

REQUEST FOR PROPOSALS FOR COMPREHENSIVE PLANNING

The Town of Schuyler Falls, NY is seeking a qualified consulting firm to assist with public engagement and comprehensive plan review, writing and presentation for a Comprehensive Plan update.

For public engagement, the Town is seeking professional services to develop and execute an inclusive and dynamic community engagement plan for Schuyler Falls residents and stakeholders.

For comprehensive plan writing and presentation, the Town is seeking professional services towards update drafting, final editing, and presentation of an updated Comprehensive Plan:

- * Land Use
- * Transportation
- * Water Resources
- * Parks & Trails
- * Housing
- * Economic Development and Competitiveness
- * Implementation

The consultant will be responsible for ensuring all information and content written by and provided to the consultant is consolidated and satisfies the requirements of New York State law.

Proposers should clearly delineate responsibilities and qualifications in their submittal.

A. Qualification Considerations

- Quality and strength of past planning work, specifically in areas of public engagement, comprehensive plan updates, and land use studies
- Experience in writing and editing language for comprehensive plans in compliance with NYS law
- Qualifications, experience, and availability of team members
- Project management experience of proposed consultant team leader(s)
- Demonstrated ability to collaborate with Town staff from various departments, other agencies, and community stakeholders
- Competitive fee schedule and effective management of time and financial resources
- Absence of actual or perceived conflicts of interest

B. Timeline and Payment

The Town anticipates work to begin in the first quarter of 2017 and be completed within one To 2 years. Payment is anticipated to be based upon monthly invoices documenting time and reimbursable expenses of each team member in accordance with the proposed fee schedule and a total “Not to Exceed” amount, to be determined at a later date.

C. RFP Response, Submittal and Selection

Responses to the RFQ must be submitted and received by April 13, 2017 at 4:00 pm.

Please send responses to:

Richard Potiker, Town Supervisor
Town of Schuyler Falls
997 Mason Street
Morrisonville, NY 12962

Or Email sfsupervisor@outlook.com

Submittal Requirements

1. Names, addresses, and telephone numbers of Proposer.
2. Identification of key personnel who will manage the project, and who can negotiate and execute a contract. Principal liaisons for the engagement plan, comprehensive plan updates, and special studies should be identified.
3. Names and proposed roles of other individual team members.
4. Education and experience biographies of all team members addressing the qualifications and considerations of this RFP.
5. Describe the qualifications of the Proposer to perform the work requested. Include information about pertinent prior experience; specifically, describe the engagement activities conducted by the firm, and describe the firm's specialized expertise and resources that the firm can bring to this project for both engagement and comprehensive plan writing.
6. Hourly fees of all team members and support staff and description of reimbursable expenses.
7. Availability to start and willingness to commit to the approximate length of this project.
8. References, including at least two public sector clients for whom the team/firm has conducted similar work as requested for this project. Proposers should each identify at least two public sector clients, as described.

Interviews

Selected Proposers may be requested to interview with Town staff at the Schuyler Falls Town Hall.

D. Other Considerations

The Town of Schuyler Falls reserves the right to amend, withdraw, and/or cancel this RFP. The Town reserves the right, without qualification, to reject any or all responses to this RFP at any time prior to entering into an agreement for professional services with the selected Proposer. The Town reserves the right to request or obtain additional information about any and all submittals. The current Comprehensive Plan is available online at: