enable and enhance delivery to that station, as well as enabling development and redevelopment near it. A vibrant Westchester County village, the streets of Mount Kisco could benefit from traffic calming features to increase safety as well as provide a more inviting environment for non-motorized- modes of travel. These features will be identified in the plan and a Form Based Code approach will require Complete Streets design. Finally, use of marginal lands as connective features will be identified throughout the Village in order to facilitate a network of off road pathway possibilities.

- b. Promote smart growth principles in land use policies

The Plan must focus on transformative redevelopment through Transit Oriented Development relative to the train station, as well as natural area protection through the Village. This will target the eventual transition from surface parking for the Metro North train station to a parking structure enabling redevelopment of a significant portion of the surface parking to mixed use/commercial purposes (the creation of an RFP to redevelop two lots is discussed later). Another smart growth strategy will be to enable the transition of one story commercial structures in the downtown to multi-story mixed use/commercial buildings facilitated through a Form Based Code. Conservation of natural areas is discussed below, and is another important component of a smart growth strategy as well as the transportation initiatives discussed above.

The plan is to use LEED ND criteria to rate current neighborhoods, and identify the measures needed for possible designation as a means of defining sustainable action items.

c. Conserve natural areas

Mount Kisco's mountainous setting includes a variety of natural features from numerous bedrock outcrops to extensive wetland areas along streams. The Village is located in the New Croton Reservoir Watershed, a major source of water for New York City. The Comprehensive Plan update will incorporate the recently completed Natural Resources Inventory (NRI), consider the NRI's recommendations, and further identify ways of conserving natural areas outright and through development that will protect habitat, the character of the community, and water resources.

d. Protect public health and safety

Efforts to foster and require sustainable development and redevelopment in the Village, as well as reducing the use of the automobile and making its use safer for pedestrians and cyclists will further the protection of public health and safety by reducing physical risks, as well as environmental risks by reducing air pollution, and creating a vibrant inspiring village that is a pleasant, safe, and healthy place to live.

e. Foster green economic development

The Plan should foster green economic development in terms of establishing development patterns that are more sustainable, and in requiring green construction techniques. These approaches are to be balanced with protection and enhancement of natural habitat.

f. Promote energy efficiency and renewable energy production

Reduction of vehicle miles traveled through the strategic location of new housing near services, entertainment, and regional transit as well as through the enhancement of pedestrian and bicycle facilities throughout the Village will have the largest result in energy efficiency. Requirements for redevelopment and new development to incorporate renewable energy features, and reduce water consumption will have a significant impact on reducing energy.

g. Protect the resource-efficient use of natural resources

Water conservation measures will be required of new development and redevelopment projects. This will reduce the demand for water, saving energy as well, and reduce the load on sewer systems, which will save energy and reduce the impact on local water resources.

h. Remedy environmental justice concerns

This topic is to be explored through the planning process.

i. Strive for social equity in housing, schools, green space, and food and transportation options

Explore measures that enhance pedestrian and bicycle transportation options, protection of natural areas, and reduction of pollution benefit everyone equally. New housing options are to provide new opportunities for a greater variety of housing types.

j. Minimize solid waste and promote recycling and composting

Composting and recycling programs are to be explored through this update to the plan.

k. Protect drinking water sources

One of the central themes of the update must be the protection of water resources in the Village. The update should incorporate analysis, data gathered, and recommendations made through the annual Byram Lake Monitoring Reports. The update should also consider and recommend updates to the Rules and Regulations regarding Byram Lake. The protection of drinking water sources will also be accomplished by identifying stormwater retrofits, stream restoration projects, and requiring stormwater protection measures for new development. The Village currently controls land along tributaries within the New Croton Reservoir for these purposes. These areas and some extensive wetland areas have significant opportunity for habitat restoration and water quality protection. All such stormwater retrofits and stream restoration should be done in conjunction with efforts currently being undertaken by the East of Hudson Watershed Corporation as it completes projects in its Year 1-5 plan and initiates projects in its NYS DEC approved plan for Years 6-10.

l. Minimize stormwater runoff

Incentives are to be incorporated into the Form Based Code that reward the use of innovative water runoff reduction features such as green roofs, green walls, and other building features. Strategies will be developed to mitigate runoff from existing parking lots, as well as reducing impervious surface. Retrofitting stormwater outfalls to better protect water quality in tributaries is another area of opportunity for mitigating impacts of existing stormwater runoff. New stormwater retrofits will also be considered as part of the Complete Streets design process.

m. Promote climate adaptation and resilience

While the Village is fortunate in that it is not as susceptible to climate change induced changes in weather patterns and other impacts such as changes in sea level, it is subject, as identified in the Westchester County Hazard Mitigation Plan and the Mount Kisco Hazard Mitigation Plan to flooding, extreme temperatures, and other weather events that are ultimately affected by climate change. As a result, the plan should consider resiliency and integrate those measures as well as those recommended in the respective hazard mitigation plans above into the update.

The comprehensive plan update is to be developed using state-of-the-art, as well as tried and true, planning, visioning, and public participation approaches to align design and character concerns with environmental performance, public safety, and greenhouse gas objectives. Use of a Form Based Code is also the most predictive planning tool available, and will allow for better, more reliable estimation of greenhouse gas emissions related to new development within the community due to the ability to understand the minimum and maximum development potential.

Mount Kisco is one of several population centers in the Mid-Hudson Region that is served by the Metro-North Harlem Line. The Comprehensive Plan Update and Form Based Code has the opportunity to stimulate market transformation by creating a shift in paradigm from an increasingly auto-centric downtown and train station to a multi modal mixed use transit hub. The most significant shift in market will be achieved by creating quality downtown housing options within walking distance to the Mount Kisco train station. This will further increase the number and types of commercial opportunities in the Village Downtown, and will offset, to a certain degree the growth of the community spatially.

The Selected Planning Consultant is expected to prepare any Existing Conditions information or mapping for this project, as well as any documents that are part of or the result of any future visioning sessions.

The Selected Planning Consultant will be asked to meet and report to a Comprehensive Plan Steering Committee, selected by the Village Board of Trustees, that represents a cross-section of Village residents, key stakeholder and professional groups, and members of various Village committees and professional staff.

The Village is looking for an experienced firm willing to incorporate a new, innovative, and state-of-the-art approach to development of the Comprehensive Plan. Demonstrated use of technology to perform outreach and regularly communicate with the community is extremely important. The final Comprehensive Plan should include a phased and prioritized implementation strategy. **The plan should inspire and create excitement. The plan should be inspirational, easy to use and easy to understand by utilizing maps, photos and illustrations to tell the story of the Village/Town of Mount Kisco.**

Redevelopment of the North and South Moger Parking Lots:

The Village also seeks to have the selected planning consultant work with Village officials to analyze the potential redevelopment of the North Moger Parking Lot and the South Moger Parking Lot. These two lots comprise more than seven (7) acres of open paved land and are a tremendous opportunity to further revitalize the Downtown, attract new businesses, attract new residents through various housing options, increase economic activity and job creation, provide new greenspace, and cultural and community opportunities while maintaining the necessary parking.

A possible vision of redevelopment would be to build a second deck of parking above a portion of the two existing lots that would free up space in both lots for the development of new mixed-use spaces. A second deck on the North Moger lot would have minimal impact due to the topography of the surrounding area which all sits at higher elevations and would also be partially blocked by the new mixed-use spaces or housing opportunities placed closer to Main Street and the train station. A second deck in the South Moger lot would make space available along the west side of South Moger Avenue to build two story mixed use space with retail on the first floor and housing on the second floor. This would be consistent with the development that currently exists on the east side of the street. In addition, there is a Gazebo in the middle of the block that would be kept intact as it serves as one end of a pedestrian promenade that takes people from South Moger Avenue in between and among businesses into Shopper's Park, where they cross Branch Brook on a pedestrian bridge to Village Hall and the Mount Kisco Library, and finally to Main Street and its many businesses including the Mount Kisco Movie Theater. It is hoped that the pedestrian promenade could continue west from the Gazebo, where pedestrians could ascend by stairs or elevator to a green roof built over the second deck of parking in the South Moger lot. A green roof, similar to High Line Park in Manhattan, on the roof of two levels of parking in the South Moger Lot would provide an excellent opportunity to increase greenspace, and enable greater recreational, cultural, and community opportunities. The entire Village/Town of Mount Kisco is also within the New York City watershed and placing a green roof over parking areas would greatly improve water quality by allowing stormwater to travel through the green roof and into the Village's stormwater system rather than running across the paved impervious parking lots. The same could be done in the North Moger lot as well. The result is the transformation of the current seven acres of impervious parking surface into an attractive space for residents to walk, live, congregate, and hold various community events, while also increasing a diversity of housing opportunities, increasing commercial space to attract new businesses, and integrating the entire redeveloped area into the fabric of Downtown. A Downtown that is already part of a regional employment and commercial center, part of a vibrant "Main Street" commercial development that includes retailers with an eclectic mix of services, entertainment and restaurants, many of which are

locally owned, part of a community served by an award winning school district and the exceptional Mount Kisco Elementary School which features a successful dual language program, and part of a community that is ready and excited to take another great step forward. **It is important to note that this is one possible scenario and should not prevent other visions or proposals from being pursued or presented.**

The outcome of this portion of the scope of work would be a Request for Proposals (RFP) that the Village would be able to issue to potential developers of these two lots consistent with the goals of the Comprehensive Plan Update. Issuance of an RFP, selection of a respondent, and redevelopment of these two parking lots should proceed on its own timeline independent of the Comprehensive Plan Update, but these two major bodies of work should be consistent with and compliment each other.

COMPREHENSIVE PLAN TASKS

The following section describes the specific minimum components, which should be included in the scope of work. Village staff will finalize the scope of work with the selected consultant prior to contract authorization. The Village is open to suggestions other than those items listed which the consultant believes will be of value in producing a viable Comprehensive Plan that will have practical applications for day-to-day planning activities.

1. Prepare an Existing Conditions report.
2. Utilize the information in the Existing Conditions Report to discuss the impacts of growth patterns and projections.
3. Utilizing the data contained within the Existing Conditions Report, evaluate existing goals and update those goals as necessary.
4. Review the current Comprehensive Plan and identify relevant sections that should remain, be revised, or be removed. This review should include recognition of deficiencies of the current plan and identification of elements that should be incorporated into the new plan.

http://www.mountkisco.org/pages/mtkiskoncy_manager/plan

5. Prepare all necessary documentation and process the plan through the State Environmental Quality Review (SEQR) regulations. The Proposal should describe the firm's approach to SEQRA compliance on this project.
6. Conduct visioning sessions with Village Board, Planning Board, and municipal staff.
7. Provide a broad-based participation plan to solicit input throughout the update process, including utilization of the Village website and email notification system. The Village shall manage the Village's website and email notification system. Conduct at least two "town hall" style meetings geared toward Downtown Revitalization and Redevelopment and two such meetings geared toward the entire Village.
8. Conduct a public opinion survey and report. Design and provide results of a statistically significant mailed and/or electronic public opinion survey utilizing guidance provided by the Comprehensive Plan Steering Committee and provide a summary report.

9. Update the existing plan for future development within the Village with a special emphasis on existing commercial, office, industrial, and multi-family development.
10. Identify strategies that would preserve the character of the Village's downtown commercial cores, and help fill vacant storefronts with Internet resistant or compatible business to ensure the sustainability of the Village's Downtown.
11. Identify strategies that would reduce, or calm, vehicular traffic and create an improved streetscape, enhanced building façades and pedestrian infrastructure throughout the Village's Downtown.
12. Identify strategies that would repurpose/revitalize industrial zoned land to ensure their continued viability. Identify specific industrial strategies for the Radio Circle area.
13. The Selected Planning Consultant shall consider the impacts of demographic and economic trends in the region and the Village as will be identified in the Existing Conditions Report and public outreach sessions. An analysis of the sustainability of the Village's tax base is a key component of this subject area. Major study areas include the Village's large commercial properties, healthcare providers, and Downtown business districts.
14. Discuss methods to preserve existing large open spaces within the Village.
15. The Selected Planning Consultant shall incorporate the recently completed Natural Resources Inventory (NRI) into the Comprehensive Plan Update and use the NRI as well as the Existing Conditions to discuss existing regulations and evaluate whether additional protection of these resources are warranted.
16. Analyze and identify generalized appropriate locations for potential sustainable renewable energy generation. Propose strategies to increase the amount of renewable energy generation within the Village. The consultant is not expected to prepare energy generation studies, but rather identify potential future study areas and recommendations.
17. Identify viable redevelopment areas within the Village including infill development and adaptive reuse opportunities and determine redevelopment strategies to initiate the process.
18. Provide a housing element consisting of standards, plans, and principles to be followed in the provision of housing for existing residents and anticipated population growth. In addition, this element should discuss existing affordable housing, and a special emphasis shall be placed on identifying suitable locations for future transit oriented development.
19. Analyze existing and future parking demand within the Village. Identify locations for municipal parking lot construction and propose strategies to increase the amount of off-street parking. In addition, analyze existing and future parking demand within the residential areas and identify locations for resident parking. Propose strategies to increase the amount of off-street and on-street parking in crowded residential neighborhoods.
20. Analyze pedestrian and bicycle circulation and problem areas within the Village. Increased pedestrian and bicycle activity and its accommodation is to be encouraged and planned for future consideration. The consultant is not expected to prepare new traffic or pedestrian studies, but rather identify areas of concern and potential future study areas and recommendations.

21. Incorporate current planning documents into the update including, but not limited, the Westchester County Hazard Mitigation Plan (Mount Kisco element) and the Code of the Village/Town of Mount Kisco (with particular emphasis on the Zoning Chapter)

http://planning.westchestergov.com/images/stories/pdfs/HazardMitigation/Section_9/9_34MountKisco.pdf
<http://ecode360.com/MO0865?needHash=true>
22. Define a clear direction of how and where development should occur over the next 10, 15, and 20 years. Determine a specific implementation plan for immediate short- and long- term action items.
23. Identify potential shared services opportunities and intergovernmental coordination.
24. Identify the need for quality of life neighborhood enhancements such as trees, sidewalks, street lights, and other infrastructure improvements.
25. Discuss whether there is a need to update the Village's regulations with respect to home occupations given the changing nature of where and how residents work.

IDENTIFY LONG-TERM AND SHORT-TERM ACTION ITEMS

The Selected Planning Consultant is expected to provide a Comprehensive Plan that has practical implications and be results-oriented. The Final Report should include prioritized implementation items, projects and programs based upon its findings. An action plan should be developed that identifies both short-term and long-term actions that need to be taken, the responsible agencies, funding strategies, and any estimated costs for implementation items. The Selected Planning Consultant is expected to draft code amendments to accommodate a Form Based code and should identify and make specific recommendations for any other code amendments to ensure that the Village Code is consistent with the Comprehensive Plan. A narrative and time-line showing a phased-implementation of any recommendations shall be provided in the Final Report.

COMPREHENSIVE PLAN PUBLIC MEETINGS

The Selected Planning Consultant would meet with a Comprehensive Plan Steering Committee, consisting of approximately eleven members that are representatives of the Village/Town of Mount Kisco. For budgetary purposes, the Consultant should anticipate that this committee would meet every four (4) weeks in a public meeting. In addition, approximately four (4) public visioning sessions should be included in the total cost to prepare the Comprehensive Plan, as well as a Final Report at a Village Board meeting. The Selected Planning Consultant's primary point of contact will be the Village Manager, who will coordinate the meetings with the Committee Chair and distribute any Consultant-provided information to committee members. The Selected Planning Consultant would be responsible for providing information and facilitating any public meetings, deciding on meeting content, preparing the public meeting agendas, preparing documents for distribution, and preparing draft and final meeting minutes.

PRODUCTS AND DELIVERABLES

- Preliminary reports and project updates prepared at all milestones
- A Project Benefits Metrics Report (PBMR) with performance metrics and projected benefit values including methods for data collection and calculations.

