



**VILLAGE OF TRUMANSBURG  
REQUEST FOR PROPOSAL (RFP)**

**COMPREHENSIVE PLAN REVIEW AND ZONING ORDINANCE REVISION**

**VILLAGE OF TRUMANSBURG  
56 E. MAIN ST.  
TRUMANSBURG, NY 14886**

**DATE OF ISSUE: JUNE 11, 2018**

**PROPOSAL DUE DATE: JULY 13, 2018**

**ISSUED BY: VILLAGE OF TRUMANSBURG**

**POINT OF CONTACT: TAMMY MORSE, VILLAGE CLERK**



*Request for Proposal- June 2018*

**TABLE OF CONTENTS**

1.	SUMMARY AND BACKGROUND .....	2
2.	PROPOSAL GUIDELINES.....	3
3.	PROJECT PURPOSE AND DESCRIPTION.....	3
4.	PROJECT SCOPE.....	5
5.	REQUEST FOR PROPOSAL AND PROJECT TIMELINE.....	6
6.	BUDGET .....	6
7.	BIDDER QUALIFICATIONS .....	7
8.	PROPOSAL EVALUATION CRITERIA.....	7



## *Request for Proposal- June 2018*

### **1. SUMMARY AND BACKGROUND**

Nestled in the heart of the Finger Lakes Region of New York State, Trumansburg's rich history dates back well over 200 years. Largely Iroquois and Algonquin Indian land prior to the late 1700's, the area was awarded to Abner Treman, a captain in the Revolutionary War, for his distinguished service in various campaigns in and around New York State. He and his family began to settle the area in 1792. The Village of Trumansburg was officially incorporated in 1872.

Trumansburg is a Village incorporated under Article 2 of New York State Village Law. It is governed by a Board consisting of a Mayor and four Trustees. In addition, a dedicated staff of full and part-time employees see to the day to day operations of the Village.

With a land area of 1.2 square miles, the Village's population was estimated at 1,819 residents in 2016. 682 households are located within one residential zone and the median income for a household in the village is \$39,423. There are two commercial zones in the Village and one industrial zone. Trumansburg Central School District facilities, grades K through 12, are also located in the Village.

The Village Board of Trustees is accepting proposals from qualified professional firms to work with a Trustee-formed Comprehensive Plan and Zoning Revision Committee (hereinafter, "Committee) to gather data, perform analysis, and draft updated documents. The existing Village Comprehensive Plan was delivered in 2008. The Zoning Ordinance was last revised in 2012. In an effort to achieve a renewed vision and consistency between both documents, the Village has determined that reviewing and revising these documents, with the help of an objective consultant, is necessary for improved implementation.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate firms, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction the Village of Trumansburg wishes to go.

In summary, our objectives include:

- Review of existing Comprehensive Plan and Zoning Ordinance files
- Research and analysis of contemporary planning and zoning concepts and practices
- Work sessions with Comprehensive Plan and Zoning Revision Committee
- Attendance at Public Information Session with members of the Community
- Generation and delivery of revised Comprehensive Plan and Zoning Ordinance files
- Generation and delivery of general planning and public meeting process resources



## *Request for Proposal- June 2018*

### **2. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals, at least one (1) electronic file and five (5) hardcopy documents mailed to the Village Hall, will be accepted until 1:00pm EST *Friday, July 13, 2018*. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the Village of Trumansburg's legal counsel and will include scope, budget, schedule, and other necessary items pertaining to the project.

### **3. PROJECT PURPOSE AND DESCRIPTION**

#### **The purpose of this project is as follows:**

The existing Village Comprehensive Plan was adopted ten years ago. The Village seeks to determine what changes may have occurred since then in terms of residents' desires and vision for the community. Based on that, the 2012 Zoning Ordinance will need updating and revision in order to maintain consistency between the two documents. As part of this process, the Village also seeks to make available resource documents that can help staff and the public better understand planning, public hearing, subdivision and site plan review processes, as may be necessary for improved implementation of Village planning, zoning, and overall physical development goals.

#### Comprehensive Plan:

In May of 2006 residents of Trumansburg were asked to participate in the 2006 Comprehensive Plan Community Survey. The survey served as an opportunity for residents to provide direct input on the development of the Comprehensive Plan to help guide Trumansburg into the future. Residents were asked to complete the survey and return it to the Village Hall. Working closely with Crystal Buck, Senior Planner for Tompkins County Planning Department and Village Trustee David Filiberto, the Trumansburg Comprehensive Plan Committee created general survey questions about key issues. Of the 709 surveys mailed out, 217 were returned complete for a 31% response rate. As a result, after several public forums to discuss topics relevant to the survey, and with further guidance from the



## *Request for Proposal- June 2018*

County, the committee presented the full plan for adoption in 2008.

Now ten years old, the Village seeks to review, analyze and consider updates to its Comprehensive Plan that reflect current economic, environmental and social conditions in the Village and establish both short and long-range planning objectives.

### Zoning Ordinance:

Adopted in 2012, and representing the first Zoning Ordinance revisions since 1971, the current Village Zoning Ordinance was composed jointly by an appointed Zoning Revision Committee with support from the Tompkins County Planning Department. Five years into its administration, Village staff have identified a range of content areas, provisions, and definitions that require modification in order to its overall applicability. The Village seeks to improve and codify a revised ordinance that includes new dimensions for residential development, changes to definitions related to parking design standards, incorporate subdivision and environmental review local laws into the zoning ordinance, and analyze additional topics, in consultation with the Comprehensive Plan and Zoning Revision Committee, that allow for fair, well-defined enforcement of zoning regulation.

### Resource Documents:

Land use and real estate development of all types have been relatively limited in the Village over the last decade. As a result, both Village staff and members of the community often have questions about how the Comprehensive Plan, Zoning Ordinance, Subdivision Regulation, Site Plan Review and Village Environmental Quality Review (VEQR) local laws are applied. With a marked uptick in proposed development activity as of 2017, resources such as summaries and cut-sheets of NY State and/or Village-specific planning and development process are in demand. The Village seeks to develop and offer such resources to members of its Village, Planning and Zoning Boards as well as to interested members of the community.

### **Project Description:**

The Village of Trumansburg is seeking a provider to utilize knowledge of municipal land use, environmental, transportation and economic development planning concepts and practices to update and/or create the aforementioned deliverables. The finished documents, either aspirational or as adopted Village law, must allow the Village to use them or be adopted in accordance with applicable NY State guidelines, rules and regulations.

These documents should be clear, concise and present content, be it written or visual, in formats that make their readability/navigability as reader/user friendly as possible. The design and layout should be aesthetically pleasing, simple for users to navigate, provide relevant descriptions, and contact information. Final versions of these deliverables must also be formatted as secure, high-resolution, compressed (as to send via email) PDF files.



## *Request for Proposal- June 2018*

### **4. PROJECT SCOPE**

The scope of this project includes all research, writing, design, and development of the Village's updated Comprehensive Plan, Zoning Ordinance, and Resource Documents. All text and copy will be provided to the selected bidder by the Village staff for review, analysis, design and layout of the stated deliverables.

The selected bidder will be responsible for planning and conducting a thorough review of existing Village Comprehensive Plan and Land Use Local Laws, several in-person work sessions with the Comprehensive Plan and Zoning Revision Committee, attendance at several public information sessions and/or public meetings, generation of community surveys, composition of revised deliverables, and final presentation of final work products.

The following criteria must be met to achieve a successful project:

- Qualified staff that can introduce, explain and discuss planning and zoning concepts and practices applicable to municipal scale and operation similar to the Village
- Engaged staff that can interface with a committee and community interested in the details and justification for advancement of planning and zoning regulations
- Ability of staff to respond to comments from Village Attorney on draft documents submitted for legal review
- Coordinate communications, document sharing and meeting scheduling with designated Village point-of-contact
- Provide resources—hardcopy and web-based—to Committee as part of project development and work session progress
- Visually and aesthetically pleasing professional document design to ensure ease of readability for any member of the public interested in consuming this content
- Final documents formatted and of resolution satisfactory for both print and web-based viewing.

### **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

#### **Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 1pm EST, July 13, 2018.

Evaluation of proposals will be conducted from July 16, 2018 until August 10, 2018. If additional information or discussions are needed with any bidders during this five week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than August 13, 2018.

Notifications to bidders who were not selected will be completed by August 17, 2018.



## *Request for Proposal- June 2018*

### **Project Timeline:**

Project initiation phase and project planning phase will be a collaborative effort with the Comprehensive Plan and Zoning Revision Committee and must be completed by September 30, 2018. Project planning phase will determine the timeline/schedule for the remaining phases of the project.

## **6. BUDGET**

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

Project Initiation and Scoping	NRC	MRC
Analysis and Research	NRC	MRC
Committee Meetings	NRC	MRC
Public Meeting(s)	NRC	MRC
Document Production	NRC	MRC
Presentation of Draft Products	NRC	MRC
Presentation of Final Products	NRC	MRC

NOTE: All costs and fees must be clearly described in each proposal.

## **7. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in municipal land use, zoning and planning, technical writing, report generation and visual display of information and data.
- List of how many full time, part time, and contractor staff in your organization
- Examples of three (3) or more comprehensive plans and/or zoning ordinances or other land use regulatory documents designed and implemented by your organization
- At least two (2) testimonials from past clients on the aforementioned work products
- Anticipated resources you will assign to this project (total number, role, title, experience)
- A detailed scope of work
- Timeline for completion of the project
- Project management methodology



*Request for Proposal- June 2018*

**8. PROPOSAL EVALUATION CRITERIA**

The Village of Trumansburg Board of Trustees, in conjunction with the Comprehensive Plan and Zoning Revision Committee, will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, the proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to comprehensive plan, zoning and land use ordinances as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff qualifications, technical expertise and experience

Each bidder must submit at least one (1) electronic file and five (5) hardcopy proposal documents to the address below by July 13, 2018 at 1:00pm EST:

Village of Trumansburg  
Attn: Tammy Morse, Village Clerk  
56 E. Main St.  
Trumansburg, NY 14886