

**Request for Proposals
Town of Washington, Dutchess County
New York**

Update to the 1987 Town Master Plan

RFP Issued: June 2, 2008

Proposals Due: July 23, 2008

Master Plan Update Committee
Town of Washington
Town Hall, 10 Reservoir Drive, Millbrook, New York 12545

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Update to the 1987 Town Master Plan**

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I. Introduction

Over the past several years, the Town of Washington Planning Board has conducted a comprehensive review of the 1987 Town Master Plan. Specifically, the Planning Board has considered the various applications for subdivision and site plan approvals that have been received in light of the goals and policies of the 1987 Town Master Plan, and asked whether the 1987 Plan provides sufficient guidance to allow the Town to tailor its local zoning and land use regulations to ensure the long-term preservation and protection of the Town's unique "small town" and rural character. The consensus among the Board members is that while the 1987 Plan has served as a useful guide for the past two decades and remains relevant updates are needed. As a result, the Planning Board has recommended updating the 1987 Master Plan. The current Update Process is intended to build on the accomplishments of the 1987 Plan and focus on controlling development, protecting the environment, and sustaining resources.

II. Request for Proposals

In preparing or updating a Master Plan many communities hire a planning consulting firm to help organize the work of a committee, collect relevant data, and develop a community questionnaire. The firm then analyzes the data and survey results, identifies problems and/or concerns to be addressed, and makes recommendations to the committee, all at substantial cost. This type of process also tends to place the committee in the role of "receiving" the work of the consulting firm rather than assuming the direct function of creating the policies and goals of the master plan arrived at through group discussion and debate. The Town of Washington has elected to take a different approach. We are fortunate to have among us residents who have lived in the Town for many years and who, both collectively and individually, retain considerable knowledge of Town matters. For this reason, and in order to be fiscally prudent, the Town Board and the Planning Board appointed 12 members to the Update Committee (Committee) and charged the Committee with the responsibility for creating the Master Plan Update.

In order to carry out this function the Committee has established itself as separate sub-committees each charged with direct responsibility for data collection, analysis, and making recommendations to the Committee as to specific changes and amendments that ought to be considered. This type of structure will require that the consulting firm spend considerable time with the Committee and each of its sub-committees, in understanding the work that has been accomplished to-date, collecting and analyzing that work, and being responsive to the direction(s) of the Committee as to the form and shape of the Update.

As outlined in section III (Work Scope) below this RFP requests proposals to perform three discrete tasks:

- ◆ Preparing, conducting, and analyzing a community survey;
- ◆ Analysis of the sub-committee data collection and the community survey results;
- ◆ Prepare a draft Master Plan Update.

Qualified firms are encouraged to submit proposals to conduct one or all of these tasks. The Committee reserves the right to select one or more firms to perform one or all of these tasks based on the Selection Criteria as set forth in section V of this RFP. The Committee discourages the inclusion of excessively long resumes and biographical materials that do not add substantively to the RFP or otherwise assist the Committee in understanding the qualifications of the Consultant and/or firm.

In order to assist the Committee with the evaluation of proposals that are received each proposal shall use the following format:

1. Statement of Qualifications

A brief description of the firm submitting the proposal, including: full business name, legal status (corporate, partnership or sole proprietor), number and type of employees, specialties, and longevity. List similar projects and the specific personnel who worked on them that are proposed to work on this project. Include past project's name and client, year completed, dollar amount and telephone number of a contact person at the entity the work was performed for that possesses direct knowledge of the referenced project. It is very important to include project management experience for the proposed project manager.

2. Project Team Members (Curriculum Vitae)

List any specialties and or strengths that make the Consultant and the personnel assigned to this project uniquely suited to the task of performing the work as outlined in this RFP. Provide an organizational chart of the employees proposed to work on this project, including Project Manager who would be assigned to this project and who shall be the Town's main point of contact with the Consultant firm. This shall include a listing of each individual's relevant project experience in regard to the tasks and responsibilities they would perform in this project.

3. Project Schedule & Details

The Consultant shall provide a detailed proposed project schedule, depicting the start and completion time for each of the work scope items identified in Section III of this RFP. This shall include a detailed description of the Consultant's proposed approach, scope of services, and timeline to complete each task. The Town will provide copies of regulations, ordinances, maps, etc, information regarding infrastructure, and any other studies relevant to the project. The Town of Washington will also provide a secretary to record minutes and prepare notice for monthly Committee meetings, and at any additional public meetings and public hearings. The Consultant shall be responsible for preparing minutes of any focus group meetings that may be held.

