

**REQUEST FOR EXPRESSIONS OF INTEREST  
TOWN OF SAND LAKE  
COMPREHENSIVE PLAN UPDATE AND HAMLETS REVITALIZATION STRATEGY**

**I. INTRODUCTION**

The Town of Sand Lake is seeking Expressions of Interest from qualified individuals, firms, and consultant teams for assistance with updating the Town's Comprehensive Plan with a focus on developing an economic revitalization strategy for the town's hamlets and implementing recreational amenity enhancements. This request is also available at <http://townofsandlake.us>.

The project is being funded by a New York Department of State 2015 Environmental Protection Fund Local Waterfront Revitalization Program grant award. The project has a maximum budget of \$50,000 for consultant services. The Town anticipates that some of the funds will be used to develop a design or concept plans related to recreational enhancements that are identified as part of the Comprehensive Plan update.

Expressions of interest are due by **4:00PM, Thursday, January 28th, 2017**.

**II. PROJECT OVERVIEW**

The Town of Sand Lake is updating its 2006 Comprehensive Plan. It is expected that many aspects of the existing Comprehensive Plan will continue to reflect the Town's vision and goals and will, therefore, carry over to the updated plan, however, there is a desire for there to be more focus on specific economic revitalization strategies for the Town's hamlets and new opportunities for commercial growth. Other important areas of focus are anticipated to be understanding housing needs; assessing local recreation amenities and arts and cultural programming and identifying opportunities for enhancing these assets for residential and visitor enjoyment; and enhancing access and enjoyment of the Wynantskill Creek and related waterbodies as the Wynantskill is a NYS Designated Inland Waterway. The Town anticipates developing conceptual designs and cost estimates for at least one identified recreation-related project, which may include trails and other linkages, to be identified as part of the planning process. In addition to the Town's existing Comprehensive Plan, Sand Lake developed and adopted a Hamlets Master Plan/Linkage Study in 2011 which looked at ways to physically and programmatically link the three hamlets along the NY 43 corridor. The updated Comprehensive Plan should incorporate the relevant ideas and recommendations of the 2011 Linkage Study.

The 2006 Comprehensive Plan and the 2011 Linkage Study can be accessed on the Town's website at: <http://townofsandlake.us/content/Generic/View/19>.

The Town will contract with a consultant or team to assist in the development of the comprehensive plan update and hamlets revitalization strategy. Anticipated tasks for the consultant will include facilitating committee meetings and public meetings, conducting research, working with the community planning and economic development coordinator to update the existing Plan's Community Profile including an updated map series a variety of different existing conditions, reviewing and updating the vision statement, goals and recommended actions, performing SEQRA review, and prepare and transfer final plans, reports and maps. The Town's Community Planning and Economic Development Coordinator will work with the consultants to update some aspects of the community profile, provide assistance for data collection,

develop a public participation plan and conduct outreach for public meetings, take meeting notes and prepare summaries, and review draft documents.

These activities will be overseen by a Project Advisory Committee which will include, but need not be limited to, representatives of the Town of Sand Lake; the Town's Planning Oversight Committee and the Environment, Recreation, and Open Space Committee; New York State Department of State, Department of Environmental Conservation, and Department of Transportation; Rensselaer County Department of Planning and Economic Development and the Sand Lake Business Association. Deliverables will include an updated Comprehensive Plan and Hamlets Revitalization Strategy and SEQRA documentation.

### **III. SCOPE OF WORK**

#### **Component 1: Project Scoping Session**

The selected consultant(s) shall meet with Town Officials and Staff, Department of State staff and representatives of the Project advisory Committee to review the scope of work, proposed schedule for completion and other Town and Department of State expectations.

