

## Notice

### **Solicitation of Written Proposals for Professional Planning Consulting Services to Develop a Joint Smart Growth Comprehensive Plan for the Town and Village of Elba**

New York Green is soliciting proposals on behalf of the Town and Village of Elba for preparation of a Joint Smart Growth Comprehensive Plan. Proposals will be received by the Executive Director of New York Green, c/o Town of Elba, located at 7133 Oak Orchard Road, Elba, NY 14058 until Friday, March 28, 2025, at 4:00 PM, prevailing time.

The enclosure containing the proposal shall be endorsed on the outside with the name of the Consultant, the business address to which communications may be sent, and the services to be provided pursuant to this notice.

A detailed Request for Proposal (RFP) regarding desired contents of the proposal will be ***available at the Town of Elba, 7133 Oak Orchard Road, and the Village of Elba, 4 S. Main Street, starting February 18, 2025, or via email by contacting Charlotte Brett (see below for contact info).***

New York Green reserves the right to reject any and all proposals and re-advertise at its discretion.

The contact person for this initiative is Charlotte Brett, Executive Director of New York Green, who can be reached at (716) 261-8167 or [charlotte@ny-green.org](mailto:charlotte@ny-green.org)

Date: February 18, 2025

**REQUEST FOR PROPOSAL**  
**FOR**  
**PROFESSIONAL CONSULTING SERVICES FOR**  
**DEVELOPMENT OF A JOINT SMART GROWTH**  
**COMPREHENSIVE PLAN FOR THE TOWN AND VILLAGE**  
**OF ELBA, NY**



**PROPOSALS ARE DUE BY 4:00PM ON FRIDAY MARCH 28, 2025**

Address Proposal responses to:

New York Green  
Attn: Charlotte Brett  
c/o Town of Elba 7133 Oak Orchard Road  
Elba, NY 14058



*This project is being funded by NYS Department of State Environmental Protection Fund*

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# SECTION 1 – INSTRUCTIONS FOR PROPOSAL

## SUBMISSION OF PROPOSAL

On behalf of the Town and Village of Elba, NY, New York Green is soliciting proposals to provide **Professional Consulting Services for the purpose of producing a Joint Comprehensive Plan for the Town and Village**. Prospective Consultants must offer a proposal that will meet the scope of services, qualifications, and general description of work activities identified in Section 2 of this Request for Proposal (RFP).

The submitted proposal must follow the format as outlined in Section 3 to ensure New York Green receives comparable documents, allowing for a fair and objective review and evaluation.

Proposals must be submitted to:

Charlotte Brett  
Executive Director, New York Green  
c/o Town of Elba  
7133 Oak Orchard Road  
Elba, NY 14058

## ISSUING ENTITY

This RFP is issued by New York Green. The Executive Director, identified below, is the sole point of contact regarding this RFP from the date of issuance until the selection of the successful Consultant.

Charlotte Brett  
Executive Director  
New York Green  
charlotte@ny-green.org  
(716) 261-8167

Respondents are responsible for reporting any errors, omissions, or ambiguities found in this RFP. All such reports, requests for information (RFI's), questions, etc. shall be made in writing or via email to the Executive Director. Questions and answers will be provided to all Consultants who have received RFP's and must be acknowledged in the RFP response. No contact will be allowed between the Consultant and any other member of New York Green unless permission is specifically authorized in writing by the Executive Director. Prohibited contact may be ground for consultant disqualification.

All inquiries are due by February 28, 2025 at 4:00pm. If an addendum is issued, it will distributed to the same parties as the original RFP by March 10, 2025, at 4:00pm.

## DEADLINE FOR PROPOSAL SUBMISSIONS:

Final Proposal submissions must be received by the Executive Director at the address above by **Friday, March 28, 2025, at 4:00 pm**. To be considered, sealed proposals must arrive on or before the date and time specified. Requests for extension of the submission date will not be granted. Consultants mailing proposals should allow ample delivery time to assure timely receipt of their proposal.

## **INTENTIONS**

New York Green intends to enter a Contract with a selected Consultant to provide the services described in Section 2. However, New York Green reserves the right to refuse any / all proposals in part or entirety, to disregard all nonconforming, nonresponsive, or conditional proposals and to waive any and all informalities. New York Green will base its selection based on the greatest value/benefit to the Town as determined by the selection committee.

