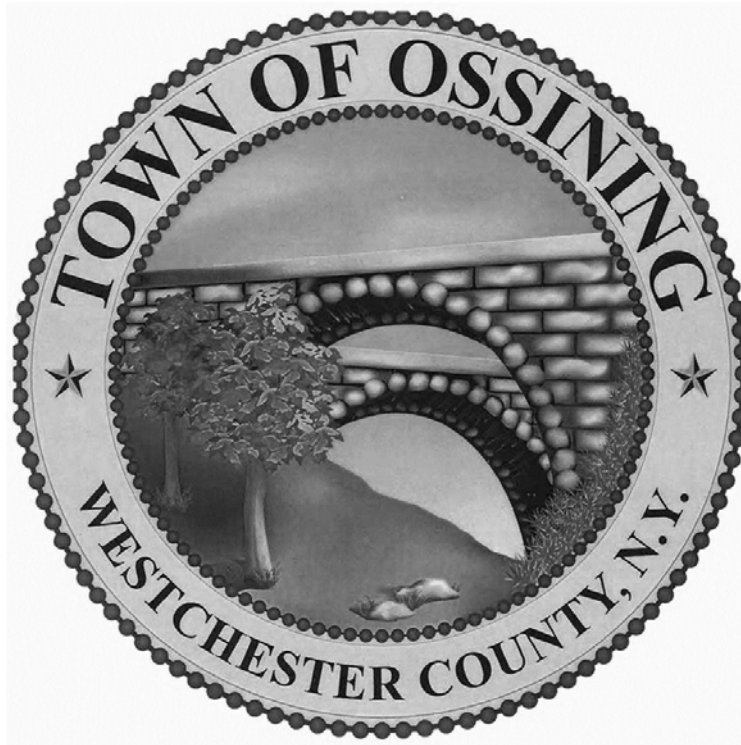


# Comprehensive Plan with Sustainability Elements

## Request for Proposals



Town of Ossining, New York

March 2020

**Supervisor**

Dana A. Levenberg

**Town Board**

Elizabeth R. Feldman ▪ Gregory Meyer ▪ Jackie Shaw ▪ Northern Wilcher, Jr.

## **I. Introduction**

The Town of Ossining, New York is seeking to retain a qualified consultant to assist the Town in developing a Comprehensive Plan with sustainability elements, including a dedicated section on improving bikeability and walkability in the community. Upon completion of this project, the Town will submit for Climate Smart Communities Certification under the following Pledge Element 6 actions: Comprehensive Plan with Sustainability Elements and Planning and Infrastructure for Bicycling and Walking. The Town of Ossining is working with Pace University Land Use Law Center and Westchester County on this project. This project has been funded in part by the Climate Smart Community Grant Program, Title 15 of the Environmental Protection Fund through the New York State Department of Environmental Conservation, under contract #C00774 "Town of Ossining Climate Smart Communities Certification."

## **II. Background Information**

### *Community*

The Town of Ossining, New York is located in Westchester County and is comprised of the Village of Ossining, a majority of the Village of Briarcliff Manor, and an unincorporated area. The entire town is 11.5 square miles in area with a population of 38,257 people, according to the 2017 American Community Survey. The Unincorporated Town of Ossining is approximately 3.1 square miles with a population of 5,007.

The Town of Ossining adopted its latest comprehensive plan in 2002, with updates in 2015 and only includes the unincorporated area of the Town. The updates in 2015 primarily addressed the "Vision Plan" section without updates to the base information. Recommendations made in the 2015 update were implemented in recent years, specifically, regarding updates to the Town's environmental codes and zoning codes. Although some recommendations from the 2002 Comprehensive Plan remain somewhat relevant today, the Town Board recognizes the need to collect updated base information and revisit the recommendations to remain current with the trends in the Town of Ossining today.

In recent years, the Ossining community has become increasingly concerned with:

- housing diversity and affordable housing;
- school district capacity;
- fiscal sustainability;
- maintaining or reducing taxes for residents considering limits in state funding for local governments and school districts;
- traffic congestion;
- increasing mobility and walkability throughout the Town;
- changing trends in retail and office space and its impact on the North State Road business corridor as well as office parks; and
- environmental sustainability in the face of climate change.

As such, it is imperative that this Comprehensive Plan address existing challenges and look toward the future, allowing Ossining community members to actively participate in crafting and defining this vision.

### ***Recent Completed Planning and Sustainability Efforts***

The Town has undertaken many plans and initiatives to address community concerns to create a vibrant, sustainable, and forward-thinking community. Summarized below are recent studies, plans, and initiatives that the Town has participated in and which should be incorporated into the Comprehensive Plan process.

#### *Millwood-Ossining Go!*

The Town recently participated in the development of the [Millwood-Ossining Go! Bike and Pedestrian Trail Plan](#) alongside with its partners the Village of Ossining, Town of New Castle, and Westchester County Department of Planning. This plan aims to identify connections from the Ossining Train Station to the business districts in downtown Ossining and along North State Road, reaching the Millwood Hamlet, as well as the many beloved open spaces in the region.

#### *Cornell University's Climate Adaptive Design Studio*

The Town and Village of Ossining were also selected to host [Cornell University's Climate-adaptive Design studio](#) during the fall 2019 semester. This was a semester long program from Cornell University that links students with Hudson riverfront communities to explore design alternatives for more climate resilient and connected waterfront areas. While the waterfront falls within the Village of Ossining's municipal boundary, the Town's Engel Waterfront Park is located in the Village of Ossining and was incorporated into this project.

#### *Tax Assessment*

Starting in 2015, the Town undertook a complete town-wide reassessment, for the first time in 44 years, bringing all properties in the Town to full assessment, eliminating the equalization rate. Since the initial project, the Assessor has maintained all 10,200 parcels in the Town of Ossining, which includes the Villages of Ossining and Briarcliff, at 100% of full market value by utilizing ratio analysis to increase or decrease neighborhood values by examining sales and market trends, as well as undergoing a town-wide reappraisal in 2019. This process raised the issue of adopting the Homestead/Non Homestead property tax system in the Town of Ossining, a community discussion which culminated in the completion of a [Study on the impacts in Ossining of adopting the Homestead/Non Homestead option](#) by the Benjamin Center for Public Policy Initiatives at SUNY New Paltz. As long as the assessment roll remains at 100% of full market value, the Town Board will continue to have the option each year to adopt the Homestead/Non Homestead option, so this issue continues to be a point of concern for the Town.

### *Sustainability Efforts*

The Town of Ossining has two committees that focus on issues of environmental sustainability: [Green Ossining](#) and the Environmental Advisory Committee. Green Ossining was instrumental in completing the [2012 Ossining Community Climate Action Plan](#) and related documents. The Environmental Advisory Committee regularly reviews development proposals before the Town and has spearheaded the effort of completing an open space inventory.

The Town also recently completed a phased [community-wide tree inventory](#), with a corresponding management plan to be completed by Spring 2020.

### *Plan4Health*

Supervisor Dana Levenberg participated in a Plan4Health task force through the American Planning Association's New York Metro Chapter which directly led to the successful grant application with Pace to explore how zoning regulations and related policies directly impact public health. Although Pace will be taking the lead on this project, it is expected that the Comprehensive Plan will closely relate to the outcomes of this project, including utilizing the Planners4Health Toolkit. Addressing policies within the Comprehensive Plan which directly contribute to the physical, emotional, and economic health of our community is a priority.

## **III. Scope of Services**

The Unincorporated Town of Ossining received grant funding under the New York State Department of Environmental Conservation Climate Smart Communities Program to create a new Comprehensive Plan. The Town of Ossining is seeking a consultant to develop a Comprehensive Plan that incorporates the traditional Comprehensive Plan topic areas as well as sustainability elements, including but not limited to supporting alternative modes of transportation, promoting smart growth principles in land use policies, conserving natural areas, promoting a healthy and safe community, and fostering equity. The plan must include a dedicated section on improving bikeability and walkability in the community. Additional sustainability elements to be addressed in the Comprehensive Plan will be determined through the community engagement process and defined by the Comprehensive Plan Steering Committee, Town Board, and other relevant stakeholders. The plan must fulfill requirements set by New York State Department of Environmental Conservation Climate Smart Communities Program for earning certification under the following Pledge Element 6 Actions: [Comprehensive Plan with Sustainability Elements](#) and [Planning and Infrastructure for Bicycling and Walking](#). The plan should be completed in accordance with the attached Work Plan (Appendix A) and within 2 years from notice to proceed.

The selected consultant will work closely with the Town planner, who will help coordinate efforts, Town staff, and project manager from the New York State Department of Environmental Conservation's Office of Climate Change to ensure compliance with the Climate Smart Communities grant program. In addition, the Town is establishing a Comprehensive Plan

Steering committee and the selected consultant will also work alongside the Comprehensive Plan Steering Committee, comprised of community members, business owners, stakeholders, and other relevant Town staff, to be determined and appointed by the Town Board.

Deliverables include a draft Comprehensive Plan, final Comprehensive Plan, any interim report as requested by the Steering Committee, and all required documentation for earning certification under the aforementioned Pledge Element 6 Actions. The completed plan must be in an electronic format that is easy to access, view, and reference by both Town officials and the general public. The Town intends the Comprehensive Plan to be a policy document that is results-oriented and addresses specific short-term and long-term actions to realize larger goals and visions as outlined in the plan. The Town plans to refer to the completed document on a regular basis, specifically for evaluating proposed developments, making budgetary decisions, crafting policy, completing grant applications, and all other related decisions.

The Comprehensive Plan should include the following elements:

1. An updated baseline of existing conditions in the Town in the form of maps and tables. All GIS Shapefiles used to develop maps by the Consultant will be provided to the Town.
2. An outline of recommended changes to the Zoning Code and other related regulations, public policies, and procedures. The Comprehensive Plan Steering Committee and Town Board may wish to address the potential for incorporating form-based codes into the Town's zoning and those areas where this type of zoning would be appropriate should be identified.
3. Investigation of opportunities to incorporate housing of various types and economic levels to provide additional housing opportunities that promote environmental and economic sustainability within the Town. In addition, the plan must look at the other large underutilized or sub-dividable properties and identify any needed zoning changes that would implement the goals of the Comprehensive Plan, while considering the impacts on schools and infrastructure.
4. Assessment of its current parks and recreational resources and identify any needs or upgrades to its facilities. Further, the Town is seeking grant funding to complete a park plan for its Hudson River waterfront park, Louis Engel Park, which falls within the boundaries of the Village of Ossining Local Waterfront Revitalization Plan and the Westchester County Critical Environmental Area. The plan should identify a vision for this park that can be further refined into a plan.
5. Inventory of the Town's natural resources including its watersheds (including the Indian Brook Croton River Watershed plan), streams and drinking water resource in Indian Brook Reservoir.
6. Inventory of the Town's historical and cultural resources including any designated or eligible local, state, or federal historic building or site.

7. Integration of the Town's work with Pace University's Land Use Law Center on another Climate Smart Communities grant that will implement a complete streets policy and investigate smart growth through the lens of public health along North State Road, the Town's primary business corridor. The plan should incorporate this work. In addition, the plan must look at the other business/office districts and underutilized or sub-dividable properties and identify any needed zoning changes to create additional economic stability within these districts while considering the impacts on schools and infrastructure.
8. Information on Westchester County's efforts to develop an updated Hazard Mitigation Plan and greenhouse gas emissions as part of its Climate Action Plan update.
9. Integration, where appropriate, of the energy efficiency and savings standards and techniques developed by NYSERDA.
10. Integration of emerging technologies and current land use issues, where applicable.

The plan will also include maps, graphics, and visualizations as agreed to by the Comprehensive Plan Steering Committee and Town staff. The plan will draw from previous planning efforts and rely on data and strategies previously utilized in these efforts, including but not limited to [Columbia University's Hudson River Flood Impact Decision Support System mapper](#), [Ossining School District Enrollment Projections](#), town-wide tree inventory data, and other tools to be defined by the Comprehensive Plan Steering Committee, Town planner, and Town staff. The Town Board regularly considers legislation and changes to the [Town Code](#) as necessary. It is recommended that potential consultants thoroughly review code changes within the past five years to get a better understanding of the legislative priorities of the Town Board.

The Town is working with Pace University to undertake the public outreach components of the Comprehensive Plan. This will also include outreach as part of the North State Road smart growth work. The consultants assigned to this project will attend the public outreach meetings and provide materials and outreach materials for the meetings, but Pace will be leading the planning and facilitation of those meetings. Coordination of public outreach efforts with Pace and the assigned consultant will be coordinated with assistance from the Town planner. There will be a minimum of four public workshops and three-four stakeholder meetings.

The consultants assigned to this project will work directly with the Comprehensive Plan Steering Committee and attend meetings of the Committee.

#### **IV. Required Proposal Information**

The proposal must include the following:

- a. A work program describing the scope of work to be undertaken, with references to Climate Smart Communities Certification Grant Work Plan, specifically Objectives 3-10 and corresponding Tasks and Performance Measures (Appendix A), and references to how this project will build upon previous planning efforts

- completed by the Town of Ossining, utilize existing data, strategies, and tools, and address existing concerns of the Ossining community;
- b. A detailed project timeline within the overall work plan/timelines provided, with references to Climate Smart Communities Certification Grant Work Plan, specifically Objectives 3-10 and corresponding Tasks and Performance Measures (Appendix A);
  - c. A total cost with a proposed budget for the work including a schedule of fees broken down by work task, hourly rates for project personnel, and estimated travel and incidental costs;
  - d. A description of the consultant's qualifications including comprehensive and sustainability planning experience and all other prior relevant experience, especially with municipalities similar in size and composition to the Town of Ossining;
  - e. A list of all individuals within the firm that will be assigned to the project, together with a resume for each individual;
  - f. A list of similar projects completed by the firm, with a brief description of each;
  - g. A list of references with names, telephone numbers, and e-mail addresses of contact persons that can be contacted regarding the firm's past performance, preferably on similar projects;
  - h. A representative work sample; and
  - i. Certificates of insurance (see section V. "Insurance Requirements")

## **V. Insurance Requirements**

Certificates of Insurance must be provided with proposal submission, and agreed to by the contractor and the Town of Ossining prior to start of work.

All coverage required for this event shall be placed with an Insurance Company "Admitted" to conduct business in New York State and having a Best Rating of A+XII or better and approved in advance by the Town of Ossining. Insurance coverage submitted from an Insurance Company of a lesser rating may not be accepted.

The vendor, prior to signing of the contract, shall provide to the **Town of Ossining** and maintain throughout the life of the contract, at his own cost and expense, proof of the following insurance by insurance companies licensed in the State of New York.

1. Commercial General Liability Insurance with a single limit of liability per occurrence for bodily injury and property damage of \$1,000,000. The Certificate of Insurance shall indicate the following coverages:

Premises/Completed Operations;

Any deductibles shall not be the liability of the Town of Ossining, New York.

### Limit of Insurance

\$1,000,000 per occurrence

\$2,000,000 aggregate

Coverage shall include, but is not limited to:

1. Bodily Injury
2. Property Damage
3. Products and Completed Operations
4. Contractual Liability
5. Personal/Advertising Injury

2. Automobile Liability Insurance with the single limit of liability per occurrence for property damage at \$1,000,000. This insurance shall include coverage for:

Owned automobiles;

Hired automobiles;

Non-owned automobiles.

### 3. Umbrella Liability Coverage

\$3,000,000

The Umbrella Liability Coverage must respond over the underlying coverage as required above. (Except for Workers Compensation, Disability)

### 4. Professional Liability

\$5,000,000

5. Workers Compensation. The vendor shall maintain during the life of this contract the statutory Workmen's Compensation and Employer's Liability insurance for all of his employees to be engaged in work performed under this Contract, and, in case any such work is sublet, the vendor shall require the Sub contractor similarly to provide Workmen's Compensation and Employer's Liability Insurance for all of the latter's employees to be engaged in such work.

6. Disability. The vendor shall maintain during the life of this contract the statutory Disability insurance for all of his employees to be engaged in work performed under this Contract, and, in case any such work is sublet, the vendor shall require the Sub contractor similarly to provide Disability Insurance for all of the latter's employees to be engaged in such work.

All policies and certificates of the vendor shall contain clauses as follows:

In case of cancellation or material change in any of the policies, thirty (30) days notice shall be given to the **Town of Ossining, New York 10562**, by registered mail, return receipt requested.

The Town of Ossining and its officers, agents, employees, and affiliated entities shall be included as additional insureds on the General Liability, Umbrella/Excess policies. All coverage shall apply on a Primary and Non- Contributory basis and include a Waiver of Subrogation in favor of the Town of Ossining

The vendor agrees to protect, defend, indemnify and hold the **Town of Ossining** and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs charges, professional fees or other expenses or liabilities of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof.

Agreed to By:

\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Print Name  
  
Date\_\_\_\_\_

Town of Ossining  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Print Name  
  
Date\_\_\_\_\_

## VI. Selection Process

Submitted proposals will be evaluated based on the following criteria:

- a. Qualifications/experience of the consultant firm/team, key personnel, and the personnel who will be working directly on the project;
- b. Demonstrated understanding of the topics to be addressed in the Comprehensive Plan;
- c. Record of past performance on similar projects and reference checks;
- d. Demonstrated ability to work with professional staff, boards, and other partners;
- e. Demonstrated ability to complete work on time;
- f. Demonstrated innovative approach to planning;
- g. Experience with the Climate Smart Communities Program; and
- h. Overall costs.

The town may request an interview with finalist consultants.

This is not a bid. The town reserves the right to reject any or all proposals for any reason. The Supervisor reserves the right to make a selection and recommendation to the Town Board on the basis of qualifications and relevant experience.

Questions may be submitted to Victoria Cafarelli, Budget Officer, via e-mail at [vcafarelli@townofossining.com](mailto:vcafarelli@townofossining.com) prior to Friday, April 3, 2020. Questions and answers will be posted to the Town's website at [www.townofossining.com](http://www.townofossining.com).

## VII. Deadline and Submission Instructions

Submit proposals Victoria Cafarelli, Budget Officer by 4:30pm on Friday, April 17, 2020 in the following formats:

1. **Electronic PDF copy** submitted via e-mail to [vcafarelli@townofossining.com](mailto:vcafarelli@townofossining.com) with subject line "Town of Ossining Comprehensive Plan RFP Submission" and
2. **Five (5) bound printed copies** hand delivered, via United States Postal Service, or by other commercial carrier to Victoria Cafarelli, Budget Officer, 16 Croton Avenue, 3<sup>rd</sup> Floor, Ossining, NY 10562.

# Appendix A

### ***Summary***

**PROJECTNAME:** **Climate Smart Communities Certification Actions**

**CONTRACTOR SFSPAYEE NAME:** **Town of Ossining**

**CONTRACTPERIOD:** **From: 03/15/19**

**To: 03/14/24**

**Contract #** **C00774**

The Town of Ossining will write a new Comprehensive Plan that will include Sustainability Elements, as part of its goal to become a certified Climate Smart Community. Sustainability Elements will be integrated throughout the Comprehensive Plan and will, in a section of the Plan, directly address planning for bicycling and walking.

To maximize the broad-based nature and utility of the new plan, the Town will develop public outreach and engagement to involve stakeholders from all segments of the community and define what “sustainability” means to the people of Ossining. A baseline assessment will be conducted to analyze existing conditions. Goals will be set to address environment, economy, and equity. Strategies will be determined to accomplish the Town’s sustainability goals and to detail its implementation actions. The resulting draft plan will be circulated throughout the community for its review. Community comment will be integrated with the draft and implementation responsibilities assigned.

The Sustainability Elements to be considered will: (a) Support alternative modes of transportation; (b) Promote smart growth principles in land-use policies; (c) Conserve natural areas; (d) Promote a healthy and safe community; (e) Foster equity. In a dedicated section, the Town will emphasize development of planning and implementation for bicycling and walking. However, the plan will also promote a healthy community, conserve natural areas, and protect drinking water, among other sustainability topics.

The Town of Ossining will form the Comprehensive Plan Review Committee, made up of the town’s volunteer group, Green Ossining, and the town staff’s Internal Green Team. This Review Committee will work with the community, a planning consultant, Pace University and the Westchester County Department of Planning to prepare the Plan for consideration by the Town Board. The adopted, final Comprehensive Plan with Sustainability Elements will be posted to the Town website and be available in print form upon request.

***Detail***

| <b>OBJECTIVE</b>  | <b>TASKS</b>  | <b>PERFORMANCE MEASURES</b>  |
|---|---|--|
| 1. Project Administration.<br><b>(Completed by Town staff – do not address Objective 1 in RFP response)</b> | a. Initial contract meeting with Town and DEC OCC held: | i. Meeting summary.  |
|   |   | ii.  |
|   |   | iii.   |
|   | b. Project administration:                              | i. Quarterly progress reports (including reimbursement requests, as needed)  |
|   |   | ii. Final reimbursement request due to DEC OCC.  |
|   |   | iii. Final project report and all deliverables.  |
|   | c. Public Relations:                                    | i. Notify DEC OCC of any press events, releases, or groundbreaking ceremonies.   |
|   |   | ii. The following statement acknowledging DEC funding for the project must be included in any press releases or other public announcement, including newspaper articles and web posting, as well as all documents, brochures, reports, signage, maps, and exhibits:<br>"This project has been funded in part by the Climate Smart Community Grant Program, Title 15 of the Environmental Protection Fund through the New York State Department of Environmental Conservation." |
|   |   | iii.   |

| OBJECTIVE   | TASKS                 | PERFORMANCE MEASURES   |
|---|-----------------------|--|
| 2: Procure Consultant(s) and/or Contractor(s).<br><b>(Completed by Town staff – do not address Objective 2 in RFP response)</b> | a. Draft RFP:         | i. Submit draft RFP (that includes text of DEC OCC contract) to DEC OCC for review. (MWBE does not apply to certification grants.) |
|   |                       | ii.  |
|   |                       | iii.   |
|   | b. Release RFP:       | i. Submit copies of advertisements placed for RFP through appropriate media, such as local newspaper and professional journals.    |
|   |                       | ii.  |
|   |                       | iii.   |
|   | c. Select consultant: | i. Submit list of applicants to DEC OCC.   |
|   |                       | ii. Submit Intent to Hire letter to DEC OCC.   |
|   |                       | iii.   |

Appendix A – Climate Smart Communities Certification Grant Work Plan

| OBJECTIVE | TASKS  | PERFORMANCE MEASURES   |
|-----------|--|--|
|           | d. Execute subcontract with planning consultant: | i. Submit copy of executed subcontract to DEC OCC.               |
|           |  | ii.  |
|           |  | iii.   |
|           | e. Meeting with Town and consultant:             | i. Summary of meeting showing plan for completing scope of work. |
|           |  | ii.  |
|           |  | iii.   |
|           | f.   | i.   |
|           |  | ii.  |
|           |  | iii.   |

| OBJECTIVE   | TASKS          | PERFORMANCE MEASURES  |
|---|----------------|---|
| 3: Develop Public Outreach and Engagement Plan.<br>(Led by Pace University Land Use Law Center – address complementary efforts relating to Objective 3 in RFP response) | a. Write plan: | i. Copy of community engagement plan.   |
|   |                | ii. Schedule for workshops, committee and public Meetings, including with Green Ossining and CSC Internal Green Team. . |
|   |                | iii. Summary of meetings.   |
|   | b.             | i.  |
|   |                | ii.   |

Appendix A – Climate Smart Communities Certification Grant Work Plan

|  |    |      |
|--|----|------|
|  |    | iii. |
|  |    |      |
|  | c. | i.   |
|  |    | ii.  |
|  |    | iii. |

| OBJECTIVE               | TASKS   | PERFORMANCE MEASURES  |
|-------------------------|---|---|
| 4. Community Assessment | a. Define what “sustainability” means to the community: | i. Document defining “environment”, “economy” and “equity”.           |
|                         |   | ii.   |
|                         |   | iii.  |
|                         | b. Inventory and Analysis:                              | i. Existing conditions with inventory of issues and areas of concern. |
|                         |   | ii. Final inventory and analysis report.                              |
|                         |   | iii.  |
|                         | c.  | i.  |
|                         |   | ii.   |
|                         |   | iii.  |

| OBJECTIVE                          | TASKS  | PERFORMANCE MEASURES                                   |
|------------------------------------|--|--|
| 5. Develop Sustainability Elements | a. Define the five sustainability elements in relation to the community, to include but not limited to:<br>1. Support alternative modes of transportation,<br>2. Promote smart growth principles in land-use policies,<br>3. Conserve natural areas,<br>4. Promote a healthy and safe community and<br>5. Foster equity. | i. Elements integrated into Comprehensive Plan.        |
|                                    |  | ii.  |
|                                    |  | iii.   |
|                                    | b. Implementation Strategies:  | i. Recommendations on priorities for implementation.   |
|                                    |  | ii. Report of solutions and implementation techniques. |
|                                    |  | iii.   |
|                                    | c.   | i.   |
|                                    |  | ii.  |
|                                    |  | iii.   |

| OBJECTIVE        | TASKS  | PERFORMANCE MEASURES                        |
|------------------|--|---|
| 6. SEQRA Review. | a. SEQR action review of Comprehensive Plan by the Town Board: | i. Approved documents submitted to DEC OCC. |
|                  |  | ii.   |
|                  |  | iii.  |
|                  | b.   | i.  |
|                  |  | ii.   |
|                  |  | iii.  |
|                  | c.   | i.  |
|                  |  | ii.   |
|                  |  | iii.  |

| OBJECTIVE                    | TASKS   | PERFORMANCE MEASURES                         |
|------------------------------|---|--|
| 7. Draft Comprehensive Plan. | a. Finalize plan:                                     | i. Submit to DEC OCC for review and comment. |
|                              |   | ii. Integrate DEC OCC comments.              |
|                              |   | iii.   |
|                              | b. Release draft for public comment:                  | i. Draft released, comment solicited.        |
|                              |   | ii. Public comment documented.               |
|                              |   | iii.   |
|                              | c. Revision incorporating DEC OCC and public comment: | i. Final draft.                              |
|                              |   | ii.  |
|                              |   | iii.   |

| OBJECTIVE                    | TASKS             | PERFORMANCE MEASURES   |
|------------------------------|-------------------|--|
| 8. Final Comprehensive Plan. | a. Plan complete: | i. Plan submitted to Town Board for review and comment.  |
|                              |                   | ii. Town Board comment incorporated into plan.   |
|                              |                   | iii. Revised Final Comprehensive Plan submitted to Town Board.   |
|                              |                   | iv. Approved and adopted Comprehensive Plan with Sustainability Elements submitted to DEC OCC, along with minutes of approval and adoption meeting.  |
|                              |                   | v. Memorandum explaining how the plan reflects the Sustainability Elements outlined in the Climate Smart Communities program, including the specific page numbers where the relevant information can be found. |

| OBJECTIVE                                    | TASKS   | PERFORMANCE MEASURES   |
|--|---|--|
| 9. Submit for Pledge Element 6 Certification | a. Submit for certification for Comprehensive Plan with Sustainability Elements       | i. Submit a copy of approved plan.   |
|  |   | iii. Submit a copy of the meeting minutes where the plan was formally approved by the local governing body.  |
|  |   | iv. Submit a memorandum explaining how the plan reflects sustainability elements, including specific page numbers and where the relevant information can |
|  | b. Submit for certification for Planning and Infrastructure for Bicycling and Walking | i. Submit copy of approved plan section specific to bicycling and walking.   |
|  |   | ii. Submit proof of other bicycling and walking strategies implemented during contract term (i.e. bike parking, signage, etc.) to earn extra points      |
|  |   | iii.   |
|  | c.  | i.   |
|  |   | ii.  |
|  |   | iii.   |

| OBJECTIVE   | TASKS  | PERFORMANCE MEASURES   |
|---|--|--|
| 10. Monitor and report on project appropriate metrics<br><b>(To be determined by DEC Project Manager and Town Staff – Objective 10 will be incorporated into scope of work for selected consultant)</b> | a. In consultation with the DEC OCC project manager, identify and monitor metrics appropriate for the project for the duration of the contract term. | i. Appropriate metrics identified, and monitoring conducted. |
|   |  | ii.  |
|   |  | iii.   |
|   | b. As part of the final project reporting, compile and present information and data on requested metrics.  | i. Monitoring data and information compiled and reported.    |
|   |  | ii.  |
|   |  | iii.   |
|   | c.   | i.   |
|   |  | ii.  |
|   |  | iii.   |

# Appendix B

## **Appendix B: Pace University Land Use Law Center Scope of Work**

This scope of work is being created by the Land Use Law Center (the Center) to assist and inform the Town of Ossining in the development of the Town's outreach effort regarding their comprehensive plan. The Center will be responsible for the tasks outlined below, which correspond to Objective 3 (Develop Public Outreach and Engagement Plan), Objective 4 (Community Assessment), and Objective 5 (Develop Sustainability Elements) from the Town's Climate Smart Communities Grant Work Plan:

### **Task 1: Project Management**

Participate in regular client meetings and calls as required. Collaborate with the hired planning firm on the implementation of the project outreach plan.

Assist and consult the client with the shaping of the Comprehensive Plan Committee.

Meet with the Town Board one time to provide education and consultation on the Comprehensive Plan process.

Create a draft Public Engagement Plan that will be refined with the support of the hired planning firm.

Attend three to four Comprehensive Plan Steering Committee meetings.

### **Task 2: Frame and Shape**

Lead the planning and facilitation of two-three visioning workshop(s), as appropriate and needed.

Coordinate and facilitate 3-4 meetings with key stakeholders for the Comprehensive Plan; draft and circulate meeting notes and key takeaways.

Collaborate with the hired planning firm and the client team to develop priorities and goals for the Comprehensive Plan based on the community engagement.

Work with the hired planning firm to develop workshop agenda and materials for Workshop 2 and 3; synthesize and review workshop findings.

The Center will consult the client and the planning firm on the marketing and advertising of the public sessions. This service does not include the Center printing or reproducing marketing materials. The client or planning firm will be responsible for the cost of marketing and outreach materials.

The client will assist with all electronic advertising.