

REQUEST FOR EXPRESSIONS OF INTEREST

Mettowee Riverfront Revitalization Strategy

New York State Department of State Contract #T006924

Issued by

Village of Granville

June 3, 2009

REI submissions accepted until June 29, 2009 by 4pm

I. Introduction and Project Background

The Village of Granville (the Village) will hire the Consultant to develop a revitalization strategy for its Mettowee River waterfront area to enhance recreational access to the river, create a cultural village campus that will connect downtown and riverfront resources, and encourage revitalization of deteriorated commercial and residential properties.

The revitalization strategy will establish strategies and projects that promote sustainable tourism-based development and pedestrian-friendly design to reinforce the Village's commercial center as a regional destination for water-based recreation and related tourism activity which are significant components of the local and regional economies. The revitalization plan will be used to identify strategies for linking the waterfront and the downtown business district. The revitalization plan includes pedestrian improvements to connect two existing cultural attractions, the Pember Library and Museum of Natural History and the Slate Valley Museum to the waterfront development and business district.

The revitalization strategy is part of a comprehensive approach to community revitalization being undertaken by the Village. The Village completed a comprehensive plan in 2005 and established a Main Street micro-enterprise loan program to assist downtown businesses and property owners. The Village also initiated the development of a rail trail project that will provide regional connections for recreation. The Village's revitalization efforts complement the recently completed reconstruction of the Route 149 Bridge and the planned expansion of the Pember Library and the Slate Valley Museum.

The project is being funded by a FY 2008-2009 Environmental Protection Fund Local Waterfront Revitalization Program grant through the New York State Department of State (Contract #T006924). The project will serve as the foundation for a comprehensive Local Waterfront Revitalization Program (LWRP), should the Village wish to progress one in the future.

II. Project Advisory Committee

The project will be undertaken through consultant services to be procured by the Village of Granville, and overseen by a Project Advisory Committee. The Project Advisory Committee will include, but not be limited to, representatives of the Village Board, Planning Board, Slate Valley and Pember Museums, and Zoning Board of Appeals; Town of Granville; New York State Department of State (DOS); New York State Department of Environmental Conservation; Washington County Planning Department; Washington County Soil & Water Conservation District; Lake Champlain-Lake George Regional Planning Council; Chambers of Commerce; Hudson River Greenway Community, Scenic ByWay, Little League, environmental, recreational, historic preservation and economic development interests; business owners; tourism promotion organizations; and residents in the waterfront area.

The Project Advisory Committee guides the study and meets with the consultant on a regular basis. The consultant should anticipate a minimum of three meetings with the full project advisory committee as indicated in the scope of work as well as three community workshops. Interim deliverables will be provided to the Village of Granville and DOS in MS Word (.doc) or Adobe Acrobat (.pdf) format. The limit for the size of e-mail responses is less than 10 megabytes.

All deliverables to be reviewed at Project Advisory Committee meetings must be received by committee members at least one week prior to the meeting. The Consultant will be responsible for distributing deliverables to the study advisory committee via email. If files are too large for email, the consultant will be responsible for providing hardcopies to the members of the study advisory committee one week prior to the meeting.

III. Scope of Work

Consultants will be required to complete the scope of work as outlined below. If, based on consultants' knowledge or experience, the consultant believes the required scope of work

should be changed in any way; the suggested changes should be outlined in the letter of interest (as described in the Submission Instructions section of this REI). Consultants will not be required to reproduce or recreate this scope of work in their letters of interest. Only modifications to what is requested will be required and considered in consultant evaluations.

IV. Project Attribution and Number of Copies

The Consultant must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the DOS to the project. The materials must include the following acknowledgment:

"This (document, report, map, etc.) was prepared for the New York State Department of State Office of Coastal, Local Government and Community Sustainability with funds provided under Title 11 of the Environmental Protection Fund."

The Consultant must submit to the Village and the DOS all required products, clearly labeled with the NYS Comptroller's Contract # as indicated on the Face Page of this Agreement and where applicable, the related Task # from this Work Plan. The Consultant shall submit:

- Draft products: three paper copies and one electronic copy of each product.
- Final products: three paper copies of each product. In addition, all final products (including reports, designs, maps, drawings, and plans) must be submitted as an electronic copy in Word Perfect or Microsoft Word and Adobe® Acrobat® Portable Document Format - PDF (created using 300 dpi scanning resolution) and be submitted on a labeled CD-R type CD. The CD must be labeled with the contractor name, contract #, and project title. Additionally, electronic data for all Geographic Information System-based mapping products must be included in either Arc or MapInfo format.
- Pictures and photographs must be dated and captioned with the location and a brief description of the activity being documented.