4. Cost & Payment Schedule

All invoices shall specify the name and title of Consultant staff providing services, and details as to the services provided. Further, each invoice shall be referenced to the specific work scope item identified in Section III or as otherwise specified in the contract for services between the Consultant and the Town, which shall include a calculation as to the percentage of work completed for each task. A total, not-to-exceed dollar value for any reimbursable expenses associated with each individual work scope item must be specified. A rate for each type of expense, such as mileage, printing expenses, etc. must be specified.

5. Alternative work items

The proposal may include a list of alternative work items listed as an additional expense. Each additional work item shall be clearly identified and related to the full description provided in the Consultant's technical proposal. Such alternative work item price shall include a list of staff and hours estimated to complete each work item.

6. Non-Collusion Certification

Each proposal shall include a signed original of the Non-Collusion Certification

attached hereto and made part of this RFP in Exhibit "A".

One original and nine (9) copies of the proposal shall be submitted no later than 2:00 PM Eastern Standard Time on July 23, 2008. The proposal shall be filed with the Town of Washington Master Plan Committee c/o the Town Clerk either by U.S. Mail, overnight delivery, or in person at the Town Hall, P.O. Box 667, 10 Reservoir Drive, Millbrook, New York 12545. The Town reserves the right to reject any and all proposals.

III. Work Scope

The Committee has established the following primary tasks for the Update Process:

1. Primary data collection by the established sub-committees.

Committee members have been assigned to chair sub-committees that are aligned with each of the principal subject areas addressed in the 1987 Master Plan including land use, population and economics, housing, transportation, municipal and cultural resources, and natural resources. The data collected in this task will be compared with the 1987 Master Plan and a written report which presents the pertinent data will be prepared by each sub-committee.

2. Selection of a consulting firm.

The Committee will solicit proposals from qualified firms to perform the tasks set forth in items 3, 4, 5, and 6 below. Qualified consultants and firms may bid on these tasks as a single bid, or may selectively bid on one or more of the tasks within their area(s) of expertise.

3. Consultant conducts community values survey.

The Consultant will analyze the sub-committee work and will work with the Committee to develop a survey questionnaire. The survey may include both general and specific questions, as the success of this task is dependent upon answers that are based on a foundation of fact rather than general opinions. The questionnaire will be circulated to both Village and Town residents with the Consultant responsible for mailing/delivery of the survey to residents. (The Town shall be responsible for the cost of mailing/delivery). The Consultant shall identify meetings with the Committee to prepare the questionnaire as well as any related public workshop/public presentation meetings.

4. Consultant analyzes collected data and community values survey.

The Consultant will analyze the survey data and present the results in a format that can be used by the Committee to prioritize the issues that will be addressed in the Master Plan Update. This will include a comparison against the 1987 Master Plan and the sub-committee data reports. The Consultant shall identify meetings with the Committee to analyze the data and the survey as well as any related public workshop/public presentation meetings.

5. Consultant prepares Master Plan Update.

The Consultant will participate in public workshops to present the results of the community survey, the draft analysis of the sub-committee work, and any preliminary recommendations of the Consultant and the Committee. The Consultant shall prepare a draft Master Plan Update based on the sub-committee data collection, the community values survey, input from the community during the public workshops, and any additional analysis of data and

mapping performed by the Consultant and approved by the Committee. This work shall also include preparation of revisions to the draft Update based on input from the Town Board and comments received during public hearing(s). The Consultant shall identify meetings with the Committee to prepare the Update as well as any related public workshop/public presentation/public hearing meetings.

6. Consultant ensures SEQRA compliance.

The Consultant shall prepare an environmental assessment (Environmental Assessment Form and/or a Draft Environmental Impact Statement) appropriate to fully analyze the potential effect associated with the adoption of the Update by the Town Board. The Consultant shall be responsible for preparing all paperwork, including documents, forms, findings, resolutions, letters, public notices, etc., required for compliance with SEQRA. The Consultant shall identify meetings with the Committee to prepare the SEQRA compliance documents as well as any related public workshop/public presentation meetings/public hearing meetings. The cost of this work shall be included in the cost to prepare the Master Plan Update in paragraph 5 above.

As noted above each of these tasks generally outline the work involved, and it shall be the responsibility of each consultant replying to this RFP to identify, with specificity, the tasks, sub-tasks, and meeting time for public workshops, public presentations, and public hearings, including a proposed timetable, to perform and complete the work outlined herein. This will include meetings with the Committee and sub-committees; meetings with the Town Board; and public workshops and public hearings.

Specific questions regarding this RFP shall be submitted in writing and directed to the attention of the Committee co-Chairmen, Thomas Beaumont and Donald Hanson c/o the Town Clerk either by U.S. Mail, overnight delivery, or in person at the Town Hall, P.O. Box 667, 10 Reservoir Drive, Millbrook, New York 12545, or by email directed to Masterplan@washingtontny.org. In order to provide sufficient time for the Committee to receive, assess, and prepare a response to questions, all written questions must be received no later than fifteen (15) calendar days prior to the deadline for receipt of proposals as set forth in Section II above. Each written question will be posted on the Town web-site and a written reply will be mailed to the consultant from whom the question was received with a copy of the reply posted on the Town web-site. It shall be the responsibility of each consultant replying to this RFP to check the Town web-site for questions and replies. Questions and comments that are not in writing will not be accepted and will not receive a reply. The Town reserves the right to extend the time period for receipt of proposals in order to respond to one or more written question(s) and to provide adequate time for responding consultants to consider the reply(s) to such question(s). If the Town chooses to exercise this right, it will endeavor to do so five (5) days before the scheduled date for receipt of proposals. It is the responsibility of all interested Consultants to contact the Town Clerk for notice of any extensions in the scheduled date for the receipt of proposals. Notice of such changes will also be posted on the Town website.

In responding to this RFP it is recommended that consulting firm review the following documents.

1. 1987 Town Master Plan.
2. 1986 Village of Millbrook Master Plan.
3. Town of Washington Zoning Law.
4. Town of Washington Subdivision Law.

5. "Visual Mapping Series", 1988.
6. "Town of Washington Master Plan Update Committee, Outline of Committee Tasks and Function", September 27, 2007.
7. Town of Washington Build-out Analysis, 2005, Dutchess County Environmental Management Council.
8. "Town of Washington Habitat Assessment Study", 2005, Hudsonia, Ltd.
9. "Dutchess County Soil Survey".
10. "Dutchess County Aquifer Recharge Rates & Sustainable Septic System Density Recommendations", April 2006, Dutchess County Water and Waste Water Authority.
11. Demographic and population data from the Dutchess County Department of Planning and Economic Development, available at www.dutchessny.gov.

Unless otherwise noted these documents are available for inspection at the Office of the Town Clerk or on-line at the town website at www.washingtonny.org.

IV. Deliverables

The Consultant shall prepare the draft and final Master Plan Update documents including maps and SEQRA documents. Materials shall be prepared in the following numbers and manner:

1. 20 copies of the Draft Master Plan Update as approved the Committee.
2. 20 copies of the Final Master Plan Update as adopted by the Town Board.
3. 20 copies of the draft and final Environmental Assessment Form and/or Draft and Final Environmental Impact Statement.
4. All materials to be available in a Microsoft Office format as well as Adobe Acrobat's portable document format (file type *.pdf), latest version and capable of being posted to the Town web-site. Photography and graphics shall be provided in digital format with the file name being descriptive of the subject matter and date.
5. All project documents, including both draft and final reports shall be provided in a Microsoft Office format as well as Adobe Acrobat's portable document format (file type *.pdf) on CD.
6. All documents shall be compiled so that they can be effectively printed in black and white.
7. All draft and final products of the work of this project shall be the property of the Town of Washington.

All legal size and letter size printed documents shall be double-sided copies printed on recycled post-consumer content paper, unless otherwise directed by the Committee.

V. Proposal Evaluation

The written proposals shall be evaluated by the Consultant Selection Committee as to the following criteria, listed in order of importance:

1. Organization, completeness and overall quality of the proposal.

2. The consultant firm's experience with communities with attributes similar to the Town of Washington.
3. The relevant experience of the individuals proposed to perform the work.
4. Cost.
5. Schedule.

The Consultant Selection Committee may select one or more firms to be interviewed. It is anticipated that interviews would be conducted during the week of September 8, 2008. Interviews will include a presentation by the prospective Consultant of no more than 20 minutes. It is strongly encouraged that such presentations focus on the prospective Consultant's approach to this project and relevant examples of similar project approaches. At the conclusion of the interview process, the Consultant Selection Committee will make a recommendation to the Town Board. It is expected that the selected Consultant(s) and the Town will negotiate a contract for the selected services which contract shall include specific details as to insurance requirements, timetable for commencement and completion of tasks, schedule for payments and deliverables, and the general and specific responsibilities of the parties under the contract.

NOTE: The Town reserves the right, among other options, to reject any and all proposals, reissue the RFP, interview, and/or negotiate scope and fees with one or more responding Consultants or firms, and/or request additional information from one or more Consultants or firms.

EXHIBIT "A"

NON-COLLUSION CERTIFICATION

By submission of a proposal in response to this Request For Proposals ("RFP"), each vendor (i.e. "Consultant") and each person signing on behalf of any vendor certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor; and
- 3) No attempt has been made or will be made by the vendor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Name of Firm: _____

Address of Firm: _____

Telephone: _____

By: _____
Signature of Representative of Vendor Firm or Corporation

Print or Type Name of Representative of Vendor Firm or Corporation

STATE OF _____)

SS.:

COUNTY OF _____)

On the _____ day of _____, 2008, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or provided to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC