# REQUEST FOR PROPOSALS

**VILLAGE OF FALCONER COMPREHENSIVE PLAN**

**JUNE 2018**

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**SUBMIT TO:**

**Anna Fales, Village Clerk**

**Village of Falconer**

**101 West Main Street**

**Falconer, NY 14733**

### RFP SCHEDULE

Activity Date

Dates of Publication June 13, 2018

RFP Submission Deadline at 4:00 P.M. EST July 13, 2018

Steering Committee Selection and Notification of Award July 27, 2018

**REQUEST FOR PROPOSALS**

FOR THE PREPARATION OF A

**COMPREHENSIVE PLAN**

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The Village of Falconer, New York is requesting proposals from qualified consultants to assist in the completion of a comprehensive plan for the Village.

**1.0 OVERVIEW AND BACKGROUND**

The Village of Falconer is located in Chautauqua County in the western portion of New York State. The Village has an estimated population of 2,348 and a strong manufacturing base. The Village of Falconer has not undertaken a planning effort for several decades. Over the past two years’ fires have devastated a portion of the Villages downtown core. The impact of these events has brought the community together to begin to talk about the future of the downtown region and the Village as a whole. As a result, the Village successfully applied for an Empire State Development planning grant to develop a comprehensive plan for the community.

**1.1 OBJECTIVES**

The Village of Falconer has three objectives for the proposed comprehensive planning effort. Due to limited funding, the Village realizes that the planning effort may need to be phased as the Village works to secure additional funding. The following are the objectives for this planning effort:

* Complete a Village wide comprehensive plan for future development and investment in the Village. The planning process utilized will focus on the Village’s vision and values, land use, infrastructure and economic and demographic trends.
* Ensure that the community participation portion of the planning effort is robust so all citizens have the opportunity to be heard.

* A downtown corridor plan with conceptual sketches and guidance on implementation steps.

**1.2 SCOPE OF WORK**

The Village of Falconer has a current budget of $30,000 for first phase of the planning project and will focus primarily on the first two objectives listed above. It is anticipated this work will be initiated shortly after the selection of the consultant. The planning study must consider at a minimum an inventory of relevant infrastructure, demographic and economic information relevant to important trends in the Village; public input through a public participation process; visioning; land use; and goals and objectives for future development.

The Village of Falconer anticipates applying for a second grant to undertake a focused study of the Main Street Corridor in the central downtown. If awarded, the work will complement the efforts underway with the comprehensive planning project and is expected to begin in early 2019. Respondents to this RFP request are asked to also provide an abbreviated scope and cost estimate for the second objective in a separate attachment.

Respondents to the RFP are encouraged to be specific but creative in proposing their firms approach to this project. Local partners such as the Chautauqua County Division of Planning and Community Development and local committee members, may supplement the consultant’s work to help make this a feasible effort if necessary. The following is the minimum scope to be considered:

**Task 1 Current Plans and Conditions**

Kick-off project, establish roles and project schedule; and secure information regarding existing plans; collect recognized issues and ideas for the future from the Steering Committee.

* 1. Initiation. Meet with Comprehensive Plan Steering Committee to establish roles and project schedule and discuss interface and communication protocols.
  2. Current plans, Issues and Ideas. Review regional and local plans and on-going activities, identify issues/problems, and explore ideas for the future with the Steering Committee, Village Officials, Village Department Heads and key stakeholders.
  3. Complete Community Profile. Based on Census from 2010 and census data and estimates, evaluate trends impacting the community. Additionally, include an overview and inventory of public infrastructure serving the Village.

**Task 2 Formulate Community Direction**

Develop a description of what the Village seeks to be in the year 2030. Provide goals, objectives and a clear and implementable action plan.

2.1 Vision statement, Goals and Objectives. Work with Village to formulate a “vison for the future” based upon community input. Vision should help shape or retain the character and appearance of the Village.

2.2 Develop an Implementable Action Plan. Based upon the community’s vision, goals and objectives, an action plan will be developed that accounts for the community’s capacity, costs, and implementation timeframes. Additionally, a framework for the organizational structure necessary to guide implementation of the completed comprehensive plan should be included.

2.3 Host Community Meeting / Outreach. A community meeting detailing the community profile, trends, a draft vision and draft goals and objectives will be held to help prioritize goals, objectives and actions.

**Task 3 Draft Comprehensive Plan**

3.1 Draft Plan. Prepare a draft plan that builds upon the steps outlined above in this RFP at a minimum.

**Task 4 Final Steps**

4.1 Draft Review. Review the draft plan with the Village Board at a public meeting.

4.2 Final Comprehensive Plan Report. Based upon comments received in Step 4.1 and direction from the Steering Committee, prepare the final plan document.

4.3 Prepare SEQRA Documents for Adoption.

Final Deliverables

1. Comprehensive Plan including topical items, supporting maps and graphics, including a future land use map. Text and maps shall also be provided in digital format(s) for GIS and reproduction purposes.
2. 20 Hard copies of the final comprehensive plan will be provided by the consultant.

**2.0 SUBMISSION OF PROPOSALS**

Interested respondents must submit five (5) full copies of their proposal and one digital copy no later than 4:00 p.m. on **July 13, 2018**. They are to be mailed to:

**Anna Fales, Village Clerk**

**Village of Falconer**

**101 West Main Street**

**Falconer, NY 14733**

**Digital copies of the proposal must also be e-mailed to afales@villageoffalconer.com Please attach as a PDF or provide a link to the PDF.**

**Proposals received after the scheduled time and date will not be accepted.**

**2.1 PROPOSAL CONTENT AND CONDITIONS**

Each proposer must submit a complete proposal which addresses each component of the RFP. Please note the described objectives are the minimum scope that is acceptable. Proposers are encouraged to be creative and propose additional work that the proposer feels is beneficial, necessary, or improves the outcome of this planning effort.

* A full description of the Scope of Work, along with a schedule detailing when milestones will be reached and when the project will be completed.
* A description of each staff member or sub-consultant who will be involved with this project, along with a description of their role in this project.
* A client list for similar projects in the last three years, including contact name and phone number, and a brief description of the projects.
* Budget and expense information which details all costs including:
* Personnel expenses which state the name and title of each individual assigned to the project, their hourly rate, and the number of estimated hours the individual will be working on the project. The same information and detail should be submitted for subcontractors.
* Administrative costs for travel, postage, photocopying, telephone, printing, and other related expenses must be detailed.
* Estimates of expense for each of the tasks with assumptions.

**2.2 CONDITIONS GOVERNING PROPOSALS**

* Only those proposals which contain complete information and are responsive to the RFP will be considered.
* Proprietary or patented information which may be included in the proposal must be clearly identified and brought to the Committee's attention.
* The Village Steering Committee reserves the following rights:
* to accept or reject any or all proposals;
* to waive or modify minor irregularities in proposals received;
* to negotiate with proposers, within the proposal requirements, to best serve the interests of the Village;
* to amend specifications after their release, with due notice given to all bidders to modify their proposals to reflect changed specifications;
* to 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
* to award a contract for any or all parts of a proposal and negotiate with the successful bidder.
* By submitting a proposal, the respondent 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 this RFP.
* The Steering Committee will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

**2.3 INQUIRIES**

All inquiries regarding the RFP should be made by e-mail or in writing, and must cite the RFP section in question. Answers to substantive questions will be provided to all inquirers. Inquiries should be directed to:

**Anna Fales, Village Clerk**

**Village of Falconer**

**101 West Main Street**

**Falconer, NY 14733**

Email: **afales@villageoffalconer.com**

**2.4 LIABILITY**

The Steering Committee is not liable for any costs incurred by any individual or firm for work performed to prepare its proposal or for any travel and or other expenses incurred in the preparation and/or submission of its proposal. Further, the Steering Committee is not liable for any costs incurred prior to approval of the contract.

**3.0 EVALUATION PROCESS**

The Steering Committee and will review submitted proposals with reference to the qualifications and criteria as detailed in this Request for Proposals. The intent is to select the consultant having the technical capability and necessary experience to perform the services as outlined in this RFP within the time frame required.

**3.1 SELECTION CRITERIA**

The selection of a consultant for this effort will be based on the following criteria:

* Technical Proposal: Proposals will be evaluated based on their quality, clarity, and demonstrated understanding of the project objectives. The proposal must include a plan outlining how each item in the proposed Scope of Work will be addressed.
* Implementation Schedule: Proposals will be evaluated based on their ability to complete the project within the time frame described in this RFP. The proposal must include an implementation schedule that lists all milestones for the development and implementation of project deliverables.
* Team Composition and Resumes: The proposer must provide a list of all person(s) who will be assigned work pursuant to this RFP (including subcontractors), as well as their resumes showing qualifications, educational background, training and experience.
* Team members will be evaluated based on relevant education, work experience and professional accreditation.
* The proposer must designate an individual as the Project Manager who will be directly responsible for all activities of the organization relevant to this RFP and provide their resume showing qualifications, educational background, training and experience. The project manager must have managed the implementation of at least one other project of similar scope and nature. A description of the project must be submitted with the resume.
* Relevant Experience: The proposer must provide a list of all projects of similar scope and nature completed in the last five years. The projects listed will be used to determine the proposer's expertise, experience, and knowledge. Submission of sample reports or products from previous projects is encouraged.
* Cost Proposal: A Cost Proposal Outline must be submitted. Proposers must break down each task in the Scope of Work and assign a detail of cost for the action including personnel costs and reimbursable expenses.
* References: The proposer must submit five references from projects of similar scope and nature. Each reference should include a contact person and phone number along with a statement describing the project. The Steering Committee reserves the right to obtain information from other sources.

**3.2 NOTIFICATION OF AWARD**

The Steering Committee will notify the successful bidder by phone, followed by written confirmation. Each bidder whose proposal is not accepted will be notified in writing.

The Village of Falconer will authorize the award of a contract to the successful proposer based upon the evaluations and recommendations of the Steering Committee. In the event that a contract cannot be finalized within thirty (30) days of the award, the Steering Committee reserves the right to enter negotiations with the consultant which received the second highest evaluation.