

# UPDATED AND REVISED REQUEST FOR PROPOSALS

## TOWN OF CHAUTAUQUA AND THE VILLAGE OF MAYVILLE'S COMPREHENSIVE PLAN



**NOVEMBER 2023**

**CONTRACT # 1002334**

**RESPONSE DUE:**

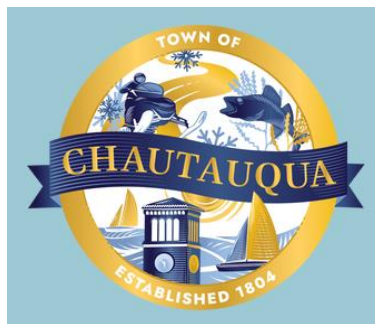
No later than 4:00 PM on Tuesday, **December 18<sup>th</sup>, 2023**

**SUBMIT RESPONSES and DIRECT QUESTIONS TO:**

Rebecca Luba, Town Clerk  
Town of Chautauqua  
2 Academy Street  
Mayville, NY 14757

716-753-7342

[clerk@townofchautauqua.com](mailto:clerk@townofchautauqua.com)



**REQUEST FOR PROPOSALS**  
**FOR THE PREPARATION OF A**  
**JOINT COMPREHENSIVE PLAN FOR THE TOWN OF**  
**CHAUTAUQUA AND THE VILLAGE OF MAYVILLE**

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## **I. Notice of Invitation**

Notice is hereby given that the Town of Chautauqua, NY ***has updated and revised its original RFP, which was released in September of 2023***, and is again seeking to retain a professional planning and design firm and/or teams (the “Consultant”) to provide comprehensive planning services for the development of a Joint Comprehensive Plan for the Town of Chautauqua and the Village of Mayville. The project is funded with ***local funding*** and funds from the New York State Department of State’s Smart Growth Planning Program.

Sealed proposals will be received by the Office of the Chautauqua Town Clerk located at 2 Academy Street, Mayville, NY 14757 by **December 18<sup>th</sup>, 2023 at 4:00 PM.**

The Town hereby notifies all Proposers that it is the policy of the Town to ensure nondiscrimination on the basis of race, color, national origin, religion, or sex in the award and administration of contracts.

Requests for modifications or clarifications of any requirement must be submitted in writing by email to: [clerk@townofchautauqua.com](mailto:clerk@townofchautauqua.com) and [scummings@townofchautauqua.com](mailto:scummings@townofchautauqua.com) or by U.S. Mail to the U.S. Postal Service address above. All such requests must be received by **November 29<sup>th</sup>, 2023 at 4:00 PM.**

Proposals will be examined by the designated Consultant Selection Subcommittee and reported to the Chautauqua Town Board within thirty (30) calendar days after the proposals have been opened. The Town reserves the right to reject any and all proposals; to waive any irregularities or informalities in any proposal or in the proposal procedure; or, to postpone the proposal opening for good cause. Each Proposer will be notified of the award of contract if an award is made.

The RFP Documents are available for download on the Town's website:  
<https://www.townofchautauqua.com>

Ultimately, it is the responsibility of the Proposer to check the Town's website for any addenda that may be issued relative to this RFP.

## **II. Project Background**

The Town of Chautauqua, New York is accepting ***new or updated*** proposals from qualified planning and design consultants to develop a joint Comprehensive Plan with the Village of Mayville following the New York State Department of State (NYSDOS) Smart Growth Planning Principles. The Comprehensive Plan will establish the objectives that ***the Town and Village*** want to achieve, ***prioritize critical issues to be addressed***, and will guide future sustainable growth within the municipality, enhance the local cultural identity, and protect natural and cultural local resources.

The Comprehensive Plan, **where appropriate**, must address the following general Smart Growth principles, in addition to the elements suggested by the New York State statutes **for the Town and the Village**:

- Promote mixed land uses in focus areas.
- Create an adequate range of housing opportunities and choices.
- Promote development and redevelopment where infrastructure is adequate and sustainable.
- Build on traits that make a distinctive and attractive community with a strong sense of place.
- Promote well-planned and well-placed public spaces
- Promote sustainable compact neighborhoods
- Increase mobility and circulation within jurisdictional lines and improve connectivity with areas outside jurisdictional lines.
- Promote sustainable mass transit that reduces the local levels of greenhouse gas emissions
- Promote walkable/bikeable neighborhood designs
- Promote and integrate clean energy resources and related incentives.
- Improve green infrastructure and resident's participation to this effort
- Increase resiliency to extreme weather events.
- Encourage social diversity and integration.
- Expand planning and implementation efforts across jurisdictional lines, to increase effectiveness, sustainability, and resiliency.
- Promote community and stakeholder collaboration in planning.

The Town of Chautauqua and the Village of Mayville's joint Comprehensive Plan will identify a shared vision and provide a framework **that identifies the actions required on both communities parts to achieve** mutually beneficial goals and objectives. By completing this plan together, the Town and Village will strengthen inter-municipal collaboration and regional planning efforts.

The plan will support the implementation of Smart Growth Principles that result in more equitable and environmentally conscious development patterns. Key objectives of the plan include:

- Establish a framework by which the Town and Village can promote development that reflects the principles of Smart Growth.
- Encourage development within existing development centers, such as the Village of Mayville's downtown, **lakeshore commercial corridors**, and the hamlet of Chautauqua and discourage development that consumes natural and open spaces. The location of public water and sewer, electricity, roads, infill opportunities, and other infrastructure will be evaluated as part of the comprehensive planning process to identify strategic locations for future development that are more financially and environmentally sound.

- Solidify a community identity and vision for the Town and Village by identifying key market niches, historic resources, and natural and recreational assets. This vision can then be referenced to promote development, investment, and programming that builds a sense of place, belonging, and community pride amongst residents and visitors.
- Provide a basis for the updating of each community's land use plan based upon smart growth principles.

The Town of Chautauqua and the Village of Mayville are located in the heart of Chautauqua County, in Western New York. Mayville is the Chautauqua County seat, and the communities are considered the gateway to Chautauqua Lake. Both Mayville and Chautauqua have a strong tourism base with both visitors and second homeowners swelling the population of the area during the summer season. The Town of Chautauqua is home to the world-renowned Chautauqua Institution, which is a 750-acre community on Chautauqua Lake where approximately 7,500 people are in residence on any given day during the nine-week season, and a total of more than 100,000 attend scheduled public events.

According to the 2020 Census, the Town of Chautauqua has a population of 4,017, which includes the Village of Mayville's 1,468 citizens. While both communities are strongly influenced by Chautauqua Lake and Chautauqua Institution, the areas away from the lake are largely farmland and forest. As with any lakeside community, the mix of part-time or seasonal residents with full-time residents always provides an opportunity for a diverse set of opinions and the challenge of integrating each fully into the broader community.

The Town of Chautauqua and the Village of Mayville each completed a comprehensive plan in 1970 with the firm Kendree and Shephard. The '60s and '70s were different times in the world and it was hard to recognize the changes that were about to occur in the subsequent decades in Rust Belt communities. While the Town of Chautauqua and Mayville have adopted and revised zoning laws over the years and participated in New York State's Local Waterfront Revitalization Planning process, for the most part, the communities have not conducted additional local planning efforts.

The plan will build off of the following regional and local planning efforts that have occurred, including but not limited to:

- Chautauqua Lake Local Waterfront Revitalization Plan (2011)
- Barcelona to Chautauqua Institution Shared Trail Feasibility Study (2013)
- Village of Mayville Strategic Waterfront Activation Master Plan (2022)
- Chautauqua County Greenway Plan (2012)
- Chautauqua County Economic Development Strategic Plan (2020)
- Chautauqua County Agricultural Development & Enhancement Strategy (2022)
- Chautauqua County 20/20 Comprehensive Plan (2011)

