

REQUEST FOR PROPOSAL (RFP)

for preparation of a

JOINT MASTER PLAN

FOR

**TOWN OF NEW PALTZ, N.Y. &
VILLAGE OF NEW PALTZ, N.Y.**

Date: June 16, 2016

**Issued by: Town of New Paltz
52 Clearwater Road, PO Box 550
New Paltz, NY 12561**

**Village of New Paltz
25 Plattekill Avenue
New Paltz, NY 12561**

BACKGROUND INFORMATION:

The Village and Town of New Paltz are municipal corporations, located in Ulster County, New York. The Village is approximately 1.8 square miles and the Town is approximately 33.9 square miles. New Paltz is approximately 80 miles north of New York City.

INTRODUCTION:

The Town and Village of New Paltz, Ulster County, New York are seeking proposals from qualified planning firms to prepare a Joint Master Plan (JMP) for the Village & Town of New Paltz that will guide decisions for future development and land use in the municipalities. Collectively, the municipalities are hereinafter referred to as the community.

Incorporating innovative planning techniques, the Town and Village seek to: promote opportunities for sustainable growth and improved community vitality, while being mindful of preserving and enhancing the environmental quality, natural, recreational, educational, historic and cultural resources, housing demands and unique community character – all driven by a common vision for the community that arises out of the process.

The Consultant may incorporate existing recommendations from a multitude of existing studies, plans and zoning regulations as appropriate, which will be refined as the Consultant deems appropriate.

SECTION 1: PROJECT DESCRIPTION

A Master Plan for the Village of New Paltz was adopted in 1994 and a Master Plan for the Town of New Paltz was adopted in 1995. A Draft 2010 Plan for the Town was prepared but not adopted. However, numerous subject area plans and studies have been completed and, as appropriate, the Consultant is expected to consult these studies when formulating the Joint Master Plan.

The Joint Master Plan will be developed based on an explicit overarching vision that will carry throughout the plan and the future land use plan and map. It is anticipated that the final plan will be formatted to serve as an easily understood ready reference to guide future decisions so that they may accommodate growth in the context of enhancing community character and preserving important resources.

Community Visioning/Public Participation

The Consultant will engage the community in an inclusive and participatory process to formulate a community vision, goals, policies and actions and to provide the Consultant with direction when creating design concepts.

SECTION 2: FUNDING AND PROJECT TIMEFRAME

It is anticipated that the cost of the JMP will be modest relative to the subsequent implementation of the plan through zoning updates and other measures. The Project may be funded in part through grants and may include federal and state funding. Accordingly, any subsequent professional services contract will include specific grant requirements for Project expense reimbursement.

The projected timeframe for completion of the JMP is nine to twelve months.

SECTION 3: PROPOSAL REQUIREMENTS

Each Consultants Proposal shall include:

1. A brief background of the firm and its expertise.
2. A description of how the Consultant proposes to perform its services, including resources used, number of meetings anticipated, principal considerations, decisions necessary from the Village and Town, etc. and a proposed scope of work including SEQRA compliance.
3. Proposed project management and staffing, including resumes of key personnel who will be assigned and other project commitments and/or obligations that could affect the project's schedule.
4. Detailed estimated budget showing staff hours and other expenses by task.
5. A preliminary schedule of project tasks with milestone completion dates.
6. A listing of similar services rendered in the past 5 years. Include names of clients, client contacts and telephone numbers.

SECTION 4: SCHEDULE AND SELECTION PROCESS

Note to Town and Village Boards: The Committee selected these dates arbitrarily, understanding that the RFP must undergo legal review and be approved by the Town and Village Board.

- Initiation of Request for Proposal Process: Thursday, June 16, 2016, 10:00 A.M. (EDT), New Paltz Village Hall, 25 Plattekill Avenue, New Paltz, NY 12561
- Pre-Proposal Questions should be submitted thru e-mail to clerk@villageofnewpaltz.org by Thursday, June 23, 2016.
- Responses to questions will be placed on the Village of New Paltz website by Tuesday, July 5, 2016.
- Proposals due: Thursday, July 14, 2016 at 1 p.m.

EVALUATION CRITERIA

The proposals will be evaluated based upon the following criteria:

1. Proposer's experience with comprehensive planning in communities of a similar size and composition.
2. Creativity and innovation in approaching community planning & public outreach.
3. Cost-effectiveness of the proposed work plan.

The Master Plan Steering Committee intends to interview a limited number of Proposers that appear to be the most responsive to the project needs before recommending a final decision regarding which firm, if any, will be selected to provide the required project services. Short listed firms will be contacted to schedule interview times. **NOTE:** The Town and Village of New Paltz reserve the right to reject any and all proposals or to waive any informality in the proposal and to select the proposal deemed to be in the best interest of the Town and Village of New Paltz

SUBMITTAL:

All proposals must be mailed, with nine hard copies and one digital copy in portable document format (PDF), to:

Village Clerk
New Paltz Village Hall
25 Plattekill Avenue
New Paltz, NY 12561
clerk@villageofnewpaltz.org