

- REQUEST FOR QUALIFICATIONS -

**SMART GROWTH PLAN
TOWN OF PLATTSBURGH, NEW YORK**

Release Date: November 9, 2017

*Notice is hereby given that the Town of Plattsburgh, New York, County of Clinton will receive qualifications and project proposals for professional consultant services regarding the preparation of a Smart Growth Plan. The proposal must be filed at the Town of Plattsburgh, 151 Banker Road, Plattsburgh, NY 12901 no later than **3:00 PM on December 8, 2017**. E-mail and facsimile copies will not be accepted. The Town reserves the right to reject any and all proposals.*

I. PURPOSE:

The Town of Plattsburgh seeks to advance a priority Comprehensive Plan recommendation by developing a strategic revitalization plan for its primary commercial corridor along NYS Route 3. Ultimately, the goal is to create a multi-use, economic growth center along the corridor that enhances the City of Plattsburgh's downtown revitalization efforts to the east and develops the former Clinton County Airport (home to the NY's investment in Norsk Titanium) at the west end, as well as to transform the former Plattsburgh Airforce Base into an international manufacturing & transportation center. The Town's economic development objective is to attract new investment, visitors, and residents by capturing market leakage and helping to address structural unemployment.

The Town intends to transform the current highway commercial corridor into a mixed use, infill development district that will attract much needed alternative housing options, flexible office space, and retail and services that meet the demands of young professionals and millennials. This strategy will identify key land uses, develop zoning and design standards, identify infrastructure improvements, and multimodal transportation improvements.

The Town will develop a physical corridor plan (focusing on Route 3) which will identify key infill opportunities, catalyst projects, land use/zoning recommendations and design guidelines to implement the vision. The plan will employ smart growth principles to ensure a resilient and balanced development future.

II. BACKGROUND:

The State of New York and the Federal Government have recently acknowledged the efforts and potential of the Plattsburgh/Adirondack Coast region with significant historic investments. The Clinton County International Airport, Norsk Titanium, and the City of Plattsburgh Downtown Revitalization Initiative, along with numerous regional CFA awards highlight the growing momentum. The Town of Plattsburgh is host to many of these flagship investments and is therefore responsible for managing the associated growth. The Town is responding to this investment with an approximately \$20 million capital improvements project focused on water and sewer infrastructure capacity development and an ongoing resiliency strategy.

The Town seeks to develop a plan that will capture the investments made in our region and build upon the foundation of a strong and mutually beneficial relationship with the City of Plattsburgh and our visiting neighbors, both regional and international.

The Town of Plattsburgh currently faces a growing series of community development issues and problems, including rapidly increasing public infrastructure demands. Recent increases in commercial/industrial and residential development have contributed to this issue. The goal of the Smart Growth Plan is to help the Town effectively reduce the cost and impacts of growth, direct growth to those areas best suited for growth, and to ensure that development provides value to the Town. The Smart Growth Plan will focus on the Town's commercial/transportation corridors and waterfront hamlets, but will benefit the entire Town.

III. SCOPE OF EFFORT:

The Town is seeking funding from the New York State Department of State and as such the planning process may be subject to the LWRP procedures. Applicants should familiarize themselves with the NYSDOS Local Waterfront Revitalization Program and the program procedures. The consultant should anticipate that the comprehensive planning process shall include (at a minimum) the following components, and may include additional components.

1. Project Kickoff
2. Focused Inventory & Analysis – Key Corridors/Nodes
3. Base Mapping/Data Collection
4. Land Use – Smart Growth Audit
5. Community Information/Visioning Meeting(s)
6. Design Workshop/Community Charrette
7. Design Development
8. Draft Character Areas/Gateway Plan
9. Connectivity/Green Infrastructure Concepts
10. Design Guidelines/Zoning
11. Presentation of Draft Plans /Guidelines
12. Public Presentation/Public Hearing
13. Implementation Plan. Adoption
14. SEQR
15. Required Referrals
16. Public Hearing

Deliverables will include a corridor Master Plan, updated zoning regulations and design guidelines. The project will include a robust public engagement program including hand on methods to develop a consensus on potential mixed use nodes, what the corridor should look like, and where the creative economic opportunities exist. The cost of the work is estimated at \$97,500 and will be performed by a planning/design consultant. It is anticipated the work can be completed in 12 months.

Consultants who are submitting proposals are expected to present a detailed work scope that addresses these questions, outlines the proposed methodology to be used, meets the criteria specified in NYS law regarding the preparation of a comprehensive plan, and incorporates additional items as they see fit.

IV. PROJECT DURATION:

The consultant will be expected to complete the planning process and present the final Smart Growth Plan - with all attachments, maps and appendices - to the Town Board within 12 months from the date of contract execution.

V. PROJECT BUDGET:

The cost of the work is estimated at \$97,500 and will be performed by a planning/design consultant. It is anticipated the work can be completed in 12 months. The fee may be negotiated with the preferred firm. If an agreement cannot be reached, the Town will negotiate with the next ranked firm and attempt to reach a mutually agreeable fee for the scope of services to be provided.

VI. RFQ RESPONSE CONTENT:

The completion of these activities may require a combination of professionals and specialists involved in planning, design, technical assessments, project management, and legal issues. Given this variation, interested firms may create "consultant teams". One firm shall be designated as the lead firm and shall be responsible for the management of, and sub-contracts with, other firms on the team. The Town of Plattsburgh retains the right to disapprove one or more of the firms proposed within the selected consultant team. The Applicant should clearly state any proposed alternatives or recommended changes to the scope of work proposed.

Responses to this request should be organized in the following clearly defined sections:

1. Scope of Work: a detailed Scope of Work, schedule, methodology/approach, and deliverables based on the elements outlined above. The proposed work plan shall include a chronological discussion of the process which the consultant proposes to use to do the work. This discussion shall clearly define which team members are assigned to which roles, the relative level of effort for each task and sub task (expressed as a percent of the total work load), and the relative level of contact time with Town Officials and/or Comprehensive Planning Committee.
2. Project Schedule: a graphic depiction of project work tasks, submittal dates, review schedule, milestone dates, and final completion dates.
3. Project Management: a description of project management approaches including proposed interim reporting, coordination with other firms, agencies and organizations, and accountability.

4. Team Organization: an organization chart and a description of team members and their roles. Resumes of key team members shall be provided. The principal point(s) of contact shall be named on the organization chart.
5. Statement of Qualifications: a statement of qualifications, related experience, and evidence of experience and qualifications in specific work elements similar to those identified above and in Attachment #1. This statement shall also include a characterization of the firm's current work load and ability to meet the project schedule.

Seven (7) copies of your response to this request should be mailed to:

**Town Clerk
Town of Plattsburgh
151 Banker Road
Plattsburgh, NY 12901**

Electronic mail and facsimile transmissions will not be accepted. Proposals must be received by **4:00 pm on December 1, 2017**. Shortlisted firms may be asked to attend a meeting to discuss their proposals with the Comprehensive Planning Committee and Town Officials.

VII. SELECTION PROCESS:

This Request for Qualifications solicits responses for professional planning services. As such, the selection of the preferred consultant will not be based on the lowest bid and will, instead, consider all relevant and material factors. The Comprehensive Planning Committee and Town Officials will review and score each proposal individually and will then meet as a group to discuss each proposal in an effort to select those firms and/or project teams who will be invited to an interview before the group. Notification of the invitation to interview will be by telephone at least two weeks prior to the interview date. It is anticipated that interviews will be held during **December 2017**. A contract will be executed shortly thereafter.

Scoring criteria includes:

Firm Experience	5 points
Technical Capability and Personnel	5 points
Demonstration of Understanding of Needs	5 points
Evaluation of Proposed Strategy/Methodology	5 points

VIII. QUESTIONS: Questions may be directed in writing only to Town Planner Trevor Cole at trevorc@townofplattsburgh.org