#### **Component 2: Update of Comprehensive Plan and Hamlets Revitalization Strategy**

##### **Task 1: Review Existing Plans and Meeting with Project Advisory Committee**

In an effort to understand the Town the consultant(s) shall review existing local and regional planning documents, including, but not limited to, the 2006 Town of Sand Lake Comprehensive Plan, 2011 Town of Sand Lake Hamlets Linkage Study, Town of Sand Lake Code Chapters related to Subdivision of Land, Site Plan Review, Zoning and Stormwater Management, and the Rensselaer Plateau Conservation Plan and Regional Trail Vision Plan. The consultant(s) shall also consult with community leaders and committees including the Sand Lake Coordinator of Planning and Community Development, the Project Advisory Committee, the Planning Oversight Committee and the Sand Lake Environmental, Open Space and Recreation Committee to obtain any new or updated data and identify issues and opportunities. The consultant(s) shall develop a written findings report describing and assessing existing planning documents and the issues and opportunities identified by stakeholders and community leaders. The findings report shall be submitted to the Department for review and approval.

Product: Meeting and written findings report with identification of preliminary issues and opportunities.

##### **Task 2: Existing Conditions Inventory Update**

Based on the review of existing planning documents, updated profile information and directive provided by the Town Planner and Project Advisory committee, meetings with community leaders, and appropriate additional research and analysis, the consultant(s) shall complete the Existing Conditions Inventory including narrative, maps and relevant data presentation. This inventory will be used to assist in the identification of issues and opportunities for the Comprehensive Plan. To the extent possible, the 2006 Comprehensive Plan Existing Conditions Inventory will be utilized, however, some topic areas, particularly related to the local economy and housing, may require additional research and analysis. Based on preliminary findings of the Existing Conditions Analysis, the

consultant(s) shall work with the Project Advisory Committee to also design workshop activities and prepare materials needed to conduct the first community visioning workshop. The Inventory shall include, but is not limited to, the following:

- Socio-demographic profile
- Economic profile
- Land and water uses (including understanding publicly owned lands, lands in conservation etc.)
- Housing
- Zoning and other relevant local development controls
- Recreation and open space resources and community services
- Infrastructure (i.e. water supply, sewage disposal, solid waste disposal, and transportation systems)
- Arts and Cultural Resources
- Environmental Features (wetlands, topography/steep slopes, soils)
- Natural Resources (waterbodies, aquifers, open space/scenic resources, important agricultural lands, forestry, mining)
- Environmental issues (hazardous waste sites, solid waste, etc.)

Product: Draft Existing Conditions Inventory, including written narratives, maps and relevant data and information. Workshop handouts and materials.

#### Task 3: Hamlets Revitalization Area and Wynantskill Creek Corridor Boundary Identification

The consultant will work with the Project Advisory Committee, the NYS Department of State and other project partners as appropriate, to develop a revitalization area and boundary. The area should include the three hamlets, the Wynantskill Creek and tributaries or other connected water bodies within the municipality, as well as adjacent land and other land which may affect the Creek through drainage, watershed, and any other similar factors. The boundary shall be described in narrative and accompanied by a boundary map developed by the Consultant.

Product: Narrative and map of the revitalization area boundary.

#### Task 4: Community Visioning Workshop

The consultant(s) shall facilitate a community visioning workshop to present a summary of the findings of the Existing Conditions Inventory, preliminary issues and opportunities identified, and will solicit public input. Workshop activities shall be designed to help participants reveal ways in which they use and value their waterfront resources, and the varied relationships between the waterfront resources and the municipality. Participants will also be encouraged to identify important issues and opportunities, and discuss what they would like to change if they could. The workshop will include a visioning exercise to allow participants to reaffirm or clarify the town-wide vision for the future and for the three Hamlets as expressed in previous planning documents.

Product: Power point presentation and handouts for participants submitted in advance for review by the Project Advisory Committee and NYS Department of State.