Any award shall be subject to the execution of a contract between the Consultant and New York Green. New York Green's contract obligation is contingent upon execution of the contract between New York Green and selected Consultant and the availability of funds for this contract. No legal liability on the part of New York Green for payment of any money shall arise unless and until a contract is executed by both parties, funds are appropriated, and all performance requirements for each payment are met. New York Green shall have no responsibility or liability for any cost related to preparation of proposals, attendance at interviews, etc.; all costs are solely at the Consultant's risk and expense.

## **MUNICIPAL OVERVIEW**

The Town of Elba completed a partial Comprehensive Plan update 15-20 years ago that was narrow in scope and provided limited value to the community. The Village adopted its Comprehensive Plan in the 1970s. In recent years, the Town completed an ambitious public water expansion that now provides public water access and hydrants throughout the entire Town. The Town also oversaw the installation of broadband internet, which is now accessible by approximately 65-70% of Town residents. The Village has been making sidewalk improvements, with the goal of having sidewalks throughout the entire Village, and has been expanding its urban forest canopy.

Elba has experienced a demand for renewable energy generation and transmission siting. Known as the 'Onion Capital of the World,' Elba has long been an agricultural community and has abundant prime farmland. The community has struggled to find a balance between renewable energy and agricultural land uses. In addition, Genesee County has been a leader in smart growth, climate resiliency, and green infrastructure planning. A public education process combined with local refinement, adaptation, and adoption of these plans is a goal of the comprehensive planning process.

As an agricultural community, Elba has over the years had influxes of farm workers entering the community. During the building of the Erie Canal, Irish, Polish, and Italian workers made their homes in Elba; in later years, Vietnamese refugees were welcomed, followed by those moving north from southern states. Many of the current farm workers are Hispanic, and there is a sizeable Spanish-speaking population in Elba and within the Elba Public School System. It is desirable, but not required, for the selected consultant to have a team member who is fluent in both Spanish and English to facilitate engagement with Spanish speaking community members during the planning process.

Elba has identified a need for new senior housing, to allow older residents to age in place while freeing up new housing stock for younger families. Commercial vacancies in the Village center provide opportunities for economic development to improve the local economy and quality of life for residents. Improvements to pedestrian and bicycle infrastructure and the local park are also needed. Directing these developments to the areas already served by infrastructure will allow much of the area in the

Town to remain available for agricultural use, green infrastructure, and open space. The Town and Village of Elba have had Smart Growth boundaries in place since 2001, as part of the Genesee County public water expansion. These boundaries are a way to guide development to the most appropriate areas, protecting agricultural lands and natural resources, and minimizing sprawl, by limiting new connections to public water. The Town and Village wish to review and potentially propose updates to these boundaries as part of this planning process. Genesee County reviews its Smart Growth Plan and boundaries on a three-year cycle.

For the reasons described above, Town and Village have determined that a new, Joint Comprehensive Plan is needed. The Town and Village have elected to work with New York Green, a local nonprofit organization active in working with Genesee County and Genesee Area Municipalities on sustainable land use planning, to administer the funding and oversee development of the Plan.

## **REQUIRED COPIES**

Consultants must submit one (1) signed original proposal, six (6) additional copies, and one flash drive with an electronic copy of the proposal. Proposals must be clearly marked as “Professional Consulting Services for the Town and Village of Elba Smart Growth Comprehensive Plan Update”. Hardcopies must be submitted as outlined above. Consultants shall make no other distribution of proposals. The proposal must be signed by an official authorized to legally bind the Consultant to all provisions included in the proposal.

## **SECTION 2 – SCOPE OF WORK**

### **OVERVIEW / INTRODUCTION**

New York Green, on behalf of and in cooperation with, the Town and Village of Elba, is seeking proposals from highly qualified and experienced planning consultants for preparation of a Joint Town and Village Comprehensive Plan, establishing the present-day community driven vision, objectives, and strategies that guide local elected officials, Town and Village staff, the development community, and other external stakeholders on orderly growth and development within the Town and Village. Consultants should have experience in the areas of rural land use planning and zoning, transportation, housing, economics, and sustainability, including familiarity with smart growth principles (for more information, see here: <https://dos.ny.gov/nys-smart-growth-program>).

In the preparation of the Comprehensive Plan, the consultant team will work closely with the New York Green Executive Director, Comprehensive Planning Committee, other Town and Village officials and departments, and the citizens of Elba, to analyze demographic data, identify important land use and development issues, and develop recommendations, strategies, and implementation techniques to address those issues.

The New York Green Executive Director is a certified PLAYCE facilitator, which integrates traditional public engagement techniques with team building and organizational development principles, using the power of play to build trust within a group, create consensus around ideas, and develop strategies to move the ideas forward. As described in Section 2.4, Tasks, New York Green will take the lead on community engagement throughout the planning process, with input, technical information, support, and participation from the selected consultant.

## **PURPOSE OF COMPREHENSIVE PLAN UPDATE**

The updated comprehensive plan will contain a series of objectives, policies and strategies which are widely accepted by the community as the official guide for public and private development decisions.

The comprehensive plan should:

- a) Define the Town and Village's past development patterns and provide a framework for future land use decision making based on current and anticipated market demand and trends and integration of smart growth principles and concepts.
- b) Serve as guide for prioritizing capital expenditures, aid in budgetary decision making among the Town and Village staff and local elected officials as well as to provide guidance to the local development community.
- c) Function as a basis for updating the Town and Village's zoning ordinances and accompanying zoning maps.

The updated plan will help to ensure that developments, appropriate in scale and type, occur in the appropriate locations; that such projects can be properly served by utilities, transportation systems and community services; that existing developments are enhanced and protected; that an appropriate balance exists among residential, commercial, recreational and parkland land uses which respects the Town and Village's development goals and enhances the Town and Village's tax bases, while also protecting vital natural resources.

Basic data and information necessary to analyze historical trends and make future projections is available from a variety of sources, including the Town and Village of Elba, State and County agencies, and the U.S. Census Bureau. Should special detailed data or analysis requiring data that is not already available to adequately address certain topical area of concern, the consultant will evaluate the need for such data and partner with professional firms with expertise in such area(s).

## **PROJECT METHODOLOGY**

The Comprehensive Plan Update project should include the following major components:

- 1) Data collection, review, and analysis of trends.
- 2) A robust and far-reaching community engagement effort that will help encourage widespread citizen participation throughout the process, particularly reaching demographic groups that are historically underrepresented. This will be led by New York Green.
- 3) Establish a vision and associated strategies that are reflective of the input received from public and stakeholder feedback.
- 4) Development of alternative land use map, recommendations, and planning strategies.
- 5) Final land use and planning recommendations and implementation strategies, for both general town-wide issues as well as specific geographic focus areas.
- 6) Preparation of the final Plan document and accompanying materials.

The Joint Town and Village Comprehensive Plan will develop an overarching vision for the community that can be espoused by all. The consultant should strive to think "outside of the box" while providing recommended structure and scope for the project that shows a solid understanding of the unique challenges that face the Town and Village of Elba and recognizes the comprehensive plan update process as an important mechanism to help overcome those challenges. With this broad objective in mind, the following outline identifies the specific tasks to be completed.

## **PROJECT TASKS**

The following tasks are requirements of the Grant Disbursement Agreement between New York Green and New York State Department of State - Smart Growth Comprehensive Plan Grant:

### **Task 1: Project Initiation Meeting**

New York Green, the Town and Village of Elba, and the NYS DOS have had a project initiation meeting. These entities will meet with the selected consultant to review the scope of work, project budget, and schedule. New York Green will provide the meeting agenda as well as the meeting notes.

### **Task 2: Comprehensive Planning Committee**

The Comprehensive Planning Committee (CPC) is being developed by the Town and Village of Elba and New York Green. The list of CPC members will be provided to the selected consultant. The selected consultant will meet with the CPC to establish the project schedule, become familiar with the Town's and Village's organization, and discuss the means in which the consultant, CPC, Town, Village, and others may interface and establish communication policies.

The selected consultant will provide guidance and support to the members of the CPC. With extensive assistance and oversight provided by the consultant, the CPC will guide the planning process and the development of the Comprehensive Plan, participate in meetings, generate ideas, build consensus, provide the consultant 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.

*Products: The consultant shall maintain a roster of the CPC and shall prepare and distribute meeting agendas and minutes to all its members. The consultant shall also facilitate the CPC meetings.*

### **Task 3: Procurement of Consultant (if applicable) or Submission of Supporting Documentation for Consulting Services**

This task is outside of the consultant's scope of work.

### **Task 4: Subcontract and Compliance with Local Procurement Requirements**

This task is outside of the consultant's scope of work.

### **Task 5: Comprehensive Planning Committee Meetings**

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 team of consultants (if applicable), and identify new information needs and next steps. The Comprehensive Plan Committee or the consultant



(if applicable) will prepare and distribute a brief meeting summary clearly indicating the understandings reached at the meeting.

All subsequent meetings will advance the preparation of the Comprehensive Plan and assess the evolution of the project, the new information needed, changes in roles and responsibilities, and next steps. It is anticipated that the CPC will meet approximately quarterly during the duration of the planning process, for a total of six meetings. The selected consultant will prepare meeting agendas and minutes for each CPC meeting. The NYG Executive Director and NYS Department of State Project Manager will be cc'd on all emails and correspondence between the selected consultant and the CPC.

Work on subsequent tasks shall not proceed prior to Department review.

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

### **Task 6: Community Participation Plan**

A Community Participation Plan will be developed by New York Green in coordination with the Town and Village of Elba, CPC, and the selected consultant. The Town and Village will provide project updates and post project materials on their respective municipal websites. The consultant will review the plan and provide input as appropriate.

### **Task 7: Community Survey and Stakeholder Interviews**

New York Green will take the lead on this task, with input and review from the selected consultant. New York Green will provide the results to the selected consultant to inform the planning process.

### **Task 8: Review Local and Regional Planning Efforts and Ongoing Initiatives**

Identify and review existing local and regional planning documents and ongoing initiatives. These include, but are not limited to, the Genesee County Smart Growth Plan (2001), Green Genesee/Smart Genesee (2013), Genesee County's Housing Need and Market Analysis (2018), Genesee County Parks and Recreation Plan (2019), and Genesee County Climate Resiliency Plan (2022).

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.

In coordination with the Comprehensive Planning Committee, the selected consultant(s) 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 9: 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 jurisdictions 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, including green infrastructure mapped as part of the Genesee County Green Road Map, 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 10: Community Visioning Workshops**

New York Green will take the lead on planning and facilitation of 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.

New York Green will collaborate with the selected consultant to develop and implement these workshops. New York Green will rely upon the selected consultant to provide project data and technical information to be used in meeting presentations, handouts, and other materials. New York Green will also discuss the meeting formats and content with the selected consultant ahead of time, and will provide the consultant with materials to review in advance of the meetings. The selected consultant will be expected to attend and participate in the community workshops, with New York Green responsible for developing the agendas, workshop materials, and facilitating the workshops. The consultant's role at the workshops may include a speaking role, assisting with tabling and activities, taking notes, helping with meeting setup and cleanup, or other related supporting roles.

### **Task 11: 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 New York Green, the CPC, and DOS 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 12: Review by the Local Municipal Board(s)**

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

The comments and recommendations prepared by the local governing board(s)/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(s) submitted to the Department.*

### **Task 13: 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(s) shall act as the Lead Agency for the Purposes of SEQRA. The local municipal board(s) shall comply with SEQRA requirements and issue a SEQRA Determination. Based on the results of the SEQRA Determination, the local municipal board(s) 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 14: 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 15: 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 16: Public Hearing and Local Adoption**

New York Green will work cooperatively with the selected consultant to conduct a public hearing prior to adoption of the comprehensive plan. The selected consultant will be responsible for providing notice of the public hearing, which 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.

New York Green will take the lead on developing the agenda for the public hearing including meeting format, activities, and materials, with technical information provided by the selected consultant. New York Green will cooperatively facilitate the public hearing with the selected consultant.

The selected consultant will produce and provided copies of the public hearing minutes and the local adoption resolution to New York Green for submission to the Department.

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

#### **Task 17: Final Project Summary Report and Measurable Results**

This task is outside of the consultant's scope of work.

#### **Task 18: MWBE Reporting**

This task is outside of the consultant's scope of work.

## **Task 19: Project Status Reports**

This task is outside of the consultant's scope of work; however, sufficient information must be provided on consultant invoices for New York Green to prepare project status reports.

# **SECTION 3 – PROPOSAL SUBMITTAL REQUIREMENTS**

## **ORGANIZATION OF PROPOSAL**

To assist New York Green and the Town and Village with the evaluation of proposals submitted, each proposal should include the following:

### **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 a minimum of three similar comparable projects and the specific personnel who worked on them and who are proposed to work on this project. Include each past project's name, client, year completed, dollar amount and contact information of the entity where the work was performed that has direct knowledge of the referenced project. It is very important to include the project management experience for the proposed project manager.

### **Project Team Members**

A listing of all personnel who will be assigned to the project, along with their resumes describing their past relevant experience with similar projects, including any sub consultants that are expected to be utilized. While not required, inclusion of a bilingual English/Spanish speaker on the project team who can assist with communication with Spanish-speaking members of the community at public workshops, the public hearing, and other events is preferred.

### **Project Approach**

A detailed work program that articulates the firm's approach to the tasks outlined above, including when and how they will be performed, schedule of work products completed and proposed timeline for completion.

**Proposed Schedule**

Following the consultant selection process and contract execution, it is New York Green’s objective to complete the project within an approximate 18-month timeframe. The following is the tentative schedule for completion of the project:

<b>MILESTONE</b>	<b>APPROXIMATE SCHEDULE</b>
RFP Issuance	February 18, 2025
Questions Due	February 28, 2025
Questions and Answers Provided	March 10, 2025
Proposals Due	March 28, 2025
Consultant Interviews / Selection	April 2025
Scope of Work / fee / contract finalized	April/May 2025
Project Initiation	May 2025
Project Completion (includes project acceptance / adoption by Town and Village Boards	November 2026

**Cost and Payment Schedule**

Submissions should include a total fee for the services requested. This should include a breakdown of the hourly rates (including fringe) for each of the proposed project staff members and an estimate of total hours that will be required to successfully complete the project scope. Accompanying narrative articulating the desired payment schedule should also be included in this proposal. A total of \$52,250 is available for the selected consultant to complete this scope of work.

**SECTION 4 – GENERAL INFORMATION FOR THE CONSULTANT PROPOSAL EVALUATION**

**Evaluation Committee**

Selected personnel from the Town and Village of Elba and New York Green will form the evaluation committee for this RFP. It will be the responsibility of this committee to evaluate the submitted proposals and make a recommendation for award to New York Green.

**Evaluation and Selection Criteria**

The Town and Village of Elba, along with representation from New York Green, have formed a selection committee. The committee will review consultant proposals and evaluate them according to the following criteria.

1	The proposal narrative and ability to design a project that will accomplish the overall project goals	20
2	The clarity and comprehensiveness of the proposed approach to the entire project	20
3	Expressed understanding of the intended community outcomes of the project, as well as its relationship with the required DOS-approved work plan	20
4	Experience, professional qualifications, and evidence of project personnel experience (vendor and sub-vendors) on similar projects having objectives similar to those described herein	20
5	Ability to bring the project to a timely conclusion	10
6	Clarity and breakdown of the proposed budget	10
Total		100

The Town and Village of Elba may select one or more firms to be interviewed or to make an oral presentation of their proposal to the selection committee. It is anticipated that interviews/presentations would be conducted in April 2025. Interviews would include a brief presentation by the prospective consultant/team highlighting the firm’s proposed approach to the project and showcasing relevant, similar work that has been completed. At the conclusion of the interview process, the Consultant Selection Committee will make a recommendation to New York Green.

### **CONTRACT APPROVAL PROCESS**

It is expected that the selected consultant and New York Green 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. Execution of any contract with the selected Consultant requires the approval of the New York Green Board of Directors.

### **RESERVATION OF RIGHTS**

New York Green 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.

### **ACCEPTANCE OF PROPOSAL CONTENT**

The contents of the proposal of the successful Consultants may become contractual obligations, should a contract ensue. Failure of a Consultant to accept these obligations may result in cancellation of the award.



## **PRIME RESPONSIBILITIES**

The selected Consultants will be required to assume responsibility for all services offered in its proposal whether provided by them or not. The selected Consultants will be liable, both individually and severally, for the performance of all obligations under the awarded contract and will not be relieved of non- performance of any of its subcontractors. Further, New York Green shall approve all subcontractors and will consider the selected Consultants to be the sole point of contact regarding contractual matters, including payment of any and all charges resulting from the contract.

## **CONTRACT PAYMENT**

The actual terms of payment will be the result of agreements reached between New York Green and the Consultant(s) selected.

## **INCURRING COSTS**

New York Green is not liable for any costs incurred by consultants prior to the effective date of the contract.

## **MWBE REQUIREMENTS**

Pursuant to NYS Executive Law Article 15-A and NYCRR Parts 142-144, for the purposes of this procurement, New York State establishes an overall goal of \$19,912.50 of the contract for Minority and/or Woman owned business Enterprises (MWBE) participation. MBE and/or WBE firms can be used to meet these goals, and the total does not need to be evenly divided between MBE and WBE. For the purpose of meeting these participation goals, please identify how the MWBE goal is proposed to be satisfied. Special consideration will be given to primaries that are MWBE's.

*Thank you for your interest in potentially assisting the Town and Village of Elba in its Smart Growth Comprehensive Plan Update.*

*We look forward to reviewing your proposal should you decide to pursue this exciting opportunity!*

## **INSURANCE REQUIREMENTS**

Following are excerpts from New York Green's contract with the NYS Department of State. The selected Consultant(s) will need to meet all of the specified insurance requirements, as appropriate.

## B. Contractors Insurance Requirements

1. Prior to the commencement of the work, the Contractor shall file with the Department of State, current Certificates of Insurance evidencing compliance with all requirements contained in this Agreement. Such certificate shall be of form and substance acceptable to the Department.
2. Acceptance and/or approval by the Department does not and shall not be construed to relieve Contractor of any obligations, responsibilities or liabilities under the Agreement.
3. All insurance required by the Agreement shall be obtained at the sole cost and expense of the Contractor; shall be maintained with insurance carriers licensed to do business in New York State; shall be primary and non-contributing to any insurance or self insurance maintained by the Department; shall be endorsed to provide written notice be given to the Department, at least thirty (30) days prior to the cancellation, non-renewal, or material alteration of such policies, which notice, evidenced by return receipt of United States Certified Mail which shall be sent to New York State Department of State, One Commerce Plaza, 99 Washington Avenue, Albany, New York 12231-0001; and shall name the People of the State of New York and their directors officers, agents, and employees as additional insureds thereunder.
4. The Contractor shall be solely responsible for the payment of all deductibles to which such policies are subject.
5. Each insurance carrier must be rated at least "A" Class "VII" in the most recently published Best's Insurance Report. If, during the term of the policy, a carrier's rating falls below "A" Class "VII", the insurance must be replaced no later than the renewal date of the policy with an insurer acceptable to the Department and rated at least "A" Class "VII" in the most recently published Best's Insurance Report.
6. The Contractor shall cause all insurance to be in full force and effect as of the date of this Agreement and to remain in full force and effect throughout the term of this Agreement and as further required by this Agreement. The Contractor shall not take any action, or omit to take any action that would suspend or invalidate any of the required coverages during the period of time such coverages are required to be in effect.
7. Not less than thirty (30) days prior to the expiration date or renewal date, the Contractor shall supply the Department updated replacement Certificates of Insurance, and amendatory endorsements.
8. Unless the Contractor is self-insured, Contractor shall, throughout the term of the Agreement or as otherwise required by this Agreement, obtain and maintain in full force and effect the following insurance with limits not less than those described below and as required by the terms of this Agreement, or as required by law, whichever is greater (limits may be provided through a combination of primary and umbrella/excess policies). Where Contractor is self-insured, the Contractor shall provide suitable evidence of such to the Department relating to the risks and coverage amounts as provided hereunder.
  - a. Comprehensive Liability Insurance with a limit of not less than \$1,000,000 for each occurrence. Such liability shall be written on the Insurance Service Office's (ISO) occurrence form CG 00 01, or a substitute form providing equivalent coverages and shall cover liability arising from

premises operations, independent contractors, products-completed operations, broad form property damage, personal & advertising injury, owners & contractors protective, cross liability coverage, liability assumed in a contract (including the tort liability of another assumed in a contract) and explosion, collapse & underground coverage.

- 1) If such insurance contains an aggregate limit, it shall apply separately to this location.
  - 2) Products and Completed Operations coverage shall include a provision that coverage will extend for a period of at least twelve (12) months from the date of final completion and acceptance by the owner of all of contractors work.
- b. Where the Project described in Attachment C includes the construction of any structure or building, a Builder's Risk Policy until the Project is completed and accepted in the amount of the total project cost.
  - c. Workers Compensation, Employers Liability, and Disability Benefits as required by New York State. Workers Compensation Policy shall include the U.S. Longshore & Harbor Workers' Compensation Act endorsement.
  - d. Comprehensive Automobile Liability Insurance with a limit of not less than \$1,000,000 for each accident. Such insurance shall cover liability arising out of any automobile including owned, leased, hired and non owned automobiles.
  - e. Commercial Property Insurance covering at a minimum, the perils insured under the ISO Special Clauses of Loss Form (CP 10 30), or a substitute form providing equivalent coverages, for loss or damage to any owned, borrowed, leased or rented capital equipment, tools, including tools of their agents and employees, staging towers and forms, and property of the Department held in their care, custody and/or control.
  - f. An Owner's Protective Liability Policy with limits no less than \$1,000,000 in the name of the Contractor.
9. Professional consultants retained by the Contractor in connection with the Project shall show evidence of professional liability insurance with limits no less than \$1,000,000.