The contributions of the DOS must also be acknowledged in community press releases issued for the project. Project press

releases shall be submitted to the Office for review and approval prior to release to ensure appropriate attribution.

V. Project Components

Task 1: Project Scoping Meeting

The Village of Granville, DOS, and the Consultant(s) shall hold a project scoping meeting to review project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps; and transfer any information to the consultant(s) which would assist in completion of the project. The Consultant(s) shall prepare and distribute a brief meeting summary clearly indicating the agreements/understandings reached at the meeting. Work on subsequent tasks shall not proceed prior to DOS approval of the proposed approach as outlined in the meeting summary.

Products: Scoping meeting with appropriate parties. Written meeting summary outlining agreements/understandings reached submitted to the DOS for review and approval.

Task 2: Public Participation Plan

The Consultant(s), the Project Advisory Committee, and other partners as appropriate, shall prepare a method and process to encourage community participation in the community visioning process. The Public Participation Plan shall identify key individuals, organizations, and entities to be 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. All public meetings will be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means. A summary of each public outreach session will be made available in written form and through other appropriate means, such as websites.

The Consultant(s) shall submit the draft Public Participation Plan to the DOS for review and approval and shall incorporate the DOS's comments in the final Public Participation Plan.

Product: Draft and final Public Participation Plans submitted to the DOS for review and approval.

Task 3: Revitalization Area Boundary

The Consultant(s), and other project partners as appropriate, shall prepare a narrative and graphic description of the proposed revitalization area and boundary. The revitalization area shall include the those portions of the water body(s) within the Village of Granville, as well as the adjacent waterfront and other land which may affect the water body through drainage, view-shed, and any other similar factors. The revitalization area shall also include the business district, community centers and important public lands. The revitalization area must include a contiguous waterfront area, not scattered parcels. A revitalization area boundary map must accompany the narrative.

Products: Narrative and map of the revitalization area boundary submitted to the DOS for review and approval.

Task 4: Review of Waterfront and Community Revitalization Initiatives

In an effort to identify and understand waterfront and community revitalization issues and needs, the consultant(s) shall identify and review completed and/or on-going planning projects and waterfront and business revitalization initiatives. This review process will also include consultation with waterfront/community leaders, Rails to Trails, Granville Partnership for Economic Development and with neighboring communities, if applicable. These meetings provide an opportunity to discuss the specific needs and goals of the community as well as regional or inter-municipal priorities.

The Consultant(s) shall prepare a summary document describing and assessing completed and/or on-going waterfront planning projects and waterfront and community revitalization initiatives, and issues and opportunities identified by waterfront/community leaders. Information about regional or inter-municipal issues, and the potential for joint waterfront planning between neighboring communities shall also be included in this report.

The draft summary report shall be submitted to the DOS for review and approval and shall incorporate the DOS's comments in the final summary report.

Products: Draft and final Waterfront and Community Revitalization Initiatives report submitted to the DOS for review and approval.

Task 5: Community Profile

The Consultant(s) shall prepare a profile that describes the natural, cultural, economic and recreational resources in the revitalization area. The profile is not intended to be an exhaustive inventory of resources in the project area. Rather, it is intended as an overview of the resources and conditions in the project area, which will be used to determine the compatibility of potential sites and projects to be developed through the planning process. Topics to be addressed include, but are not limited to, the following:

- Existing land use
- Existing water use
- Existing zoning and other relevant local development controls
- Land ownership patterns, including underwater lands
- Key buildings, including gross square footage, original use, current use, condition, and ownership
- Public access and recreational resources, including boat launches and fishing access
- Transportation routes, including bicycle and pedestrian facilities
- Parking facilities, including parking lots and garages
- Tourism destinations and tourism support facilities
- Infrastructure (water supply, sewage disposal, electric supply, solid waste disposal)
- Cultural and Historic resources (National Register sites and districts, locally designated resources, archaeological resources)
- Scenic resources and view corridors
- Topography, hydrology, soils and stream bank conditions
- Water quality
- Natural resources (wetlands, steep slopes, mature trees, etc.)
- Flooding and erosion
- Significant fish and wildlife habitats

- Agricultural lands
- Environmental issues (hazardous waste sites, solid waste, etc.)
- Navigation and dredging issues
- Habitat Resources warranting special protection

The community profile will be based largely on existing plans and other sources of information, including comprehensive plans, scenic byway corridor management plans, county plans and Geographic Information System data.