- Prepare quarterly progress reports that provides a summary and accomplishments over the previous quarter; including a discussion of major tasks and deliverables completed in the prior quarter; explanation of activities completed in previous quarter with documentation including timesheets showing hours worked, hourly rate, staff person, and title; explanation of activities and plans of the current quarter including tasks and deliverables to be completed; discussion of any major issues or problems from the prior quarter, deviations from schedule and budget, and other issues related to the successful outcome of this agreement
- Take and produce minutes of each Comprehensive Plan Committee Meeting, which will occur at monthly.
- Draft a work plan that addresses character assessment, focus areas, Complete Streets, trails, stream and wetland restoration, natural areas protection, transit oriented development, Form Based Code, and other issues as identified by the committee.
- Public Participation Plan and tentative schedule of events that establishes an approach and general schedule, but can be modified as the Plan is developed. The schedule will describe the timing and type of events in support of the Participation Plan such as charettes, focus groups, surveys, outreach materials, and fieldwork.
- Gather data and information in support of updating the Comprehensive Plan demographic and other sections relative to Character Area Assessment maps, fieldwork/natural areas identification mapping, recreation, stream restoration opportunities mapping, bicycle and pedestrian trail and other network opportunities, Complete Streets, Transportation Oriented Development, infrastructure and land use, parking inventory.
- Collect public opinion on a wide range of issues through a community survey, and focus group discussions.
- Analyze and review information gathered from the survey, focus groups, and stakeholders to articulate the vision for the discreet study areas as well as the overall vision for the Village.
- Based on Character Area Assessment and Transit Oriented Development Analysis develop the regulating plan forming the areas for the Form Based Code that will be created.
- Based upon data gathered, develop a potential trail and sidewalk network map designed to show the means of accommodating connectivity throughout the Village and the necessary design modifications to new and existing infrastructure to accommodate both bicycle and pedestrian movement throughout the Village.
- Map all natural or undeveloped areas with the intent of identifying areas for further protection, and these areas will also be identified for potential set asides through the development process as well as how they might form natural corridors for recreational trail connectivity throughout the community.
- Map stream restoration opportunity areas including initial indications of possible design alternatives and objectives as well as stormwater outfall retrofit opportunities with initial design concepts.
- Develop Complete Streets opportunities map and narrative with the necessary changes for conversion to be a Complete Street with major streets identified for more specific design and visioning and Form Based Code templates identified for other street types.
- Create a Transit Oriented Development Map and narrative that discusses development scenarios that follow a TOD pattern and are objectives for visioning and code development.
- Summarize all public participation, especially the public opinion survey and focus group results.
- Hold a Comprehensive Plan Open House.

- Use analysis and public input to prioritize and design an intensive public design process that will lead to the creation of refinement of the regulating plan, visual representation of development and redevelopment scenarios, and form based code as well as products related to pathways, greenspace protection and other issues to be developed and reviewed with the public.
- Charrette to gather intensive public input on development and redevelopment visions for the transit oriented development and Main Street areas.
- Charrette concerned with transportation features and corridors to gather input on preferences for complete streets, intersection improvements, traffic calming, transit, and other transportation features.
- Workshop held in order to review the maps and other information gathered relative to natural areas, pathway connections, and stream restoration to formulate goals and objective related to these areas.
- Workshop on neighborhood issues to identify new issues and opportunities in the plan regarding neighborhoods.
- Develop a Conceptual Draft Plan and informed cohesive approach to implementation.
- Draft the Comprehensive Plan Update and Form Based Code and share at a public hearing of the Board of Trustees
- Review plans, prepare any changes, and prepare for adoption.
- One digital copy in Microsoft Word format and PDF format, print- ready graphics included in each preliminary report, 50 color copies of final plan draft for comments, final plan copies to include 50 bound color copies, one unbound color copy, one digital Microsoft Word format and one digital PDF format.
- Maps in ArcGIS format referenced to Village GIS
- Presentation graphics for public meetings to be determined prior to meeting

SECTION C

FEES

Firms will consider all costs associated with providing the services listed under Section B. Keep it simple, clear and concise, but comprehensive. **The Village is seeking to receive a lump sum proposal as well as detailed budget that clearly outlines the scope and tasks listed in Section B with the associated cost for each. The budget must include an hourly rate schedule and estimated number of hours to be performed by each staff member(s) assigned to the project.** If any work is to be subcontracted, the Proposal should reference the specific areas and costs. Any reimbursable expenses must be clearly indicated and an estimate provided. Responding firms may separate, but not eliminate, elements from a lump sum proposal and apply a specific cost.

FEE PROPOSAL

Reasonableness

Fee Proposals will be evaluated for completeness and reasonableness as it relates to the technical proposal (section D).

Best Value

The cost (Section C) is important; however, it will not be the determining factor in the selection process. **It is not the intent of the Village to limit innovative solutions by budget constraints, but rather to determine which proposal has the potential of providing the best value for the services.**

Financial Report

The Fee Proposal shall include the firm's last annual report or financial statement that will demonstrate its financial stability and ability to undertake this project.

Assurances

Assurances in Section E shall be submitted with the Fee Proposal.

SECTION D

QUALIFICATIONS

Planning Services

Qualified firms must demonstrate a history of competence and experience in all areas of expertise required by the scope of services described in Section B. Firms responding to this request for proposals should provide a brief description of the firm and its approach as well as the number of years the firm has been in existence, range of professional services, office locations and staff size.

Personnel

Firms shall have personnel available for assignment to this project who are qualified to meet the expectations of the Village as listed in Section B.

References

Firms shall provide references for three similar assignments within the past five (5) years. Firms shall also submit a completed sample plan from a similar community and the total cost for the preparation of that document.

Insurance

Firms shall, at their own expense, procure and maintain in full force and effect during the term of their engagement with the Village, policies of insurance, of the types and in the minimum amounts as follows, with responsible insurance carriers duly qualified in the State of New York: professional liability insurance in the minimum amount of \$1,000,000 dollars to protect the Village in case of negligent errors, acts or/and omissions of the firm, comprehensive general liability insurance in the minimum amount of \$1,000,000 dollars per occurrence, covering at least bodily injury, property damage and broad form contractual liability; automobile liability in the minimum amount of \$1,000,000 dollars combined single limit per occurrence covering owned/non-owned vehicles, such policy to cover bodily injury and property damage; worker's compensation in statutory limits up to an amount of \$1,000,000; errors and omissions liability insurance in the minimum amount of \$250,000 dollars covering losses resulting from errors, and omissions; Cyber Risk in the minimum amount of \$250,000 per occurrence; Excess Umbrella liability of \$5,000,000 per occurrence. Upon request, the firm shall provide or cause to be provided a certificate of insurance from an authorized insurance agent certifying that such coverage is in effect. The Village and its officers and employees must be named as additional insured under the policies.

TECHNICAL APPROACH

Methodology

Explain in detail the methodology you propose to successfully perform the services outlined in Section B. Describe a methodology used by the firm in the past to successfully complete a similar project.

Schedule

Include in your proposal a project schedule indicating key milestones, deliverables, and completion related to the firm's methodology.

FIRM EXPERIENCE

Projects

In this section, the firm shall provide a detailed description of three similar assignments completed during the past five years and/or in which it is presently engaged.

Include for each engagement:

- Client name
- Contact person
- Telephone # and email addresses
- Brief description of the projects, their costs, and services provided on each
- Describe in detail whether project was/was not completed on time and within budget

Firm Capabilities

The firm shall provide a description of its limitations relative to facilities, staff personnel, on-going projects/contracts, etc. Specifically, the firm should indicate what priority it intends to place on this project and how it intends to “staff up” if necessary, should it be chosen as the firm.

Firm’s Primary Business

Provide the firm’s primary business interest and/or operations including professional organizations to which it belongs and affiliations.

Firm Information

Provide the following:

- List firm name, address, telephone number, fax number, and email address
- Name of firm’s primary contact person(s), email addresses, and telephone number(s)
- List firm’s total number of employees and independent contractors, by discipline
- List year firm was established
- List firm’s tax ID number
- List amount of professional liability insurance carried

PERSONNEL EXPERIENCE

Project Team Information

Show an organizational chart of the firm and who will be assigned for this project. Include resumes of proposed personnel showing education, qualifications, and experience. Provide a statement that a person assigned to a specific project will remain with that project until completed. The Village will permit substitution only after it has given written approval and reserves the right to reject or accept any substitution in personnel proposed during the project.

SUPPLEMENTAL INFORMATION

Provide a statement explaining any exceptions taken to this RFP. In every case, the Village will assume compliance unless a specific exception is taken.

EVALUATION FACTORS

The Village will evaluate the proposals based on innovation, approach, experience, and cost. It is the intent of the Village to choose the firm whose proposal provides the best value to the Village. The Village reserves the right to waive any irregularities, reject any and/or all proposals, in whole or in part, when, in the Village’s opinion, such rejection is in the best interests of the Village.

Evaluation Method

The Village will review each proposal. Its review and evaluation will be based on the following factors:

1. Project Understanding, original approach and familiarity with innovative comprehensive planning concepts (25%).

2. Capabilities and previous experience in comparable projects and specialized experience and technical competence of the consultant **(20%)**.
3. Demonstrated ability to utilize public engagement in development of plans **(15%)**.
4. Personnel assigned to the project demonstrating the consultant's capacity to complete the requested service on time and within budget **(15%)**.
5. Proposed fees **(25%)**.

Oral Presentations and Interviews

Following the evaluation of the proposals, the Village may request firms to make presentations and/or be interviewed. If a determination is made that presentations are necessary, the presentations will take place in the Village/Town of Mount Kisco, at a mutually acceptable date and time. It is also possible to schedule a videoconference for the interview if travel to the Village is cost prohibitive. Tentative dates for possible interviews are listed in the attached schedule.

Negotiations

Following any presentations, the finalists shall be re-evaluated. The Village may begin contract negotiations with the firm whose proposal is determined to be most advantageous to the Village. If negotiations with the selected firm fail, negotiations may be initiated with additional firms until an agreement is reached. The Village reserves the right to reject all offers and end the process without executing a contract.

Agreement

If the negotiation produces mutual agreement, a contract for services shall be drafted by the Village and forwarded to the firm for final review and execution. This RFP will become an integral part of the contract for services and added as an exhibit to the executed contract; however, should the contract terms and RFP language conflict, the terms of the contract shall prevail. Firms may not modify or substitute any elements of the draft contract without prior approval by the Village.

The Village reserves the right to accept a proposal, as submitted, and enter directly into a contractual agreement with that selected firm. Accordingly, it is imperative that all submittals contain both the best technical and fee proposals in their initial submission.

Reservations

Submittal of a proposal indicates acceptance of the conditions contained in this request. The Village reserves the right to retain all proposals submitted.

The Village reserves the right to waive informalities and negotiate changes in the scope of work or services to be provided and to otherwise waive any technicalities.

SECTION E

ASSURANCES

Equal Employment Opportunity (EEO)

The firm shall adhere to an EEO policy that does not discriminate with regard to race, color, religion, national origin, sex, sexual orientation, sexual preference, transgender status, disability or age.

The firm will ensure equal employment opportunity applies to all terms and conditions of employment, personnel actions, and firm-sponsored programs. Every effort shall be made to ensure that employment decisions, programs and personnel actions are non-discriminatory and that these decisions are administered on the basis of an evaluation of an employee's eligibility, performance, ability, skill and experience.

a. Does the firm have an EEO policy in place?
[] Yes [] No

b. If the answer to a. above is no, will the firm have such a policy in place for this project?
[] Yes [] No

Statement of Assurance

The firm herein assures the Village/Town of Mount Kisco that it is in compliance with Title VI & VII of the 1964 Civil Rights Act, as amended, in that it does not on the grounds of race, color, national origin, sex, age, handicap, or veteran status, discriminate in any form or manner against employees or employers or applicants for employment and is in full compliance with the Americans with Disabilities Act.

Firm's Name: _____

Authorized Signature: _____

Title: _____

Date: _____

LEGAL AND CHARACTER QUALIFICATIONS

Claims and Lawsuits

Is or has your firm been involved in any claims or lawsuits involving contentions that your firm provided inadequate services or products, or breached its contract to provide services or products? If so, please describe and provide the identities of the parties involved and, with respect to lawsuits, the court in which it was filed:

AFFIDAVIT

This proposal is submitted to the Village/Town of Mount Kisco (the Village) by the undersigned, who is an authorized officer of the firm, and said firm is licensed to do business in the State of New York. Further, the undersigned is authorized to make these assurances and certifies their validity. The firm recognizes that all assurances and representations herein are binding on the firm and failure to adhere to any of these commitments, in the Village's option, may result in a revocation of the agreement.

Consent is hereby given to the Village to contact any person or organization in order to make inquiries into legal, character, technical, financial, and other qualifications of the firm.

The firm understands that, at such time as the Village decides to review this proposal, additional information may be requested. Failure to supply any requested for information within a reasonable time may result in the rejection of the firm's proposal with no re-submittal rights.

The firm understands that the Village, after considering the legal, financial, technical, and character qualifications of the firm, as well as what, in the Village's judgment may best serve the public interest of its citizens and employees, may grant a contract.

The firm understands that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same, and is in all respects fair and without collusion or fraud. It understands that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Any agreement issued will be on the basis of the firm's service and financial plans and arrangements are feasible and adequate to fulfill the conditions set forth in this project and the firm's response.

Company Name: _____

Authorized Person: _____ Signature: _____
(Print/Type)

Title: _____ Date: _____

Address: _____

Telephone: _____ Email: _____