

REQUEST FOR QUALIFICATIONS (RFQ)

Town of Ossining

LOCAL WATERFRONT REVILIZATION PLAN AND LOUIS ENGEL WATERFRONT PARK MASTER PLAN

I. Introduction

The Town of Ossining will be applying for funding from the NYSDOS Division of Coastal Resources through the 2019 Regional Economic Development Council Awards for an Environmental Protection Fund (EPF) - Local Waterfront Revitalization Program grant to create the Ossining Local Waterfront Revitalization Plan and the Louis Engel Park Master Plan. As such, the Town of Ossining is seeking to secure the services of a qualified professional planner and/or engineer to provide grant writing and administration services as well as to implement the project through the development of the LWRP and waterfront park master plan, concept plans, and project specifications.

The Town is requesting proposals from qualified consultants to create a Local Waterfront Revitalization Program (LWRP) pursuant to the provisions of New York State Executive Law, Article 42. As part of this plan, the Town will be requesting professional services to create a Master Plan for the Louis Engel Waterfront Park.

II. Scope of Services

The Town will be seeking a grant that will require the services of a consultant to assist in the development and implementation of this project. Project tasks will include, but not be limited to: grant development and administration, public participation, park master planning, selection of key economic and recreation projects for advancement, design and other professional services to implement selected key projects; development of cost estimates, specifications, and the development of subsequent grants for phased implementation.

A. Local Waterfront Revitalization Program Grant Development

The selected consultant will:

- 1. Review the Town and/or Regional Plan Goals:** The Town's publicly adopted planning goals will form a strong foundation for a funding request. Review of the planning documents will provide the background knowledge tied to the goals development. This information can often be used in the application narratives.
- 2. Prepare a Start up Package:** The consultant will prepare a start up package consisting of the following items:

- Draft resolution to apply;
- Application cover letter;
- Letter requesting agency and/or elected official expression of support;
- Sample support letter (s);
- Project commitment letter;
- Local share commitment; and
- Public hearing announcements and draft public notices.

3. Prepare Grant Application Forms

4. Prepare Grant Application Narratives

5. Prepare Necessary Exhibits.

B. Preliminary Work Plan (to be finalized in the grant application and approved by DOS should a grant be awarded) – The consultant must comply with the all terms and conditions of the NYSDOS anticipated contract with the Town for this work. The consultant will complete the tasks outlined below for the preparation of the LWRP (task numbers coincide with the anticipated work program contained in a standard NYSDOS contract). In addition to the listed public meetings, the consultant should anticipate attending quarterly meetings with the Local Waterfront Revitalization Advisory Group (LWRAG) and others as necessary.

The process for developing the LWRP will include public participation, an analysis of local land use controls, and identification of projects and actions needed to implement the plan.

Task 6. PROJECT MEETING: The consultant shall attend a project meeting with the Town and the LWRAG to review project requirements, site conditions, roles and responsibilities, waterfront planning issues, SEQR compliance, new information needs and next steps.

Products: Attendance at meeting. (Consultant will prepare a written meeting summary for this task as requested by the NYSDOS).

Task 7. COMMUNITY OUTREACH PROCESS AND PLAN: The consultant shall prepare a method and process to encourage community participation in the development and implementation of the LWRP. The outreach plan shall identify key individuals, organizations, and entities 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. Outreach via social media outlets such as Facebook, Twitter, project webpage, etc. should also be explored to provide for multiple community participation opportunities.

Products: Approved community outreach plan.

Task 8. LWRP – SECTION I – WATERFRONT REVITALIZATION AREA BOUNDARY: The consultant shall prepare the narrative description and map of the waterfront revitalization area. References to the Inventory and Analysis section justifying the inclusion of particular areas should be included in this section if beneficial for increased understanding. The narrative must be accompanied by a boundary map.

Products: Section I- Waterfront Revitalization Area, including narrative and map(s).

Task 9. LWRP – SECTION II – INVENTORY AND ANALYSIS: The consultant shall create an inventory and describe existing natural and built resources and conditions within the waterfront revitalization area (which includes surface waters and underwater lands) (See Chapter 4 of the LWRP Guidebook). In addition, Section II must provide a thorough analysis of waterfront issues, opportunities, and constraints to development, and resource protection needs and a reasonable assessment of the vulnerable resources and potential risks associated with climate change.

Topics to be addressed include, but are not limited to, the following:

- Identification and assessment of existing land use and development
 - o Land use and ownership patterns (public and private), including underwater lands
 - o Abandoned, deteriorated, or underused sites and buildings
 - o Agricultural lands
- Identification and assessment of existing water-dependent uses and related issues
 - o Commercial, industrial, and recreational water-dependent uses (such as ferries, marinas, boat yards, transshipment facilities, swimming areas, vessel anchorage and mooring areas, commercial or recreational fishing or shell fishing areas and uses)
- Identification and assessment of existing zoning and other relevant local land use and development controls
 - o Zoning codes, subdivision review, site plan review, and design standards, etc.
- Identification and assessment of existing and desired open spaces, public access sites and recreational resources
- Identification and assessment of the condition of infrastructure
 - o water supply, stormwater and sewage treatment, vessel waste facilities, solid waste disposal, storage tanks, transportation systems – roadways and railroad lines – including bicycle and pedestrian facilities, energy production and transmission, bulkheads, docks and docking facilities and underwater infrastructure and structures, such as cables and pipelines.
- Identification and assessment of historic and scenic resources
 - o National Register sites and districts, Scenic Areas of Statewide Significance, locally designated resources, and archaeological resources such as shipwrecks and historic dry docks

- o Historical background/overview of Ossining relationship to the Hudson River from its early agricultural days (ice harvesting) to the present (industry, recreation, rural nature)
- o Explore a Scenic Overlay District to preserve the special view of the Hudson River and beyond (viewshed)
- Identification and assessment of natural resources, topography, hydrology, and geology
 - o NYS Significant Coastal Fish and Wildlife Habitat areas, locally important fish and wildlife habitats, wetlands, water courses, landscape features, steep slopes, minerals, etc.
- Assessment of issues related to water quality
 - o Point and non-point sources of pollution
 - o Water quality classification
- Assessment of issues related to flooding, erosion and other coastal hazards
- Assessment of issues related to navigation and dredging
- Summary and commentary of the existing authorities of federal, state, regional, and local agencies that have jurisdiction in the waterfront revitalization area.
 - o the National Oceanic and Atmospheric Administration, the U.S. Coast Guard, U.S. Army Corps of Engineers, Department of Interior, Department of Homeland Security;
 - o the State Departments of State, Environmental Conservation, Health and Transportation and the Offices of General Services and Parks, Recreation, and Historic Preservation;
 - o agencies of the town;
 - o the code enforcement officer, building inspector, police department
- Review of plans and studies identified in Item I above and their relevancy to the LWRP.
- Identification of stewardship partners in the Hudson River Valley and their applicable programs that would benefit the Town's waterfront revitalization program.

Products: Section II - Inventory and Analysis with accompanying maps to depict the resources, issues and opportunities of the municipality's waterfront area incorporating the Hudson River.

TASK 10. FIRST PUBLIC INFORMATION MEETING: Following the completion of the initial drafts of Section I – Waterfront Revitalization Area Boundary and Section II – Inventory and Analysis, the consultant shall conduct a public information meeting regarding the identified local waterfront issues and opportunities and solicit public input regarding the completeness and accuracy of Sections I and II. The consultant will work with the Town to prepare notifications and announcements.

Products: Public information meeting held. Consultant shall prepare meeting notes and draft meeting notification announcements.

TASK 11. LWRP – SECTION III – LOCAL WATERFRONT REVITALIZATION POLICIES: As necessary, the consultant shall refine applicable State waterfront revitalization policies to reflect local conditions and

circumstances, including specific standards and proposed land and water uses for determining consistency with the policies. Provisions of the State policies may be modified to correspond with local circumstances, but may not be diminished.

Products: Section III - Local Waterfront Revitalization Policies for the land and water.

TASK 12. LWRP – SECTION IV – PROPOSED LAND USES AND PROPOSED PROJECTS: The consultant shall describe and map proposed long-term land use within the waterfront area and the Hudson River, and proposed projects necessary to implement the LWRP.

Projects may include but not be limited to:

- Capital improvement or construction projects that are necessary to maintain or improve uses or conditions;
- Special studies, plans, design projects, or research necessary to advance or refine components of the LWRP;
- Projects to redevelop underused or deteriorated areas and sites;
- Projects to provide or improve public access;
- Projects to protect existing, or provide for new, water-dependent uses, such as marinas, boat yards, yacht clubs, port facilities, swimming beaches, or shell fishing; and
- Projects to enhance or restore wetlands and habitats.

Products: Section IV - Proposed Land and Water Uses and Proposed Projects accepted by the Town and approved by the NYSDOS.

TASK 13. SECOND PUBLIC INFORMATION MEETING: Following completion of the initial draft of Section IV – Proposed Land Uses and Proposed Projects, the consultant shall conduct a public information meeting regarding the identified local waterfront issues and opportunities and solicit public input regarding the completeness and accuracy of Section IV.

Products: Public information meeting held. Consultant shall prepare meeting notes and draft meeting notification announcements.

TASK 14. LWRP – SECTION V – TECHNIQUES FOR LOCAL IMPLEMENTATION OF THE PROGRAM: The consultant shall describe existing local laws and regulations, as well as any new or amended laws or regulations which are necessary to implement the policies, proposed uses, and projects set forth in Sections III and IV. Full drafts of new or amended laws and regulations, including local consistency review law, should be in the appendix to the LWRP.

The consultant shall also describe other public and private sector actions necessary to implement the LWRP, including actions by federal and state agencies necessary in order 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.

The consultant shall also describe a local management structure for reviewing proposed waterfront projects for consistency with the LWRP, and the financial resources required to implement the LWRP.

Products: Section V - Techniques for Local Implementation of the Program, including ALL drafts of any necessary amendments to existing laws or new local laws, including a local consistency review law.

TASK 15. LWRP – SECTION VI – FEDERAL AND STATE ACTIONS AND PROGRAMS LIKELY TO AFFECT IMPLEMENTATION OF THE LWRP: The NYSDOS shall provide a generic list of federal and State agency actions and programs (Section VI.A) which are to be undertaken in a manner consistent with the LWRP. The consultant shall describe specific federal and State actions (Section VI.B.) necessary to further implement the LWRP (technical assistance, funding, procedural changes, etc.)

Products: Section VI - Federal and State Actions and Programs Likely to Affect Implementation of the LWRP.

TASK 16. LWRP – SECTION VII – LOCAL COMMITMENT AND CONSULTATION: The consultant shall describe the public consultation efforts undertaken in the preparation of the LWRP, such as public hearings, public informational meetings, and/or meetings with governmental agencies. The consultant shall also describe any local committees created to oversee preparation of the LWRP, as well as the role of other municipal agencies.

Products: Section VII – Description of Local Commitment and Consultation.

TASK 17. LWRP SECTION VIII – DETERMINATION OF SIGNIFICANCE AND COMPLIANCE WITH SEQRA: The Town will request designation as Lead Agency for the purposes of the State Environmental Quality Review Act (SEQRA). On behalf of the Town, the consultant shall prepare, distribute and file a Full Environmental Assessment Form for the purposes of evaluating the importance/significance of the impacts associated with preparing and adopting an LWRP. Upon completing the Full Environmental Assessment Form, the Town shall make a Determination of Significance in accordance with the SEQRA regulations. If the Determination of Significance results in a Positive Declaration, the consultant shall prepare a Draft Generic Environmental Impact Statement for the Draft LWRP in accordance with SEQRA regulations and guidelines. If the findings in the Determination of Significance are such that the LWRP will not have a significant adverse environmental impact, a Negative Declaration may be prepared and filed. If a Negative Declaration is prepared and filed, then a Draft Generic Environmental Impact Statement will not be necessary and no further actions are necessary under SEQRA regulations.

Products: Completed Full Environmental Assessment Form and associated SEQRA determination statements (Positive Declaration or Negative Declaration). If the Determination of Significance results in a Positive Declaration, the consultant shall prepare a Draft Generic Environmental Impact Statement for the Draft LWRP in accordance with SEQRA regulations and guidelines, and a public hearing shall be held by the Town with the hearing preparation assistance provided by the consultant.

TASK 18. DRAFT LWRP AMENDMENT: The consultant shall submit a hard copy and electronic copy (.pdf format) of a Preliminary Draft LWRP document, including a Draft Generic Environmental Impact Statement (if one is necessary), incorporating comments provided on each component section, to the NYSDOS for approval. If revisions to the Preliminary Draft LWRP amendment are needed, based on Department review, the consultant shall make the required changes and resubmit the document to the Department for review. All comments and requested revisions must be addressed to the satisfaction of the NYSDOS prior to advancing the document to 60-Day review.

Following acceptance of the Preliminary Draft LWRP document by the NYSDOS, the Town shall formally accept the Draft LWRP document 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 Town Board.

Products: (1) Preliminary Draft LWRP acceptable to the NYSDOS; (2) a resolution of the Town Board accepting the Draft LWRP and (3) comments received as a result of the 60- day review period.

TASK 19. THIRD PUBLIC INFORMATION MEETING: Following completion of the Draft LWRP amendment and in conjunction with 60-Day Review, the consultant shall conduct a public information meeting on the Draft Program.