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

Respondent's proposal shall address each of the following tasks, with a separate cost and timeline for each identified task, using the same identifying language, including any paragraph or section numbers or letters as used in the RFP. **The scope of work outlined in the RFP should be considered a starting point for firms submitting formal proposals for the project to fulfill New York State's Smart Growth requirements.** The scope should provide prospective firms with a basis for ***the minimum activity*** to be accomplished. ***The Town of Chautauqua and the Village of Mayville encourage all consultants to utilize staff and partners experienced in comprehensive planning, who bring a passion for and an understanding of small communities, and a desire to be creative in both the approach selected, the need to focus on community outcomes, and content of their submissions.*** The **minimum** project tasks include:

#### **A. Project Initiation Meeting**

The consultant(s) will hold a scoping meeting with the Comprehensive Planning Committee and Town and Village representatives to initiate work on the project. The meeting will accomplish the following:

- Confirm roles and responsibilities.
- Confirm project requirements.
- Confirm the scope of work tasks and deliverables.
- Provide the consultant with up-to-date copies of all reports, data, and studies relevant for this Project.
- Review the project schedule, including the schedule for future meetings.
- Discuss the Community Participation Plan as described below, discuss the use of the Town website to keep the public informed on the progress of the plan.

All subsequent meetings will advance the preparation of the Comprehensive Plan and assess the evolution of the project, the new information needed, changes in roles and responsibilities, and next steps. Work on subsequent tasks shall not proceed prior to the Committee and NYSDOS review.

The consultant will prepare and distribute a brief meeting summary clearly indicating the understandings reached at the meeting.

Products: A written summary outlining identifying the participants to the meeting, what has been discussed, and understandings reached, along with a project timeline.



## B. Community Participation Plan

Prepare a Community Participation Plan that describes the public outreach and participation efforts that will be conducted during the development of the Comprehensive Plan, pursuant to the local and State statutes. **At a minimum**, the Community Participation Plan shall include:

- In-person or virtual interviews with local and regional stakeholders.
- A community survey, **with a summary of the proposed approach used to develop survey.**
- Provide a proposed schedule of public meetings
- A public information meeting **regarding the project and gathering initial information.**
- One or more public workshops **to arrive at and prioritize actions or projects.**
- One or more public hearings.
- A webpage with links to announcements, presentations, and documents prepared during the planning process.

The Community Participation Plan shall identify key individuals, organizations, and entities to be involved, and shall identify roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of the proposed public outreach and participation efforts.

All public outreach and participation efforts will be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means. Public access must be provided to each public meeting or workshop. Outreach efforts should encourage participation from populations who are frequently underrepresented in this process, including, *seasonal residents*, immigrants, refugees, and minorities.

Meetings and public engagement should be scheduled at times that are convenient to underrepresented communities (e.g., at night or on weekends instead of during the day) and at locations that are ADA-accessible. Meetings shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation.

A summary of each public outreach and participation effort will be made available to the public in written form and through other appropriate means, such as websites.

Products: Draft and final Community Participation Plan, and stakeholder list, to be reviewed by the Committee and NYSDOS. All committee and NYSDOS concerns and comments should be addressed in the Final Community Participation plan that is submitted.

### **C. Community Survey and Stakeholder Interviews**

Develop a relevant and realistic community survey about current local conditions and issues. The survey should be made available to the public in hard copy and online. In addition, identify a set of topics that shall be discussed with stakeholders to obtain additional relevant information and elicit stakeholder reactions and suggestions. Following the completion of the survey, develop a summary of results and analysis.

Products: Draft and final Community Survey. Draft and final list of topics to be discussed during the stakeholder interviews. Summary of survey and interview responses and analysis. All draft documents shall be reviewed by the Committee and NYSDOS, with final documents addressing any comments or concerns. Summaries of survey and interview responses and analysis shall be submitted to the Committee and NYSDOS.

### **D. Review Local and Regional Planning Efforts and Ongoing Initiatives**

Identify and review existing local and regional planning documents and ongoing initiatives. This review process will also include consultation with community leaders and with neighboring communities, if applicable, to identify common issues and assess if Smart Growth principals are the basis for addressing those issues.

The consultant(s), with input from the Committee, shall develop a written findings report describing and assessing existing planning documents and the issues and opportunities identified by community leaders.

Products: Written findings report to be reviewed by the Committee and NYSDOS final reports shall address all comments and concerns from the Committee and NYSDOS.

### **E. Community Profile**

Draft a Community Profile consisting of an inventory and analysis of existing conditions, including narrative, maps, and relevant data. The inventory will be used to assist in the identification of local issues and potential opportunities. The analysis of the local conditions and issues will be conducted from a Smart Growth perspective and identify potential solutions to existing issues and potential opportunities. A chart of smart growth principles will be provided to be included in the comprehensive plan which will summarize the opportunities and challenges to addressing each principle. The inventory and analysis of existing conditions may include the following, at a minimum:

- History of the municipal jurisdiction and boundaries.
- Description of previous comprehensive plan development and adoption processes.
- Demographic characteristics (population and growth trends, age distribution, average household size, ethnic composition, average household income, social diversity and integration, demographic trends).

- Local and regional economic characteristics (unemployment rates and trends, workforce characterization, dominant business sector type, major employers and industries, sales tax information, property tax rates, economic trends, and jobs range).
- ***Housing characteristics (the age, type, and condition of structures, type of occupancy renters versus owners, vacancy rates and trends in the community, and length of residency - percentage of residents five years in home, the extent and availability of low-income housing throughout the community and in identified neighborhoods, assessment of housing opportunities and choices, housing trends and access to jobs).***
- Local and regional economies and development trends (including housing, commercial, industrial and agricultural development).
- Land use and smart growth focus areas.
- Agricultural and forest lands, uses, and districts.
- Infrastructure and public utilities (i.e., drinking water supply, sewage disposal, solid waste disposal, stormwater management and green infrastructure, communications, gas, and electricity) extent, capacity, age, and maintenance.
- Transportation systems, local levels of greenhouse gas emissions, levels of mobility and circulation, walkable/bikeable neighborhood, connectivity with areas outside jurisdictional lines, distance to jobs.
- Natural resources and climate (air quality, watercourses, wetlands, floodplains, aquifers, forests/tree cover, steep slopes, soil types, and rare plant and animal habitats, precipitations, winds, temperatures, etc.).
- Extreme weather events, flooding, erosion hazards, and local resiliency.
- Health and emergency services and facilities.
- Parks and public spaces, recreation facilities, range of passive and active recreation, capacity and maintenance, accessibility etc.
- Historic, cultural, and scenic resources.
- Waterfront resources and public access.
- Zoning and other relevant local development controls.
- Fiscal resources.

The draft Community Profile shall be submitted to the Committee and NYSDOS for review before being used to design workshop activities and prepare materials needed to conduct community visioning workshops or to draft the Comprehensive Plan.

Products: Community Profile report, including a comprehensive inventory and analysis in the form of relevant data, narrative, maps, and graphics.

## **F. Community Visioning Workshops**

Conduct at least two public workshops that ***will inform the public about the findings of the planning process conducted up to this point, present a clear assessment of how Smart Growth policies are integrated into the municipality's planning efforts, governmental decisions, and ongoing initiatives, and will solicit public input on existing resources, community character,***

**future growth, proposed actions and projects. The workshops are also intended to identify Smart Growth solutions to current issues and future growth.**

Each workshop shall be advertised with advance notice of a minimum of four weeks to garner maximum publicity, awareness, and participation. The site of the workshops must be accessible to the public.

Products: Published workshop announcements and fliers. Materials prepared for each public workshop. Workshops held. Summary report of public workshops written.

## **G. Draft Comprehensive Plan**

Assemble the draft comprehensive plan that addresses each of the Smart Growth policies and establishes a long-term strategy for future growth and protection of resources, and **may** include the following topics commensurate with the community's needs and vision for future actions:

- Goals, objectives, principles, policies, and standards upon which proposals for the immediate and long-range enhancement, growth, and development of the community.
- Consideration of regional needs and the official plans of other government units and agencies within the region.
- The existing and proposed location and intensity of land uses **in the Village and Town.**
- Consideration and recommendations for the protection of agricultural and forest lands, historic and cultural resources, natural resources, and sensitive environmental areas.
- Consideration of population, demographic and socio-economic trends, and future projections.
- Location and types of transportation facilities that reduce the local levels of greenhouse gas emissions.
- Existing and proposed general location of public and private utilities and infrastructure, including clean energy generation.
- Existing housing resources and future housing needs, including affordable housing.
- The present and potential future general location of educational and cultural facilities, historic sites, health facilities, and facilities for emergency services.
- Existing and proposed recreation facilities and parkland.
- The present and potential future general location of commercial and industrial facilities.
- Specific policies and strategies for improving the local economy in coordination with other plan topics.
- Proposed measures, programs, devices, and instruments to implement the goals and objectives of the various topics within the comprehensive plan.
- All or part of applicable plans of other public agencies.
- Any and all other items which are consistent with the orderly growth and development of the community.

A detailed strategy implementing the community's policies, concepts, projects, and programs shall be identified in the plan. This includes phased implementation approach (short-term, mid, and long-term), as well as anticipated costs, and priorities.

Submit the draft Comprehensive Plan to the Committee, Town and Village Boards, County and NYSDOS for review and approval and incorporate the Department's comments in the final plan.

Products: Draft Comprehensive Plan, including relevant data, narrative, maps, and graphics.

#### **H. Review by the Local Municipal Board**

Submit the draft Comprehensive Plan to the local municipal board, for review, comments, and recommendations. The comments received from the local municipal board shall be addressed before the initiation of the SEQRA compliance process.

The comments and recommendations prepared by the local governing board/local legislature shall be addressed and incorporated into the final plan and prior to making the draft available for public review.

Products: Comments and recommendations received from the local municipal board submitted to the Committee and NYSDOS.

#### **I. Environmental Quality Review**

Prepare materials necessary for compliance with the State Environmental Quality Review Act (SEQRA). The adoption of a new or amended Comprehensive Plan is classified as a Type I action, pursuant to the State Environmental Quality Review Act (SEQRA) and 6 NYCRR Part 617. The local municipal board shall declare to be the Lead Agency for the action of adopting the new or amended comprehensive plan.

The Department recommends the following resource:

- Department of Environmental Conservation's SEQR Handbook available at <https://www.dec.ny.gov/permits/6188.html> for guidance on the use of SEQR in the planning process.

Copies of all SEQR documents shall be submitted to the Town, Committee and NYSDOS.

Products: SEQR documents prepared and submitted to the Town.

#### **J. County Planning Board Review**

Submit the draft Comprehensive Plan to the County Planning Board for review and recommendations pursuant to Section 239-m of the New York State General Municipal Law. Comments received from the County Planning Board shall be addressed in the final version of the Comprehensive Plan that will be locally adopted.

Comments received from the County Planning Board shall be submitted to the Committee and NYSDOS.

Products: Comments and recommendations prepared by the County Planning Board.

#### **K. Final Comprehensive Plan**

Address all comments and recommendations received from the public and involved local, regional, and State agencies and incorporate into the Final Comprehensive Plan and schedule a public hearing and the local adoption of the plan.

The final Comprehensive Plan and the date of the public hearing and local adoption of the plan shall be submitted to the Committee and NYSDOS.

Products: Final Comprehensive Plan ready for local adoption.

#### **L. Grant Administration Assistance**

The consultant team will be responsible for administering the DOS Smart Growth Planning Grant on behalf of the Town, including preparing and submitting semi-annual Project Status Reports and the Final Project Summary Report and Measurable Results Form, grant reimbursement requests, and minority- and women-owned business enterprise (MWBE) reports.

MWBE reporting includes the Workforce Employment Utilization Form, MWBE Utilization Plan, and recording payments to MWBE firms through the New York State Contract System.

#### **IV. DELIVERABLES**

The Consultant must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project. All final and public-facing 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 Environmental Protection Fund."*

The contributions of the Department must also be acknowledged in community press releases and other notices issued for the project, including website 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.

