

HASTINGS - NEW YORK OSWEGO COUNTY

REQUEST FOR PROPOSAL

TO PROVIDE PLANNING. ANALYSIS. TECHNICAL WRITING. SUPPORT. FINAL DOCUMENT.
PROPOSALS DUE: March 28th 2025

RFP Release Date: _____

Proposal Due: _____

The Town of Hastings is excited to move forward with its NEW YORK STATE DEPARTMENT OF STATE SMART GROWTH Comprehensive PLANNING GRANT using Smart Growth development initiatives. The Town of Hastings is a **NY Forward Community!**

Please send your RFP response to us by __March 28th 2025_____. The Town of Hastings is receptive to innovative ideas and approaches and looks forward to the creation of a Comprehensive Plan reflecting the goals and ideals of this community.

Hastings, NY:

The Town Hastings are in northern Oswego County. The Town has a land area of 46 square miles and a population of approximately 10,000 people. Hastings is located along Route 81, approximately 25 miles north of the City of Syracuse and forty-seven miles south of Watertown.

The Town Hastings is a typical upstate community comprised of both suburban and rural areas. The area has a low population density with concentrations along the Route 81 corridor. There are considerable open lands used for agriculture and undeveloped forestlands. The area is experiencing developmental pressures for increased residential and commercial uses.

Project:

The Town is requesting proposals from qualified consultants to create its first Comprehensive Plan to address current conditions and guide future sustainable growth within the Town.

A _____ Smart Growth Comprehensive Planning Grant is funding this project; the grant was awarded to the Town of Hastings from the Department of State, Environmental Protection Fund Smart Growth Community Planning and Zoning Program to support the Master Planning Process. As required by the grant, the successful firm will enter into a contract with the Town of Hastings, with the Hastings Comprehensive Planning Committee acting as the Town's agent and contact.

The Hastings Comprehensive Planning Committee will review and provide recommendations to the Town of Hastings Board concerning the adoption of a Comprehensive Plan.

The Town is seeking Statements of Proposals from firms that are interested, experienced and knowledgeable in the preparation of comprehensive plans. A robust community engagement process will drive the creation of the Hastings Comprehensive Plan. This will result in a planning tool and document that incorporates Smart Growth principles, addresses existing assets and local resources, identifies needs and opportunities for growth, outlines goals and priorities for future development, and reflects the vision that the current population has for this vibrant community.

The selected planning consultant will work closely with the Hastings Comprehensive Planning Committee to develop the Comprehensive Plan through a public process that will engage a variety of stakeholders. The candidate firm must understand rural and suburban issues, demonstrate success analyzing municipal issues and incorporating input from a variety of sources. The Comprehensive Plan must respond to the short-term and long-term needs of the community, establish objectives that members of the community wish to achieve, guide future sustainable growth, enhance quality of life, and protect natural and cultural local resources.

SCOPE OF WORK

1. Project Description

The Town of Hastings (Contractor) and its Comprehensive Planning Committee wish to engage the successful responder (Consultant) to help prepare a Comprehensive Plan pursuant to General City Law§ 28 / Town Law§ 272-a / Village Law 7-722. The Comprehensive Plan will establish the objectives that the community wants to achieve, and will guide future sustainable growth within the municipality, enhance the local cultural identity, and protect natural and cultural local resources.

The Comprehensive Plan must address the following general Smart Growth principles, in addition to the elements suggested by the New York State statutes:

- 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 Contractor will use the funding/grant for consultant services necessary for the coordination of the planning process and preparation of the Comprehensive Plan.

2. Project Attribution and Number of Copies

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 web site postings and other forms of digital distribution. The Consultant, working with the Contractor, must provide adequate notice, at least two weeks, to the Department prior to any press release and/or events including groundbreakings and ribbon-cuttings to coordinate appropriate DOS attribution and participation. Project press releases and other notices shall be approved by the Department prior to release.

The Consultant, in consultation with the Contractor must submit to the Department all required products, clearly labeled with the NYS Comptroller's contract number as indicated on the Face Page of this RFP 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, one paper copy 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 Department, 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 Department), 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).

3. Compliance with Procurement Requirements

The Town Attorney shall certify in writing to the Department that applicable provisions of General Municipal Law were fully complied with.

4. Reporting Documents

Documents and guidance for regular reporting and payment requests are made available the OPDCI Contract Resources webpage available at <https://dos.ny.gov/opdci-contract-resources>. Documents available include payment requests, status reports, amendment requests, final project closeout document, project signage, procurement certification, contract reporting requirements and MWBE forms.

