

REQUEST FOR QUALIFICATIONS (RFQ)

Local Waterfront Revitalization Program (LWRP)

Town of Hastings, New York

Due: 04/08/2022

Responses must be submitted as a PDF via email to:

Shelley Bombardo, Town Clerk
hastingsclerk@hotmail.com

For questions about this RFQ, please contact:

Shelley Bombardo, Town Clerk
hastingsclerk@hotmail.com
315-668-2456 ext. 6

A digital copy of this document is available online at:

www.hastingsny.net

1. INTRODUCTION

The Town of Hastings is requesting qualifications from qualified consultants to assist in the completion of a Local Waterfront Revitalization Program (LWRP) for the Town.

2. PROJECT DESCRIPTION

The Town of Hastings, located at the western edge of Oneida Lake and along Oneida River, will develop an LWRP that will establish a community vision for the waterfront, Hamlet of Brewerton, and surrounding neighborhoods. The LWRP enhance and provide greater access to the waterfront, revitalize the Hamlet of Brewerton, leverage the Canal as a tourism asset, protect historic resources, and guide future growth and development.

This project involves the preparation of a LWRP pursuant to the provisions of New York State Executive Law, Article 42, and 19NYCRR Parts 600-603, for the Town of Hastings in Oswego County, New York. Completion of this project may integrate the preparation of a Harbor Management Plan (HMP) as set forth in 19NYCRR Part 603.3 and further described in guidelines prepared by the Office of Planning and Development.

Expected outcomes of the LWRP include:

1. Establishment of a Waterfront Advisory Committee;
2. Collection of meaningful public input;
3. An analysis of existing conditions;
4. New Town policies;
5. Proposed future land uses, water uses, and projects; and
6. An implementation strategy.

3. PROJECT ORGANIZATION

A Waterfront Advisory Committee (WAC) will be formed by the Town Council to provide direction to the Consultant and will act as a primary decision making body for the project. The Committee shall be representative of project stakeholders and non-governmental and community-based organizations. The Consultant will work closely with project staff from the Department of State.

4. SCOPE OF WORK

The consultant must comply with all terms and conditions of the Town's contract with the NYS Department of State (NYSDOS) for this work (C1002013). The consultant will complete the tasks outlined in the attached Work Plan for the preparation of the LWRP (task numbers coincide with the work program contained in the NYSDOS contract). In addition to the listed public meetings, the consultant should anticipate attending monthly meetings with the WAC and others as necessary. In light of the COVID outbreak, it is assumed these meetings may take place via telephone or videoconference.

5. BUDGET

The budget for "contractual services" on this project is \$90,000.00. The Village is looking for the consultant who has the most relevant experience and can provide the most extensive product for \$90,000.00. The Town reserves the right to authorize all or part of the work requested in this RFQ.

6. QUALIFICATIONS SUBMISSION

Applicants shall submit one (1) digital copy of their qualifications via email by 03:00 pm on April 6, 2022. If submission file size is excessively large, applicants may submit an email with a link that allows for the download of the submission. Any submission received via email after the deadline time will be not be accepted. Submissions shall be submitted via email to the following:

Shelley Bombardo, Town Clerk
hastingsclerk@hotmail.com

Submissions shall include the following:

1. Documentation on the firm, including qualifications to prepare this plan and familiarity with the issues facing the Town.
2. Samples of work demonstrating the ability to complete the type of work as required in the Scope of Work. Name, phone number and email address of client contact.
3. A description of each staff member of sub-consultant who will be involved with this project and a description of their role in the project. This description should identify the person that would be designated as the day-to-day Project Manager.
4. Minority and/or Women-Owned Business Enterprises (M/WBE) Requirements:
 - a. Pursuant to NYS Executive Law Article 15-A and 5NYCRR Parts 142-144, for the purposes of this procurement, the NYS Department of State establishes an overall goal of 30% for M/WBE participation, 15% for Minority-Owned Business Enterprises ("MBE") participation and 15% for Women-Owned Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs). These percentages are drawn from the grant award of \$90,000 rather than the total project cost of \$120,000. For the purposes of meeting these participation goals, please identify whether the M/WBE will be the consultant, sub-consultant, or through a combination.

7. QUESTION & ANSWER PERIOD

Questions regarding this RFQ must be submitted in writing, via email to hastingsclerk@hotmail.com no later than 4:00 pm on March 25, 2022.

8. REVIEW PROCESS

Incomplete submissions that do not address all of the requested components and meet the minimum qualifications standards will not be accepted for review and consideration. The qualification submissions shall be evaluated as follows:

1. The Town Council shall assemble a Review Committee of three to five individuals.
2. Each committee person shall review the qualification statement of each firm and rate them using the following criteria:
 - a. Familiarity of the firm with the Town of Hastings;
 - b. Experience of the firm with assignments of similar scope, size and complexity,
 - c. Special knowledge relevant to project, including geographic area,
 - d. Quality and completeness of the response,
 - e. Technical approach;
 - f. Creativity including innovation and added value;
 - g. Qualifications of the project team,
 - h. Extent of participation by MBE/WBE firms;
 - i. References.
3. The Committee shall meet and rank the firms from the most qualified to the least qualified. Issues and concerns raised during the ranking process will be discussed and firms will be contacted to clarify any questions or issues (if needed).
4. The Committee may then (if desired) invite the most qualified firm or firms for a brief presentation and interview.
5. Following satisfactory responses to any outstanding concerns and New York State Department of State approval, the most qualified firm will be notified of their selection.
6. After approval, the Town shall enter into negotiations with the number one ranked firm to finalize the project scope of work, project approach and project fee. Once the scope of work has been settled upon, then the consultant shall present a detailed fee schedule. If the fee is not acceptable, the scope of work shall be renegotiated. Changes in the proposed scope of work are subject to review and approval by the New York State Department of State.
7. If the Town and the Consultant cannot reach an agreement on the scope or work and/or fees, then the Town reserves the right to terminate negotiations and initiate negotiations with the second ranked firm.

The following schedule identifies the anticipated submission/award schedule:

Issuance of RFQ:	March 9, 2022
Qualifications Due Date:	April 8, 2022
Interviews (if nec.):	April 11 – 15, 2022
Recommendation to Town Board and DOS:	April 22, 2022
Contract Award:	May 10, 2022

9. PROJECT COMPONENTS

Preparation of the Local Waterfront Revitalization Program (LWRP), including an integrated Harbor Management Plan (HMP), shall, at a minimum, involve the following tasks and provisions. The Tasks

below are extracts from the Draft NYSDOS Work Plan from the Town's contract with NYSDOS and pertain to work that is to be undertaken by the Consultant chosen from this RFQ.

NOTE: The numbering below matches the numbering of tasks in the NYSDOS Work Plan. The Consultant's responsibilities begin with Task 5.

A complete list of tasks is available in Appendix A: Draft Work Plan.

TASK 5: WATERFRONT ADVISORY COMMITTEE MEETINGS

Hold a second project meeting with the consultant(s) and Waterfront Advisory Committee to review project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps; and transfer any information to the consultant(s) which would assist in completion of the project.

The Waterfront Advisory Committee shall meet regularly over the course of the project to guide project development and review findings and documents. Following each meeting, the consultant(s) shall prepare and distribute a brief meeting summary including attendees, main topics discussed, decisions agreed upon by committee, and action items.

Products: Waterfront Advisory Committee meetings. Written meeting summary of each meeting

TASK 6: PREPARATION OF A COMMUNITY OUTREACH PROCESS AND PLAN

Prepare a method and process to encourage community participation in development and implementation of the LWRP. The outreach plan shall identify key individuals, organizations, and entities to be involved, and shall identify the visioning process and the roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of public meetings and other public engagement activities such as social media, workshops, charrettes, etc. All public meetings will be advertised in the community through press releases, announcements, individual mailings, digital media, municipal website postings, and any other appropriate means. Meetings and public engagement shall be scheduled in a manner that maximizes attendance and participation from all interested community members. Outreach efforts should encourage participation from populations who are frequently underrepresented in this process, including immigrants, refugees, and minorities. A summary of each public outreach session will be made available in written form and through other appropriate means, such as website or social media.

The outreach plan shall be submitted to the Department for review and approval.

Product: Approved community outreach plan.