The Consultant must submit all required products, clearly labeled with the NYS Comptroller's contract number and where applicable, the related task number from this Work Plan. Unless otherwise specified in the Work Plan tasks, the Consultant shall submit products in the following formats:

- Draft products: one digital copy of each product must be submitted in Microsoft Word and Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution.
- Final products: one electronic copy of each product must be submitted in Microsoft Word, PDF (20 MB maximum, per PDF), created using 300 dpi scanning resolution. In addition, 15 paper copies of each final product (including reports, designs, maps, drawings, and plans) must be submitted, upon request.
- Electronic data for all Geographic Information System-based mapping products and associated spatial data must be submitted in either ArcGIS format, or similar product acceptable to the New York State Department of State and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.
- 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 New York State Department of State), as well as in JPG format.
- Photographs and images must be submitted in JPG format with a minimum resolution of 300 dpi, must be dated and captioned with the location and a brief description of the activity being documented, and include any associated metadata (including the photo's GPS location where available).

## V. RFP SCHEDULE

The major projected milestones of the consultant selection schedule are as follows:

1. RFP Advertised: Monday, November 13, 2023
2. RFP Questions Due: Wednesday, November 29, 2023 (4:00 PM EST)
4. RFP Responses Posted: Wednesday, December 6, 2023
5. Proposals Due: Thursday, December 18, 2023 (4:00 PM EST)
6. Interviews (up to 3 firms): Early January, 2024
7. Award Contract: Wednesday, January 2024 (at Town Board meeting) The Contract Term is expected to begin in February 2024 and end in September 2025, with Master Plan deliverables completed by June 30, 2025.

\* Note: All dates are tentative and subject to change. Changes to the timeline shall be included as an addendum to this RFP and posted to the Town's website.

## VI. SUBMISSION REQUIREMENTS

A total of seven (7) paper copies and one (1) electronic versions of the response to the Request for Proposals must be prepared and submitted directly to:

Rebecca Luba, Town Clerk  
Town of Chautauqua  
2 Academy Street  
Mayville, New York 14757

Proposals must be received by the Town of Chautauqua by **4:00 p.m., December 18, 2023**, to be eligible for consideration. Facsimile and E-mail proposals will not be accepted.

Prime consulting firms will only be accepted in one joint venture response. Also, a firm that responds to this request as a prime consultant may not be included as a designated subcontractor to another firm that responds to this request. The above does not preclude a firm from being designated a subcontractor to more than one prime consultant responding to the Request for Proposals.

All material submitted becomes the property of the Towns of Chautauqua. Sample deliverables will be returned to consultants if indicated in the submission cover letter. Proposals may be reviewed and evaluated by persons, other than those associated with competing consultants, at the discretion of the Comprehensive Plan Committee. The Comprehensive Plan Committee has the right to use any or all ideas presented in any reply to the Request for Proposals. Selection or



rejection of the proposal does not affect this right. The Comprehensive Plan Committee reserves the right to reject any and all proposals submitted should they not meet with the spirit of this Request for Proposals.

To be considered, consultants must submit a complete response to the Request for Proposals. Each consultant must submit the following information:

1. A letter of interest in the project;
2. A summary indicating that the consultant understands the issues, scope, and depth of the work involved;
3. A detailed scope of work explaining how the consultant proposes to perform the planning process and outlining how the consultant will accomplish the goals, objectives, and concepts included in this Request for Proposals. The scope should include:
  - a. Each task to be completed
  - b. Timeline for each task
  - c. Schedule of work products
  - d. Proposed budget with:
    - Cost breakdown for each work task complete with proposed number of hours to complete each task, assigned staff member, and billing rates
4. A public participation strategy detailing how the consultant will interact with the Comprehensive Plan Committee, Town of Chautauqua representatives, community leaders, and the general public;
5. A description of the consulting team, including resumes of all personnel who will be involved in the project, description of the different firms involved, as applicable, and identification of the personnel who will perform in specific consultant team roles;
6. A projection of the number of days the consultant expects to be in the respective Towns, the on-site time devoted to the project by each member, and what the team hopes to accomplish during those visits;
7. A timetable for completing the project;
8. A description of the deliverables;
9. Work sample copies of the firm's most recent relevant project deliverables;
10. If not a New York State-certified MWBE itself, the respondent should indicate how it will assist the Town in meeting the 30% MWBE contracting goal for its

DOS grant, which includes 15% MBE and 15% WBE. This could include the use of certified MWBE subcontractors, vendors, etc.