5. Smart Growth Comprehensive Planning Training

As part of the Smart Growth Planning Grant Program, the Contractor and, if required, the Consultant, will participate in a virtual training session or sessions focused on developing smart growth strategies. The purpose of this training session is to build knowledge and provide support to community leaders to advance smart growth planning efforts and advance grant priorities.

6. Project Components

Task 1: Project Initiation Meeting

The Consultant, the Contractor, the Department, and any partners responsible for managing the project, shall hold an initial meeting to review and agree upon the project scope and schedule, project requirements, budget, roles and responsibilities, the selection process for procuring consultants, State Environmental Quality Review Act (SEQRA) compliance requirements, MWBE requirements, the number of public meetings and techniques for public involvement proposed for the project, and any other information which would assist in project completion. In addition, the composition and role of the Comprehensive Planning Committee shall be discussed during the project initiation meeting. The Consultant, or a designated project partner, shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements reached at the meeting. Work on subsequent tasks shall not proceed prior to Department review of the proposed approach as outlined in the meeting summary.

Products: Project initiation meeting held with appropriate parties. Written meeting summary outlining agreements reached.

Task 2: Comprehensive Planning Committee

Consult with the Contractor on the establishment and filling of the Comprehensive Planning Committee

as a special municipal board, to conduct/oversee the development of the Comprehensive Plan in cooperation with municipal officials, other municipal boards, and the project consultant(s). The Comprehensive Planning Committee shall have at least one member from the planning board and shall include representatives from a large range of ethnic, social, and cultural backgrounds and a diverse range of stakeholders, such as residents, civic leaders, business owners, elected officials, environmental experts, municipal board members.

The members of the Comprehensive Planning Committee (CPC) conduct/oversee the planning process and the development of the Comprehensive Plan, participate in meetings, generate ideas and build consensus, provide the consultant team with relevant information reflective of the community's current condition and needs (including a list of completed and ongoing local planning efforts and initiatives), review materials drafted by the consultant team and provide constructive feedback, support each of the proposed public participation and outreach efforts, and set the stage for cooperation and the plan's implementation.

The Comprehensive Planning Committee will meet on a regular basis during the planning process to advance the preparation, review, and approval of the Comprehensive Plan, and to organize and conduct community participation events.

During the first meeting, the Comprehensive Plan Committee will review project requirements and roles and responsibilities, transfer necessary information to the consultant, and identify new information needs and next steps. The Consultant will prepare and distribute a brief meeting summary clearly indicating the understandings reached at the meeting.

At subsequent meetings, Consultant **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 Department review.

Product A: Draft and final list of proposed members of Comprehensive Planning Committee. Project advisory committee established.

Product B: Meetings held with appropriate parties. Written meeting summaries outlining what has been discussed and understandings reached and identifying the participants to the meeting.

Task 3: M/WBE Reporting

Comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form C - Workforce Employment Utilization to report the actual work force utilized for this contract broken down into specified categories (every March 31, June 30, September 30, and December 31).

- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYSCS).

Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the “Contact Us & Support” link.

Products: Ongoing reporting through NYSCS during the life of the contract. Form C submitted on a quarterly basis and Form D submitted, as necessary.

NYS Department of State requires a licensed professional engineer, architect or landscape architect licensed to practice in New York State for preparation and certification of final designs and construction documents, and for supervision of construction.

Task 4: 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, a public information meeting, one or more public workshops, one or more public hearings, and 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, coordination, 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 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 efforts 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.

Task 5: 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 as 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 a final Community Survey. Draft and final list of topics to be discussed during the stakeholder interviews. Summary of survey and interviews responses and analysis.

Task 6: 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 Comprehensive Planning consultant 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.

Task 7: Community Profile

Draft a Community Profile consisting in 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, work force 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 Department 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.

Task 8: 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 in the municipality's planning efforts, governmental decisions, and ongoing initiatives, and will solicit public input on existing resources, community character, and future growth. The workshops are also intended to identify Smart Growth solutions to current issues and future growth.

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

Products: Published workshops announcements and fliers. Materials prepared for each public workshop.

Task 9: 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.
- 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 Department 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.

Task 10: 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 Department.

Task 11: 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 or Zoning Ordinance is classified as a Type 1 action, pursuant to SEQRA and 6 NYCRR Part 617. The local municipal board shall act as the Lead Agency for the Purposes of SEQRA. The local municipal board shall comply with SEQRA requirements and issue a SEQRA Determination. Based on the results of the SEQRA Determination, the local municipal board or its consultants may be required to prepare a Generic Environmental Impact Statement (GEIS) to provide a review of the land-use actions proposed in the new or amended Comprehensive Plan or Zoning Ordinance. Copies of all SEQRA documents shall be submitted to the Department.

Products: SEQRA documents

Task 12: 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 Department.

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

Task 13: 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 Department.

Products: Final Comprehensive Plan ready for local adoption.

Task 14: Public Hearing and Local Adoption

Conduct a public hearing prior to adoption of the comprehensive plan. Notice of the public hearing shall be published in a newspaper of general circulation in the community at least ten calendar days in advance of the hearing. The proposed comprehensive plan shall be made available for public review during said period at the office of the municipal clerk and public library and shall be posted on the municipal website. The public hearings may also be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means. .

Copies of the public hearing minutes and the local adoption resolution shall be submitted to the Department.

Products: Minutes from the public hearings and record of decision submitted to the Department.

Task 15: Final Project Summary Report and Measurable Results

Submit the Final Project Summary Report and Measurable Results electronically at:
<https://forms.office.com/g/eZERFeEeKM>.

Products: Final Project Summary Report and Measurable Results submitted to the Department.

Task 16: MWBE Reporting

Comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- e Record payments to MWBE subcontractors using DOS funds through the Nevi/ York State Contract System (NYSCS).

Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the "Contact Us & Support" link.

Products: Ongoing reporting through NYSCS during the life of the contract. Form D submitted as necessary to reflect updated MWBE subcontractors.

Task 17: Project Status Reports

Submit project status report semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products: Completed project status reports submitted to the Department during the life of the contract.

SUBMISSION OF PROPOSALS

Interested firms must submit three (3) paper copies and one (1) electronic version of their proposal no later than _____, to the location specified below.

Town of
Hastings New York
1134 US Rt. 11
Central Square, New York 13036

INQUIRIES

All inquiries regarding the RFP should be made in writing; email preferred and must cite the RFP section in questions. Answers to substantive questions will be provided to all proposers. Inquiries should be directed to:

PROPOSAL CONTENT AND CONDITIONS

Each prospective firm must submit complete proposals that address each component of the RFP.

1. A cover letter expressing the firm's interest in working with the Town of Hastings and the Hastings Comprehensive Plan Committee.
2. A description of the general approach to be taken to completing the project, an explanation of any variances to the proposed project scope of work as outlined in the RFP, and any insight gained because of developing the proposal.
3. A full description of how the Scope of Work will be completed along with a schedule detailing when tasks will be completed, and products/deliverables resulting from each task.
4. Budget and expense information which details all costs including:
 - Personnel expenses stating the name/title of everyone assigned to the project, hourly rates, and the number of estimated hours the individual will be working on the project. The same information should be submitted in detail 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.
5. A description and/or resume for each staff member or sub-consultant who will be involved with this project and their roles/responsibilities.
 6. A representative work sample comparable to the work being requested.
 7. Demonstrated success on projects of similar scope and nature. Please include brief project Descriptions for each and project contact names/phone numbers for reference.
 8. A description of the respondent's efforts to comply with New York State's MBE/WBE goals.
 9. A list of the firm's current planning team obligations and anticipated completion dates for project components, along with a brief narrative about how the firm will manage capacity over the course of this project's timeline

Proposal Items 2-5 should be limited to fifteen (15) pages. Resumes, professional qualifications, and work sample(s) are not included in this total.

The electronic version must be in PDF format, divided into two (2) or more PDFs as described below:

1. First PDF – Project Letter of Interest, required proposal components, resumes, summary of previous relevant work, proposed budget, and schedule.
2. Second PDF – Examples of previous relevant work.

CONDITIONS GOVERNING PROPOSALS:

Only those proposals containing complete information and are responsive to the RFP will be considered. Proprietary or patented information that may be included in the proposal is to be clearly identified and brought to the committee's attention.

The Contractor 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 proposal requirements, to best serve the interests of the community and the Department of State;
- 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;
- To award a contract for all parts of a proposal including award of specific project components to individual proposer team members and to negotiate with the successful bidder(s);
- By submitting a proposal, the proposer agrees that is 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 Village of Hastings will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

The New York State Department of State must approve all consultants and subcontractors. The Consultant must comply with all provisions of the contract between the New York State Department of State and the Village of Hastings, including all appendices. A copy of the contract is available upon request.

NEW YORK STATE MWBE PARTICIPATION REQUIREMENTS

Pursuant to New York State Executive Law Article 15-A, the State recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises and the employment of minority group members and women in the performance of state contracts. For the purposes of this project, the NYS Department of State has established an MWBE participation requirement of 30% of the total state grant contract value. The selected proposer, if not certified MWBE, must actively solicit for bids for contracts and subcontracts from qualified State certified MWBEs which can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>). The Contractor must retain records of the procurement process including direct solicitation to MWBEs; results; and any actions that its subcontractors have taken toward meeting MWBE contract participation goals.

To demonstrate good faith efforts to achieve MWBE contract goals the following will be retained:

1. Evidence of outreach to MWBEs: mail, email, phone calls and follow-up.
2. Written responses by MWBEs to the grantee/vendor's outreach.
3. Copies of search(es) of the directory and advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications.
4. Attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the grantee with MWBEs including dates and location.
5. Description of how the scope of work maximizes opportunities for MWBE participation.
6. Description of how non-MWBE subcontractors' have engaged MWBEs to undertake part of the project's work or to procure equipment/ materials/supplies.

PROPOSER INTERVIEWS

The Town will conduct interviews with the two to three (2-3) highest scoring proposals, as needed. The intent of the interview process will be to provide the Contractor and the Hastings Comprehensive Planning Committee with an opportunity to obtain an understanding of:

- a. The extent of the firm's depth of knowledge of the subject matter of the RFP, overall project understanding, and insight into local conditions;
- b. Whether the methods and resources that will be used by the firm performing the services to achieve the project goals and objectives are appropriate, and cost effective;
- c. The firm's ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project;
- d. To allow proposers to further define the primary features and benefits of their proposal; and
- e. To evaluate the communication and public presentation skills of the proposers.

LIABILITY

The Town and its Comprehensive Planning Committee are not liable for any cost 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 Town of Hastings is not liable for any costs incurred prior to approval of the contract.

EVALUATION PROCESS

The Town of Hastings, the Hastings Comprehensive Planning Committee, and representatives from the NYS Department of State will review submitted proposals with reference to the qualifications and criteria as detailed in this RFP. The intent is to select the planning consultant firm having the technical capability and necessary experience to perform the services as outlined in this RFP within the period required. Please note that the total grant funding award has not been presented in this RFP as the Town of Hastings will select a consultant through a qualifications-based selection process. The selection of a consultant will be made without regard to race, color, age, religion, national origin, or political affiliation.

SELECTION CRITERIA

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

1. **Technical Proposal:** Proposals will be evaluated based on their quality and clarity; creativity and thoroughness in addressing the Scope of Work; demonstration of overall project understanding and insight into local conditions and potential issues. The proposal must include a plan outlining how each Task in the Scope of Work will be addressed. (25 pts)
2. **Relevant Experience:** Proposer must provide a list of projects similar in scope and nature completed in the last 5 years. The proposer should demonstrate experience with New York State-based land use and planning, local laws, and regulations. Proposals will also be evaluated based on the quality of representative work sample provided. (20 pts)
3. **Implementation Schedule:** Proposals will be evaluated based on ability and capacity to complete project by SUMMER 2026_____. Proposal must include an implementation schedule that lists all milestones for the development and implementation of project deliverables. (15 pts)
4. **Cost Proposal:** A cost proposal outline organized to follow the outline of Scope of Work, with detail of cost assigned for the task/action, including personnel costs and reimbursable expenses. (10 pts)
5. **Team Composition and Resumes:** Evaluation will be based upon the experience of the consultant personnel working together as a team to complete comparable projects. The Proposer must provide a list of all people who will be assigned work pursuant to this RFP (including subcontractors) and resumes showing qualifications and relevant experience. The proposer must designate an individual as the Project Manager who will be solely responsible for all activities of the organization relevant to this RFP and provide their resume and relevant experience. The designated Project Manager must have managed the implementation of at least one other project of similar scope and nature, a description of which must be submitted with the Project Manager resume. (15 pts)
6. **Presentation/Communication Skills:** The proposer will be evaluated based on their knowledge of the subject material, their overall understanding of the proposed project, their ability to relay the message in a clear, concise, and timely fashion and their ability to field questions posed to them from the Town and Hastings Comprehensive Plan Committee members. (15 pts)

NOTIFICATION OF AWARD

The Contractor will notify the successful bidder by phone and/or email, followed by written confirmation. Each bidder whose proposal is not accepted will be notified in writing via email.

The Town and Village of Hastings Comprehensive Plan Committee will authorize the award of a contract to the successful proposer based upon the evaluations and recommendations of the Steering Committee. If a contract cannot be finalized within thirty (30) days of the award, the Steering Committee reserves the right to enter negotiations with the consultant who received the second highest evaluation.

The New York State Department of State must approve all consultants and subcontractors.

- **Available Resources (not conclusive)**
 - o Town Planning Documents
 - o Town Zoning Documents
 - o Town Maps and other documents
 - o Local Codes and Laws