#### Task 5: Initial Issues, Opportunities, and Vision Report

The consultant(s) shall prepare an Initial Issues, Opportunities, and Vision Report, based upon the inventory and analysis, public input received at the first community visioning workshop, stakeholder meetings, and other considerations, such as the waterfront revitalization policies set forth in Executive Law, Article 42, and as provided by the Department. The Initial Issues, Opportunities, and Vision Report should describe key issues and articulate a future vision for the community including goals and potential short- and long-term actions. The Initial Issues, Opportunities and Vision Report shall be submitted to the Department for review and approval.

Product: Initial Issues, Opportunities, and Vision Report submitted to the Project Advisory Committee and Department of State for review and approve.

#### Task 6: Stakeholder Meetings

As identified during the Existing Conditions Inventory, stakeholder meetings will be held where topic-based stakeholder input would be beneficial, including topics such as arts and culture, recreation, infrastructure planning, natural and rural resource protection and sustainability, business development, and housing. Some topics may be combined into one meeting as appropriate.

Product: Development set of questions and topics for stakeholder group discussions for Project Advisory Committee and NYS Department of State Review.

#### Task 7: Develop Plan Vision and Goals

The consultant(s), and the Project Advisory Committee shall review the Initial Issues, Opportunities, and Vision Report, the results of the public workshops and stakeholder meetings, and the Inventory and Analysis to develop a Vision Statement and set of goals for the Comprehensive Plan Update and Hamlets Revitalization Strategy that will guide future land management, programs, and project selection and development.

Product: Draft vision statement and goals for Project Advisory Committee and NYS Department of State Review.

#### Task 8: Action Plan and Priority Project Identification

The consultant(s) shall work with the Project Advisory Committee to identify and describe actions in both narrative and table/matrix format which may include programs, policies and projects necessary to advance implementation of the Comprehensive Plan and Hamlets Revitalization goals including:

- Streetscape improvement projects
- Business development/assistance programs for the hamlets
- Building improvement and adaptive reuse programs
- Place-making through the arts
- Hamlet pedestrian linkages to community amenities and services
- Wynantskill Creek recreational access improvements
- Recreational enhancement and expansion strategies
- Resiliency strategies for flood prone areas along the Wynantskill Creek
- Infrastructure improvements and expansion including public water, broadband and natural gas
- Land development and management tools and techniques
- Housing diversity strategies

- Community service and government efficiency improvements including youth and senior programming, community communication, emergency services, health and education.

Product: Draft Action Plan and Priority Project list for the Comprehensive Plan and the Hamlets Revitalization Strategy with project descriptions and implementation action items in both narrative and table/matrix format submitted to the Project Advisory Committee and Department of State for review and approval, and shall incorporate the Department's comments into the final list.

#### Task 9: Draft Comprehensive Plan Update and Hamlets Revitalization Strategy

The Contractor or its consultant(s) shall prepare the draft Comprehensive Plan Update and Hamlets Revitalization Strategy, which shall be a consolidated document, incorporating comments provided by the Project Advisory Committee and the Department on each component section listed above including the narrative description of the boundary and illustrative map, Inventory and Analysis, Vision and Goals, Action Plan and Priority Projects, and implementation table/matrix.

Product: Draft Comprehensive Plan Update and Hamlets Revitalization Strategy submitted to the Department for review and approval.

#### Task 10: Community Workshop

Following completion of the Draft Comprehensive Plan Update and Hamlets Revitalization Strategy, the consultant(s) shall facilitate a second community workshop to present the update Plan and Revitalization Strategy and to solicit public input regarding the completeness and accuracy of the document, whether the community vision and goals have been met such as the strategies for hamlet revitalization, and to discuss next steps.

Product: Power Point Presentation to be reviewed in advance by the Project Advisory Committee and NYS Department of State.

#### Task 11: Final Comprehensive Plan Update and Hamlets Revitalization Strategy

The consultant(s) shall prepare the Final Comprehensive Plan Update and Hamlets Revitalization Strategy, based on feedback provided during the community meeting, and any comments prepared by project partners and the Department. The final Plan shall contain all materials developed under previous tasks. The final Plan shall be submitted to the Department of State for review and approval. The Department's comments must be addressed to the satisfaction of the Department prior to publication and distribution.

Product: Final Comprehensive Plan and Revitalization Strategy submitted to the Department for review.

#### Task 12: SEQR Compliance

The Contractor or its consultant(s) shall prepare any materials necessary for compliance with the State Environmental Quality Review Act (SEQR), 6 NYCRR Part 617, including a Supplemental Environmental Impact Statement (EIS) if necessary to append to the EIS prepared for the 2006 Comprehensive Plan.

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

Product: Draft Supplemental Environmental Impact Statement (if necessary) and other SEQR documents prepared and submitted to the Department for review.

**Component 3: Recreation Implementation Project(s).**

Task 13: Selection of Priority Recreation Implementation Project(s)

Based on the results of the comprehensive plan visioning and priority project identification process, the Contractor, its consultant(s) and the Project Advisory Committee shall select one or more recreation implementation projects for planning and design.

The project(s) selected will be dependent on cost, project alignment with the draft Comprehensive Plan Update, other relevant plans, project impact, project readiness, and ability to commit local resources to leverage the process. The proposed project selection will be submitted to the Department for review and approval.

Product: Proposed demonstration projects submitted to the Department for review and approval.

Task 14: Site Reconnaissance

- The Contractor or its consultant(s) shall conduct site-specific reconnaissance, in preparation for design. Work shall include, at a minimum, identification and mapping of the following:
- Site survey showing extent of project boundary
- Ownership/grant/lease status of all lands to be incorporated into the design
- Manmade structures, buildings, or facilities on or adjacent to the site
- Above and below ground infrastructure, including stormwater treatment structures
- Transportation/circulation systems (truck, car, bus, ferry, train, pedestrian, bicycle, etc.) that serve or are located near the site
- Adjacent land and water uses
- Historic and archeological resources
- Soil and, as appropriate, core sampling to determine site stability
- Topography and hydrology
- Natural resources, including location of mature trees
- View corridors
- Zoning and other applicable designations
- Analysis of site constraints, needs and opportunities

Product: Map(s) and written summary describing the above information and any other appropriate information identified during the project kick-off meeting.

Task 15: Design Workshop

The Contractor or its consultant(s) will conduct a design workshop facilitated by the consultant. The workshop activities may include but are not limited to the following:

Public walk-n-talk, visioning session, design session with the project advisory committee and workshop participants, evening public open house, and public design review meeting.

Product: Draft alternative design concepts; selected design alternative draft design; delivery and summary of public workshop events.

**Task 16: Draft Preferred Schematic Design and Cost Estimates**

The Contractor or its consultant(s) shall prepare a draft schematic design and cost estimates of the preferred alternative reflecting the site reconnaissance, input obtained in the design workshop, and comments from the Project Advisory Committee and the Department. The draft schematic design shall be submitted to the Department for review and approval.

Product: Draft preferred schematic design and cost estimates submitted to the Department for review and approval.

**Task 17: Construction Requirement Analysis**

The Contractor or its consultant(s) shall prepare an analysis of all federal, state and local requirements for the selected schematic design alternative, including necessary permits and approvals, and a description of how these requirements will be satisfied by the design. This analysis shall be submitted to appropriate project partners and the Department for review. A pre-permitting meeting with the Department and the identified federal, state and local entities may be required to discuss any revisions needed to satisfy regulatory requirements. Work on final design shall not proceed prior to the Department approval of the construction requirement analysis and the pre-permitting meeting, if necessary.

Product: Written construction requirement analysis. Pre-permitting meeting with identified entities.

**Project Advisory Committee Meetings**

The Project Advisory Committee will meet on an as-needed basis to review materials and provide input. It is expected that the selected consultant will meet with Committee at least six (6) times during the project duration. Materials expected to be discussed at the Committee Meetings shall be provided electronically to the Committee via the Town Planner a week in advance of the meeting. To insure frequent communication, the consultant should also be available for frequent conference calls with Committee and Town representatives.

**Project Deliverables and Format**

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

*"This (document, report, map, etc.) was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund."*

All required products submitted to the Department of State, must be clearly labeled with the NYS Comptroller's Contract #. The Consultants shall submit:

- Draft products: two paper copies of each product. In addition, all draft products must be submitted as an electronic copy in Word or Word Perfect and Adobe Acrobat Portable Document Format –PDF (created using 300 dpi scanning resolution).
- Final products: two paper copies of each product. In addition, all final products (including reports, designs, maps, drawings, and plans) must be submitted as an electronic copy in Word Perfect or Microsoft Word and Adobe® Acrobat® Portable Document Format - PDF (created using 300 dpi scanning resolution) and be submitted on a labeled CD-R type CD. The CD must be labeled with the contractor name, the Department of State contract #, and project title.
- Electronic data for all Geographic Information System-based mapping products must be included in either ArcGIS format, or similar product acceptable to the Department of State, and comply with the requirements for Contract GIS Products.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Department of State) as well as in JPEG or GIF format.
- Pictures and photographs must be dated and captioned with the location and a brief description of the activity being documented. Electronic data for all pictures and photographs must be submitted in JPEG or GIF format or other similar product acceptable to the Department of State.

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

#### IV. REI SUBMISSION GUIDANCE

Qualified individuals, firms, and consultant teams may respond to this REI. Responses must include all of the following elements.

1. A **Letter of Interest** (no more than two pages) that demonstrates the consultant has a clear understanding of the issues associated with this project and communicates the consultant’s ability to assist the Town in completion of the project as described and required in the Scope of Work. *Adjustments to the required scope of work may be proposed in this letter if the consultant believes that those adjustments would add value to the project or would be more appropriate for the allotted budget. There is no need to repeat the required scope of work in the letter of interest.* The letter shall be signed by an officer empowered by the respondent to sign such material and thereby commit the respondent to the obligations contained in the proposal. The letter shall also include the name, address, phone number, fax number, and email address of the lead contact person who can be contacted for more information and to whom the results of the proposal evaluations can be sent.
2. Examples of **Relevant Previous Work and References** that demonstrate the consultant has the experience and inter-personal skills to perform the required tasks. Examples of completed work assignments and comparable projects that demonstrate the experience and ability of the personnel assigned to the project should also be included. Stressing experience in unrelated activities is not encouraged and may leave the impression that the consultant does not correctly grasp the project’s scope.

Reference contact information is required.

3. A **Management Plan** identifying the contractor's personnel who will be working on the project including resumes. The project manager should be clearly identified. If a team of firms is responding to this REI, please include the resumes of the personnel working on the project for the lead firm as well as all sub-consultant firms. Please ensure that the titles of the identified personnel match those on the resumes and in the price proposal described below in Element #4. Failure to properly identify personnel significantly reduces the credibility of the proposal. A project schedule should also be provided that demonstrates how the team will complete the work on time.
4. A **Budget**, including a cost for each task and a lump sum cost for the entire project. Hours and hourly wages by task should be included for all personnel. This should be completed for both the lead consultant and any sub-consultants, if they are utilized for the project. In addition, a timeline for the completion of the project by task should be included. The Town has budgeted \$50,000 for consultant services for the contract. This range should be considered the maximum amount of the contract.
5. A statement of the respondent's effort to comply with the State's **Minority and Women Owned Business Enterprise (M/WBE) goals**.

### **Submission Deadline**

Expressions of interest are due by **4:00PM, Thursday, January 28, 2017**. Responses shall include three (3) paper copies and in digital format either by email in .pdf format. All files must be less than 10 megabytes. Dividing the response into multiple emails to exceed the 10 megabyte per email limit total is not acceptable.