Products: Public meeting held. Minutes of the public information meeting(s) and identification of changes to be made to the Draft Program as a result of the public meeting. Consultant shall prepare draft meeting notification announcements.

TASK 20. FINAL LWRP: Following the 60-Day Review of the Draft LWRP (and the Draft Generic Environmental Impact Statement, if applicable), the NYSDOS shall meet with the Town and its consultant to determine appropriate responses to all of the comments received, which shall be reflected in the Final LWRP amendment document (and Final Environmental Impact Statement, if applicable) to the satisfaction of the NYSDOS.

The consultant shall also submit a schedule of adoption of the LWRP amendment and any local laws necessary for implementation of the LWRP.

Products: Final LWRP Amendment (and Final Environmental Impact Statement, if applicable) and schedule of adoption.

TASK 21. LOUIS ENGEL WATERFRONT PARK MASTER PLAN

The consultant shall create the Master Plan for the Louis Engel Waterfront Park. The master plan will provide recommendations for addressing issues such as, but not limited to:

- Improving the deteriorating shoreline
- Establishing paths and trails along the waterfront of the Hudson River and to interior portions of the park.
- Connecting the park to other areas of the town and the region
- Enhancing active and passive recreation facilities.
- Improving other facilities for public uses (pavilions, restrooms, and playground) as appropriate.
- Projects to promote the new kayak/small boat launch.
- All Master Plan recommendations should be sensitive to environmental
provide realistic and achievable projects with the Park.

Products: The master plan will prioritize projects for the park and include specific strategies for financing and implementation. The consultant shall produce a draft and final master plan, in narrative form, using graphics (maps, tables/charts, site plans, elevation and perspective drawings, renderings, etc.) as appropriate.

C. Work Product Submissions

All work products must be labeled with the NYS Comptroller's Contract Number and the NYS DOS attribution statement, and, where applicable, the related task number. The NYS DOS attribution statement is as follows: "This (document, report, map, etc.) was prepared for the New York State Department of State with funds provided under Title 11 of the Environmental Protection Fund." The consultant shall submit:

Draft products: two paper copies of each product for the State plus ten for the Town. A total of twelve copies of the Draft LWRP.

Final products: two paper copies plus ten Town copies (twelve total) of each product. All final products must be submitted electronically in Microsoft Word and Adobe® Acrobat® Portable

Document Format - PDF (created using 300 dpi scanning resolution) and be submitted on two CD-R type CDs. The CDs must be labeled with the Town of Ossining, Contract #, and project title. Additionally, electronic data for all Geographic Information System-based mapping products must be included in ArcGIS format.

Pictures and photographs must be dated and captioned with location and brief description.

Press releases, web site postings, and other notices shall be submitted for approval to the NYSDOS prior to release to ensure proper attribution.

D. Time of Performance

The Town of Ossining anticipates entering into a contract covering services in May 2019 for the duration of the project. Please note that the consultant will not be provided an authorization to proceed with the LWRP Scope of Services until a grant is awarded and contracted.

E. General Background Information

Your proposal should address/include information pursuant to the following:

- General background and experience of your firm, particularly as this relates to municipal grant-in-aid experience;
- Technical expertise of the firm or team in waterfront park master planning and in the development of LWRP planning projects, including a listing of current and recent clients;
- Experience in administering community development programs;
- Names of at least three references from current or recent client communities;
- MWBE Requirements: Pursuant to NYS Executive Law Article 15-A and 5NYCRR Parts 142-144, for the purposes of this procurement, the NYSDOS establishes an overall goal of 30% for Minority and/or Women-Owned Business Enterprises (MWBE) participation. For the purposes of meeting these participation goals, please identify whether the MWBE will be the consultant, sub-consultant, or if a waiver will be requested.
- Proposals must be received on time. Late replies will not be considered.

F. Evaluation Factors

The Town of Ossining will examine all proposals in accordance with the following evaluation factors that will be weighted accordingly:

- Expertise in grant development (40%)
- General background and expertise relative to the waterfront planning and project implementation (40%)
- References (10%)
- MWBE utilization plan for project implementation (10%)

MBE/WBE and Section 3 businesses are encouraged to submit proposals.

G. Submission Requirements

If you wish to submit a proposal, please submit all information to the Town of Ossining no later than **May 17, 2019**.

The address is as follows:

**Dana Levenberg
Supervisor
Town of Ossining
16 Croton Ave. 3rd Floor
Ossining, NY 10562**