TASK 7: DRAFT SECTION I - WATERFRONT REVITALIZATION AREA BOUNDARY

Prepare a narrative description and map of the waterfront revitalization area which includes surface waters and underwater lands. The waterfront revitalization area should include those portions of the water body within the municipality, as well as adjacent upland which affects the water body through drainage, viewshed, and any other factors. Include references to the Inventory and Analysis section

justifying the inclusion of particular land use areas in this section if beneficial for increased understanding. The narrative must accompany a boundary map showing the proposed waterfront area, including the Harbor Management Plan boundary. For the New York State Coastal Boundary and other data that may be useful for preparing the LWRP boundary see the Geographic Information Gateway at: <http://opdgig.dos.ny.gov/#/map>. See Department staff for additional tools and guidance to complete this section.

Submit Section I to the Department for review, comment, and approval. Comments from the Department must be addressed in subsequent drafts of Section I.

Products: Draft Section I - Waterfront Revitalization Area Boundary, including narrative and map(s). Comments from the Department must be addressed in all drafts of Section I.

TASK 8: DRAFT SECTION II - INVENTORY AND ANALYSIS

- A. Inventory, describe, and map existing natural and built resources and conditions within the waterfront revitalization area including the harbor (which includes surface waters and underwater lands). For guidance see: "Local Waterfront Revitalization Programs in the Coastal Area: Guidance Manual for Preparing Local Programs" found at: https://dos.ny.gov/system/files/documents/2021/09/lwrp-preparation-guidance_final_9_1_21.pdf and the Inventory and Analysis Checklist. See Department staff for additional tools and guidance to complete this section.

This section must provide a thorough analysis of waterfront issues, opportunities, and constraints to economic development and resource protection needs. This section will provide an assessment of the vulnerable resources and potential risks associated with storms, flooding, and the effects of climate change. The inventory and analysis must be broad enough to ensure consideration of important waterfront resources, problems and opportunities and detailed enough to support development of a specific and realistic LWRP. This section should also incorporate the inventory and analysis of the relationship between waterside uses that have the potential for conflict, congestion, or competition in support of the Harbor Management Plan.

Topics to be addressed, commensurate with the local conditions, in the Inventory and Analysis Checklist, include:

- Community Profile
- Existing Land and Water Uses and Public Access
- Natural Resources
- Flooding and Erosion (Risk and Resiliency)
- Historic and Cultural Resources
- Harbor Management Plan Inventory
- Existing Authorities of Federal, State, Regional, and Local Agencies that have Jurisdiction in the Waterfront Revitalization Area

- Summary of existing Plans, Projects and Initiatives that effect the waterfront area such as the municipal comprehensive plan, All-Hazard Mitigation Plans, watershed management plans, downtown revitalization plans, community resiliency plans.

Submit Draft Section II to the Department for review, comment, and approval. Comments from the Department must be addressed in all drafts of Section II.

Products: Draft Section II - Inventory and Analysis with accompanying maps to depict the waterfront revitalization area resources, issues, and opportunities. Comments from the Department must be addressed in all drafts of Section II. Electronic data for all Geographic Information System-based mapping products submitted in either ArcGIS format, or similar product acceptable to the Department.

- B. Provide existing local land use laws/ regulations/ ordinances that will implement the LWRP. See the LWRP Preparation Guidance on local laws for additional information.

Products: List of current existing local land use laws/ regulations/ ordinances.

TASK 9: FIRST PUBLIC INFORMATION MEETING

Following completion of the initial drafts of Section I - Waterfront Revitalization Area Boundary and Section II - Inventory and Analysis, conduct a public information meeting regarding the identified local waterfront issues and opportunities and solicit public input on draft Sections I and II.

Products: Public information meeting held. Minutes of the public meeting, including any presentations or handouts.

TASK 10: DRAFT SECTION III - LOCAL WATERFRONT REVITALIZATION PROGRAM POLICIES

The Contractor will receive the State waterfront revitalization policies from DOS staff. Any additions to the policy explanations proposed by the municipality shall be inserted in the policy explanation portions of the provided document and returned to DOS staff for review, comment, and approval.

Proposed additions should be based on information provided in the Inventory and Analysis. The policy explanation may add specific local standards, geographic features, or applicable locations, for determining consistency with the policies. Prepare a full policy analysis and matrix prepared with local laws to demonstrate how each policy shall be implemented to legally uphold the LWRP. The Department will provide a template for the matrix.

Should the municipality propose additions to policy explanations a conference call may be conducted with DOS staff to discuss the proposed additions.

Submit Draft Section III to the Department for review, comment, and approval. Comments from the Department must be addressed in all drafts of Section III.

Products: Draft Section III - Local Waterfront Revitalization Policies with comments or notes. Comments from the Department must be addressed in all drafts of Section III.

TASK 11: DRAFT SECTION IV - PROPOSED LAND AND WATER USES AND PROPOSED PROJECTS

Describe and map proposed land and water uses within the waterfront area, and proposed projects necessary to implement the LWRP. For guidance on what information is necessary to describe a proposed project see Appendix 8 of the LWRP Preparation Guidance found at: https://dos.ny.gov/system/files/documents/2021/09/lwrp-preparation-guidance_final_9_1_21.pdf

See Department staff for additional tools and guidance to complete this section.

Submit Draft Section IV to the Department for review, comment, and approval. Comments from the Department must be addressed in all drafts of Section IV.

Products: Draft Section IV - Proposed Land and Water Uses and Proposed Projects with comments or notes. Comments from the Department must be addressed in all drafts of Section IV.

TASK 12: SECOND PUBLIC INFORMATION MEETING

Conduct a public information meeting regarding the identified local waterfront issues and opportunities to solicit public input on Section IV.

Products: Minutes of the public meeting, including any presentations or handouts.

TASK 13: DRAFT SECTION V - TECHNIQUES FOR LOCAL IMPLEMENTATION OF THE PROGRAM

Describe existing local laws and regulations, and any new or amended laws or regulations necessary to both improve community resilience and implement the policies, strategies, proposed uses, and projects set forth in the LWRP. Relevant local land use controls may include, the zoning code, subdivision review, site plan review, design standards, stormwater management and flood damage prevention. The Contractor shall draft local laws and regulations necessary to implement the LWRP. Full drafts of new or amended existing laws and regulations, including a local consistency review law, should be attached as appendices to the LWRP. Local laws, regulations, standards, and procedures essential to the implementation of the policies and purposes of the LWRP must be in place at the time of approval of the LWRP by the Secretary of State.

Describe other public and private sector actions necessary to implement the LWRP, including actions by federal and State agencies necessary to fully implement and advance projects in the waterfront revitalization area. These actions may include approving anchorage and mooring areas prior to designation, designating vessel waste no-discharge zones, dredging or maintaining major navigation channels and basins, constructing or maintaining breakwaters, funding certain studies, or providing technical assistance.

Describe a local management structure for reviewing proposed waterfront projects for consistency with the approved LWRP, and the financial resources required to implement the approved LWRP. Implementation of the LWRP will be a continuing responsibility of the municipality. In preparing its

LWRP, the municipality needs to consider the costs of implementing the program and whether the funds needed are, or can be reasonably expected, to be available.

Submit Draft Section V to the Department for review, comment, and approval. Comments from the Department must be addressed in all drafts of Section V.

Products: Draft Section V - Techniques for Local Implementation of the Program, and all drafts of any necessary amendments to existing laws or new local laws, including a local consistency review law. Comments from the Department must be addressed in all drafts of Section V.

TASK 14: DRAFT SECTION VI - FEDERAL AND STATE ACTIONS AND PROGRAMS LIKELY TO AFFECT IMPLEMENTATION OF THE LWRP

The Department shall provide to the Contractor a generic list of federal and State agency actions and programs which are to be undertaken in a manner consistent with the LWRP. The Contractor or its consultant(s) shall describe specific federal and State actions necessary to further implementation of the LWRP (technical assistance, funding, procedural changes, etc.).

Submit Draft Section VI to the Department for review and approval.

Products: Draft Section VI - Federal and State Actions and Programs Likely to Affect Implementation of the LWRP, revised if necessary.

TASK 15: DRAFT SECTION VII - LOCAL COMMITMENT AND CONSULTATION

Describe the public consultation efforts undertaken in the preparation of the LWRP, such as public hearings, public informational meetings, or meetings with governmental agencies. All activities undertaken to consult and obtain local support and commitment should be thoroughly documented in Section VII.

Describe any local committees created to oversee preparation of the LWRP, and the role of other municipal agencies.

Submit Draft Section VII to the Department for review, comment, and approval. Comments from the Department must be addressed in all drafts of Section VII.

Products: Draft Section VII - Local Commitment and Consultation. Comments from the Department must be addressed in all drafts of Section VII.

TASK 16: DETERMINATION OF SIGNIFICANCE AND COMPLIANCE WITH SEQRA

A municipality's preparation and adoption of an LWRP involve compliance with SEQRA. The Lead Agency shall prepare, distribute, and file a Full Environmental Assessment Form for purposes of evaluating the significance of the environmental impacts associated with preparing and adopting a LWRP. Upon completing the Full Environmental Assessment Form, the Lead Agency shall make a Determination of Significance in accordance with the SEQRA regulations. If the Determination of Significance results in a Positive Declaration, the Lead Agency shall prepare a Draft Generic

Environmental Impact Statement for the Draft LWRP in accordance with State Environmental Quality Review Act (SEQRA) regulations and guidelines. If the findings of the Determination of Significance are such that the LWRP will not have a significant environmental impact, a Negative Declaration may be prepared and filed to complete the SEQRA process. The Contractor shall determine whether a public hearing will be held on the Draft LWRP. Completed SEQRA documents shall be submitted to the Department for review and approval.

Products: Completed Full Environmental Assessment Form and associated SEQRA determination statements (Positive Declaration or Negative Declaration, Draft Generic Environmental Impact Statement if needed, public hearing notes.

TASK 17: COMPLETE DRAFT LWRP

Submit an electronic copy (Word format with each map as an individual pdf, and a GIS shapefile of the LWRP boundary in a format compatible with the Department's Geographic Information Gateway) and up to two (2) paper copies (upon request) of the complete Draft LWRP document, incorporating comments from the department including:

- integrated harbor management plan
- complete Draft Generic Environmental Impact Statement (if applicable)
- new or amended existing laws and regulations.

If revisions to the complete Draft LWRP are needed, based on Department review, the Contractor shall make the required changes and resubmit the document to the Department for review. The revised document shall be submitted in both Word format and PDF format (with section bookmarks), with the PDF a maximum of 20 MB to allow for website posting.

All comments and requested revisions must be addressed to the satisfaction of the Department prior to advancing the document to 60-Day Review.

Following acceptance of the complete Draft LWRP document by the Department, the Contractor shall formally accept the Draft LWRP as complete and ready for public review and authorize its submission to the Department for review by potentially affected State, federal, and local agencies - by resolution of the local municipal legislative body. Once accepted as complete provide one (1) hard copy and one electronic copy (formatted in Microsoft Word) of the complete Draft LWRP document to the Department.

Upon receipt of the required number of copies of the Draft LWRP (and Draft Generic Environmental Impact Statement, if applicable), the Department shall initiate a 60-Day Review by State, federal, local, and other agencies.

Products: (1) Draft LWRP acceptable to the Department; (2) GIS shapefile of the LWRP boundary in a format compatible with the Department's Geographic Information Gateway and (3) a resolution of the local municipal legislative body adopted to accept the Draft LWRP as complete and ready to be submitted to DOS for review and initiation of the 60-Day review process.

TASK 18: THIRD PUBLIC INFORMATION MEETING

Following completion of the Draft LWRP and in conjunction with 60-Day Review and compliance with SEQRA conduct a public information meeting or meetings on the Draft LWRP.

Products: Public meeting(s) held. Minutes of the public information meeting(s) and identification of changes to be made to the Draft LWRP as a result of the public meeting.

TASK 19: FINAL LWRP

Following the 60-Day Review period of the Draft LWRP (and Draft Generic Environmental Impact Statement, if applicable), the Department shall meet with the Contractor to discuss all 60-Day comments received, determine appropriate responses, and revise the LWRP document to reflect each response. All supporting local laws proposed for adoption in conjunction with the adoption of the LWRP, and the Final Environmental Impact Statement (if applicable), shall also be revised as necessary to reflect 60-Day comments and responses, to the satisfaction of the Department.

Additionally, the Contractor shall submit to the Department a schedule of adoption of the LWRP and any local laws necessary for implementation of the LWRP.

Products: An electronic copy (and up to two (2) paper copies upon request) of the Final LWRP and supporting local laws (and Final Environmental Impact Statement, if applicable), along with electronic data for all Geographic Information System-based mapping products submitted in either ArcGIS format, or similar product acceptable to the Department, and schedule of LWRP adoption.

TASK 20: MWBE 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 by 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.

TASK 21: PROJECT STATUS REPORTS

Submit project status reports 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 DOS during the life of the contract.

TASK 22: 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.