11. A client reference list including names and telephone numbers (minimum of three); and
  - a. List of past similar projects completed by the firm within the past five (5) years with one (1) reference for each respective project
  - b. Current contact names and telephone numbers for references
  - c. Summary of project(s)
  - d. Public involvement in the project(s)
  - e. Project team organizational chart
  
12. A proposal cost estimate, which includes a total cost for the entire project and a separate cost for Option A – Grant Administration Assistance. The cost estimate must include a breakdown by each work task. **The cost estimates shall be provided in a separate sealed envelope.**

## **VII. EVALUATION CRITERIA**

Final selection will be based on the Proposal score (100 points total) and the interview performance score (100 points total). The Town of Chautauqua reserves the right to:

- Seek clarification and revisions of proposals
- Seek a final and best offer from those firms short-listed.
- Make an award under the RFP in whole or in part.

Selection for interviews shall be based on "best value", made in accordance with the following evaluation criteria and weights as follows:

1. Team Background (40%)
  - a. Experience of the team, **team members, and partners** on similar projects: 20 pts
  - b. Reputation of team among previous clients: 10 pts
  - c. Distribution of senior project leader time in staffing plan: 10 pts
  
2. Approach to Scope of Work **and Project Objective (50%)**
  - a. Understanding of project intent and goals: **20 pts**
  - b. Approach and experience to community engagement: 10 pts
  - b. Understanding tasks, deliverables, and schedule: 20 pts
  
3. Fee Proposal (**10%**)
  - b. Overall project cost proposal: 10 pts

After the initial evaluation of the Proposals, the Comprehensive Plan Committee may short-list two or three consulting teams for brief interviews in early January 2024. The short-listed consulting team(s) will be notified about the interviews on or about December 27<sup>th</sup>, 2023. Interviews will last approximately forty minutes. The consultant should plan for about a 20-minute presentation followed by twenty minutes of questions and answers. A preferred consultant will be selected soon after the meeting. The date of the final approval of the preferred consultant will depend on whether negotiations on the proposed scope of work are required.

Town of Chautauqua is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates.

### **VIII. MWBE REQUIREMENTS**

An overall goal of 30% for Minority and Women-Owned Business Enterprises (“MWBE”) has been established for this project *for funding provided through New York State.*

This requirement is further broken down into specific goals of 15% for Minority- Owned Business Enterprises (“MBE”) participation and 15% for Women-Owned Business Enterprises (“WBE”) participation.

For purposes of providing meaningful participation by MWBEs and achieving the Contract Goals established, the selected consultant should reference the directory of New York State Certified MBWEs found at the following internet address:

<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>

### **IX. EEO REQUIREMENTS**

The Town of Chautauqua is an Equal Employment Opportunity employer. Successful respondents will be required to comply with the federal Equal Employment Opportunity Act.

### **X. PROJECT BUDGET**

The Town and Village were successful in applying for grant funding through the New York State Department of State’s (NYSDOS) Smart Growth Planning Program in the amount of \$76,500.00 *with an initial project budget of \$85,000. Recognizing that this budget may not be sufficient to create the implementable and robust plan desired by the Town and Village and the requirements of the New York State Smart Growth program, the Town has increased the local contribution by an additional \$25,000 for a total project budget of \$110,000.*

### **XI. INSURANCE REQUIREMENTS**

Proof of General Liability Insurance, Automobile Liability, Worker's Compensation and NYS Disability Insurance will be required from the consultant prior to commencing any work. Liability insurance coverage shall be in the amount of \$2,000,000 aggregate (combined single limit or equivalent), with the Town of Chautauqua named as additional insured.

## A. GENERAL PROVISIONS

As to all required insurance:

- a) The Vendor shall provide current Certificates of Insurance and accompanying documents as described herein for the Town's approval prior to Town's signing of contract(s).
- b) "Certificate Holder" shall be Town of Chautauqua at the address of 2 Academy Street, Mayville, NY 14757.
- c) Coverage must comply with all specifications set forth herein.
- d) All insurance documents must be executed with authorized signatures.
- e) The Vendor's required liability policies must be endorsed to provide that any Notice of Cancellation or Notice of Non-Renewal given to the First Named Insured shall also be given to the Additional Insureds for this project. A copy of such endorsement(s) must be furnished to the Certificate Holder.
- f) Failure of the Town to object to the Vendor's failure to furnish a Certificate or other evidence of the required insurance coverages, object to any defect in such Certificate or other evidence of coverage, or demand receipt of such Certificate or other evidence of coverage shall not be deemed a waiver of Vendor's obligation to furnish the required insurance coverages described herein. Nothing contained herein imposes on the Town a duty or obligation to review any evidence of insurance coverages or issue any formal approval or acceptance of such evidence.
- g) The Vendor's liability and indemnification of the Town shall not be relieved or diminished by the Vendor securing insurance coverage in accordance with the Town's requirements. Any approval by the Town of such insurance coverage shall not be construed as accepting in any way the deficiencies in the Vendor's insurance coverage.
- h) In addition to Certificates of Insurance and other documents, the Vendor shall provide to the Town and other Certificate Holders, on a timely basis, copies of any subsequently issued endorsement(s) that amend applicable coverages or limits.
- i) When any required insurance shall expire, due to the attainment of a normal expiration or renewal date, the Vendor shall supply, no later than ten (10) days prior to such expiration, the Town with Certificates of Insurance and accompanying documents evidencing continuation of coverage in the same manner, limits of protection and scope as provided by the previous policy.
- j) The Vendor will assure that any and all subcontractors retained by the Vendor carry and maintain insurance with reasonably prudent limits and coverage satisfactory to the Town in light of the work to be performed, written by companies meeting the same criteria as required in Section 2. LIABILITY INSURANCE, and that the Town is named

additional insured on the subcontractor's liability policies according to the same requirements as described in Section 2.1(b).

k) The Vendor shall disclose to the Owner any deductible or self-insured retentions applicable to any of the coverages required herein of the Vendor.

l) The Town reserves the right to modify the requirements herein, including limits, based on circumstances involved, including but not limited to the nature of the risk involved, prior experience, insurer, or coverage

#### **XVI. RESERVED RIGHTS**

The Town reserves the right to:

1. Modify or cancel the selection process or schedule at any time.
2. Waive minor irregularities.
3. Reject any and all responses to this RFP and seek new proposals when it is in the best interest of the Town to do so.
4. Evaluate the proposals as to their veracity, substance, and relevance to the project and seek clarification or additional information from the proposer and independent sources as it deems necessary to evaluate the response, including evidence of the Proposer's financial status.
5. Incorporate this RFP and the selected Proposer's response to this RFP as a part of any formal agreement between the Town and the Proposer.

#### **XIII. HOLD HARMLESS**

By participation in this RFP process, Proposer agrees to hold harmless the Town of Chautauqua, its officers, employees and consultants from all claims, liabilities and costs related to all aspects of the selection process.

#### **XIV. EXPENSES**

All expenses related to any Proposer's response to this RFP, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of the Proposer. The Town will not, directly or indirectly, assume responsibility for these costs. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or outside consultant associated with the project for purposes of influencing consideration of a response to this RFP.

#### **XV. CONTACT INFORMATION**

All inquiries regarding the RFP should be made in writing and must cite the RFP section in question. Inquires should be directed to:

Scott Cummings, Co-Chair  
Town of Chautauqua  
2 Academy Street  
Mayville, New York 14757  
[scummings@townofchautauqua.com](mailto:scummings@townofchautauqua.com)