Responses must be sent to:

Monica Ryan, Coordinator of Community Planning & Economic Development  
Town of Sand Lake  
PO Box 273  
8428 NY Route 66  
Sand Lake, NY 12153  
[mryan@sand-lake.us](mailto:mryan@sand-lake.us)

For Questions please contact:

- Monica Ryan, Town of Sand Lake: [mryan@sand-lake.us](mailto:mryan@sand-lake.us) / (518) 674-2026 x.11
- Barbara Kendall, NYS Department of State, Office of Planning and Development  
[barbara.kendall@dos.ny.gov](mailto:barbara.kendall@dos.ny.gov) / 518-473-8928

### **Submission Evaluation**

A qualified consultant will be selected based on the following criteria:

- Quality and completeness of the response.
- Understanding of the project.

- Applicability of proposed alternatives or enhancements to information requested.
- Cost-effectiveness of the proposal.
- Qualifications and relevant experience with respect to the tasks to be performed.
- Reputation among previous clients.
- Ability to complete all project tasks within the allotted time and budget.

#### **Conditions Governing Responses**

- Only those proposals which contain complete information and are responsive to the REI will be considered. The Town of Sand Lake reserves the right to:
- Accept or reject any or all submissions associated with this work;
- Request qualified consultants to consider contracting for only certain elements of the project or to consider partnering with other qualified consultants;
- Require consultants to clarify aspects of their understanding of and approach to the project in person or by telephone;
- Waive or modify minor irregularities in proposals received;
- Negotiate with proposers, within the proposal requirements, to best serve the interests of the Town of Sand Lake and the Department of State;
- Amend specifications after their release, with due notice given to all bidders to modify their proposals to reflect changed specifications;
- Consider every offer as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation; and
- Award a contract for any or all parts of a proposal including award of specific project components to individual proposer team members and to negotiate with the successful bidder(s).

#### **Other Considerations**

- Expenses incurred in the preparation of proposals shall be borne by the respondent(s) with the express understanding that the respondent(s) may not apply to the Town for reimbursement for these expenses.
- The Town of Sand Lake is an Equal Opportunity Employer; minority-and women-owned businesses are urged to submit proposals.
- By submitting a proposal, the proposer agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in the response.
- If respondent provides material(s) of a confidential nature for disclosure to third parties, the respondent should clearly indicate the specific material(s) it considers confidential. Subject to the provisions of FOIL and any other applicable laws, the Town of Sand Lake may agree to maintain confidentiality of such material(s) if requested. The Town of Sand Lake assumes no responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.
- The New York State Department of State must approve all consultants and sub-contractors. The consultant must comply with all provisions in the Contract between the New York State Department of State and the Town of Sand Lake, including all appendices. A copy of the contract is available upon request.

#### **Presentation by Respondents**

Presentations may be required of qualified finalists. If held, finalists will be notified of the date, time, and location.

Presentations will provide an opportunity the Project Advisory Committee to obtain an understanding of:

- The extent of the firm's depth of knowledge of the subject matter of the REI;
- Whether the methods and resources that will be used by the firm in performing services to achieve the project goals and objectives are appropriate, and cost effective;
- The firm's ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project;
- The primary features and benefits of their proposal;
- The public presentation skills of the proposers; and
- The ability of the consultant to enhance and not replace the extensive work already completed.

Presentation format is left to the discretion of the proposers. Presentations will be limited to a one hour period per respondent, which includes questions. All key managerial personnel, as well as key personnel working on the project, must be in attendance at the proposal presentation.

### **Notification of Award**

The successful respondent will be notified by phone, followed by written confirmation. Each respondent whose proposal is not accepted will be notified by email.

The Town of Sand Lake will authorize the award of a contract to the successful respondent. In the event that a contract cannot be finalized within thirty (30) days of the award, the Town of Sand Lake reserves the right to enter into negotiations with another respondent.