The Consultant(s) shall submit the draft community profile to the DOS for review and approval, and shall incorporate the DOS's comments into the final community profile.

Products: Draft and final Community Profile with accompanying maps submitted to the DOS for review and approval.

Task 6: Community Workshops

The Consultant(s), and the Project Advisory Committee shall conduct a series of three or more community workshops to be conducted at times and locations identified through the project-scoping meeting and public participation plan.

The community workshops will be used to:

- Present a preliminary inventory and analysis of existing conditions;
- Present a summary of completed and/or on-going community and waterfront planning
- Projects and revitalization initiatives
- Help participants reveal the ways in which they use and value the corridor;
- Identify important issues and opportunities;
- Discuss goals for land and water uses in the corridor,
- Establish a working consensus on a vision for corridor;
- Explore alternative scenarios for community development and conservation;
- Identify projects and actions to implement the community vision;
- Establish short- and long-term priorities,
- Identify potential obstacles to waterfront and community

revitalization efforts;

- Develop strategies for continuing public participation in the implementation process;
- Identify potential marketing activities.

Community workshops may include, but not be limited to, the following public participation techniques as identified and described in the Public Participation Plan:

- Community visioning, during which the participants share their view on the future state of the community and create a shared community vision that will shape the goals and implementation recommendations of the plan.
- Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis, in which the participants will share opinions on the strengths, weaknesses, opportunities and threats presented by the community's existing conditions.
- Community workshops may also be supplemented by the following techniques as identified and described in the Public Participation Plan:
- Community survey in order to broaden the level of community participation in the planning process and assist in the establishment of community values, preferences, and policy
- Stakeholders interviews, or focus group meetings, to gather additional information on selected topics and to solicit input from targeted interest groups

The Consultant shall publicize all public meetings in the community through press releases, announcements, individual mailings, and any other appropriate means.

Potential meeting dates shall be discussed with the DOS and notification of the DOS shall occur at least three weeks prior to any meeting or workshop.

Product: Community workshops held. Written report of the workshop activities and findings submitted to the DOS for review and approval.

Task 7: Identification of Priority Waterfront and Community Revitalization Projects

The Consultant(s) shall identify and describe the priority projects necessary to advance implementation of waterfront and community revitalization goals, including:

- Reclaiming the waterfront as a regional activity center
- Strengthening the physical and economic linkages between the waterfront and business district
- Enhancing water-dependent and water-enhanced businesses
- Increasing public access for water-based recreation and tourism
- Promoting the waterfront and downtown business district as a tourism destination
- Protecting and enhancing water quality and wildlife habitat

The priority projects shall be identified through the Review of Waterfront and Community Revitalization Initiatives and input received in the community workshops. The types of projects that may be identified include, but are not limited to, the following:

- Boater access facilities and related boater services
- Camp sites
- Fishing access sites
- Recreational trails
- Community parks
- Directional signage
- Streetscape enhancements
- Programs and techniques for protecting and enhancing water quality and habitat

For each priority project identified, the Consultant(s) shall provide a location map, narrative description, preliminary cost estimates, and illustrations and conceptual designs (if available).

The Consultant shall submit the draft priority project list, project descriptions and implementation action items to the DOS for review and approval, and shall incorporate the DOS's comments into the final list.

Products: Draft and final priority projects list submitted to the DOS for review and approval.

Task 8: Implementation Techniques/Action Plan

The Consultant(s) shall prepare an implementation strategy for the Waterfront and Community Revitalization Strategy, including potential funding sources, project phasing, if appropriate, and recommended means of management. The plan will describe, in detail, the specific steps that must be taken to achieve the desired objectives.

Examples of recommended actions include:

- Site-specific designs, studies, reports, and strategies
- Feasibility analysis for large-scale activities
- Obtaining necessary permits
- Identifying actions that state or federal agencies need to undertake to implement the plan
- Phasing plans for large-scale activities
- Strategies for project financing and marketing

Actions will be categorized, described in priority order, and include the short-and long-term actions that must be taken to achieve the desired objectives of the plan. The description shall include the date when the action should occur, estimated cost, responsible entity, and potential funding sources. The draft implementation strategy/action plan shall be submitted to the DOS for review and approval, and the DOS's comments shall be incorporated into the final document.

Products: Draft and final implementation strategy/action plan submitted to the DOS for review and approval.

Task 9: Draft Waterfront and Community Revitalization Strategy

The Consultant(s) shall prepare the draft Waterfront and Community Revitalization Strategy, which shall be a consolidated document, incorporating each component section listed above.

The draft Waterfront and Community Revitalization Strategy shall be submitted to the DOS for review and approval.

Products: Draft Waterfront and Downtown Revitalization

Strategy submitted to the DOS for review and approval.

Task 10: Public information meeting

Following completion of the draft Waterfront and Community Revitalization Strategy, the consultant(s) shall conduct a public information meeting on the draft strategy.

Potential meeting dates shall be discussed with the DOS and notification of the DOS shall occur at least two weeks prior to any meeting or workshop.

Product: Public information meeting held. Minutes of the public information meeting submitted to the DOS for review and approval.

Task 11: Final Waterfront and Community Revitalization Strategy

The Consultant(s) shall prepare the final Waterfront and Community Revitalization Strategy, based on feedback provided during the community meeting, and any comments prepared by project partners and the DOS. The final Waterfront and Community Revitalization Strategy shall contain all materials developed under previous tasks.

The Consultant shall submit the final Waterfront and Community Revitalization Strategy to the DOS for review and approval. The DOS comments must be addressed to the satisfaction of the DOS prior to publication and distribution.

Product: Final Community Revitalization Strategy submitted to the DOS for review and approval.

Task 12: Semi-annual Reporting

The Consultant(s) shall submit to the Village semi-annual reports (every six months) on the form provided, including a description of the work accomplished, any problems encountered, and any assistance needed. The report may be submitted as part of a payment request.

Products: Semi-annual reports during the life of the contract submitted to the Village for review and approval.

Task 13: Measurable Results

The Consultant(s) shall work with the Village to complete the Measurable Results Form.

Products: Completed Measurable Results Form

VI. Submission Instructions

Responses to this REI must include all of the following elements (the letter of interest is supplemented by the additional material).

1. ***A letter of interest*** (no more than two pages) that demonstrates the offeror has a clear understanding of the issues associated with this study and communicates the offeror's ability to complete the scope of work as required. The offeror may propose adjustments to the required scope of work in this letter if the offeror believes that those adjustments would add value to the study or would be more appropriate for the allotted budget. There is no need to repeat the required scope of work in the letter of interest.
2. ***Examples of relevant previous work*** that demonstrate the offeror have the experience, and inter-personal skills to perform the required tasks. Examples of completed work assignments and successful project plan implementation that demonstrates the experience and ability of the personnel assigned to the study should also be included. Reference contact information is required.
3. ***A management plan identifying the Consultant's personnel*** who will be working on the study ***including resumes***. The project manager should be clearly identified. If a team of firms is responding to this REI, please include the resumes of the personnel working on the study for the lead firm as well as all sub-consultant firms. Please ensure that the titles of the identified personnel match those on the resumes and in the price proposal described below in number four (4). The responses must include a plan outlining how each item in the Scope of Work will be addressed. A project schedule should also be provided that demonstrates how the team will complete the work on time.
4. ***A price proposal including all costs anticipated***. Hours and hourly wages by task and by personnel should be included. This should be completed for both the lead consultant and any sub-consultants, if they are utilized for the study. In addition, a timeline for the study by

task should be included. The Village of Granville has budgeted \$23,000 for consultant services. This figure should be considered the total amount of the contract.

VII. Submission Deadline

Interested respondents must submit nine (9) paper copies and two (2) electronic versions no later than 4:00 p.m. on July 29, 2009. Letters of interest should be submitted to:

Jay Niles, Mayor
Village of Granville
51 Quaker Street
Granville, NY 12832
Granville@adelphia.net
www.granvillevillage.com

VIII. Submission Evaluation

A qualified offeror(s) will be selected based on the following criteria:

1. Technical Ability: Responses will be evaluated based on their quality, clarity, and demonstrated understanding of the project objectives.
2. Cost Proposal: A Cost Proposal Outline organized to follow the outline of Scope of Work must be submitted. Offeror must break down each task in the Scope of Work and assign a detail of cost for the action including personnel costs and reimbursable expenses.
3. Implementation Schedule: Proposals will be evaluated based on their ability to complete the project within the time frame described in this REI. The response must include an implementation schedule that lists all milestones for the development and implementation of project deliverables.
4. Relevant experience and the success of similar studies (in terms of scope and product) completed by the personnel assigned to the study: The respondent must provide a list of all person(s) who will be assigned work (including subcontractors), as well as their resumes showing qualifications, educational background, training and experience. The respondent must also designate an individual as the Project Manager who will be directly responsible for all activities of the organization relevant to the Scope of Work and provide their resume showing qualifications, educational background, training and experience.
5. Responsiveness to the REI and understanding of the scope of products.
6. Ability to meet the desired schedule and willingness to be flexible if faced with unexpected delays.

7. Past performance of the offeror on similar projects, Local Waterfront Revitalization Program projects, or other relevant planning work.
8. Amount of work indicated to be accomplished within the budgeted amount for the study (if the offeror proposes adjustments to the scope of work outlined in this REI).
9. Demonstrated understanding of the context of the study.

IX. Presentation by Respondents

Presentations will be required to provide an opportunity to obtain an understanding of:

- The extent of the firm's depth of knowledge of the subject matter of the REI;
- Whether the methods and resources that will be used by the firm in performing services to achieve the project goals and objectives are appropriate, and cost effective;
- The firm's ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project;
- The primary features and benefits of their proposal;
- The public presentation skills of the proposers.

Presentation format is left to the discretion of the proposers. Presentations will be limited to a one-hour period per respondent, which includes questions. All key managerial personnel, as well as key personnel working on the project, must be in attendance at the proposal presentation. The Village Board reserves the right to conduct a final interview of the committee's prospective candidates.

X. Conditions Governing Responses

Only those proposals which contain complete information and are responsive to the REI will be considered. **REI submissions accepted until June 29, 2009 by 4pm. No submissions after this date and time will be considered.** The Village of Granville reserves the right to:

- Accept or reject any or all submissions associated with this work;
- Request qualified offerors to consider contracting for only certain elements of the study or to consider partnering with other qualified offerors;
- Require offerors to clarify aspects of their understanding of and approach to the study in person or by telephone;

- Waive or modify minor irregularities in proposals received;
- Negotiate with proposers, within the proposal requirements, to best serve the interests of the Village of Granville and the Department of State;
- Amend specifications after their release, with due notice given to all bidders to modify their proposals to reflect changed specifications;
- Consider every offer as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation;
- Award a contract for any or all parts of a proposal including award of specific project components to individual proposing team members and to negotiate with the successful bidder(s).

By submitting a proposal, the proposer agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in the response.

If respondent provides material(s) of a confidential nature for disclosure to third parties, the respondent should clearly indicate the specific material(s) it considers confidential. Subject to the provisions of FOIL and any other applicable laws, the Village of Granville may agree to maintain confidentiality of such material(s) if requested. The Village of Granville assumes no responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.

Note: The New York State Department of State must approve all consultants and sub-contractors. The consultant must comply with all provisions in the Contract between the New York State Department of State and the Village of Granville, including all appendices. A copy of the contract is available upon request.

XI. Compensation

This project is being funded by a FY 2008-2009 Environmental Protection Fund Local Waterfront Revitalization Program grant through the New York State Department of State. The Village of Granville intends to pay the Consultant on a reimbursement basis using invoices. Invoices shall document the number of hours worked, salary rate, and expenses by individual summarized by project task (tasks one to thirteen in this REI). Any other direct expenses should also be identified. With each invoice, the Consultant must submit a brief progress report describing the progress on each task. Invoices will be submitted to the

Village of Granville and payments made to the consultant upon receipt of payment from New York State.

XII. Inquiries

All inquiries should be made in writing and must cite the REI section in question. Inquiries should be directed to:

Jay Niles, Mayor
Village of Granville
(518) 642-2640
granville@adelphia.net

- Or -

Andrew Labruzzo, AICP, Division of Coastal Resources, NYS
Department of State
(518) 473-2460
andrew.labruzzo@dos.state.ny.us

XIII. Liability

The Village of Granville is not liable for any costs incurred by any individual or firm for work performed to prepare its proposal or for any travel and or other expenses incurred in the preparation and/or submission of its proposal. Further, the Village of Granville is not liable for any costs incurred prior to approval of the contract.

XIV. Notification of Award

The Village of Granville will notify the successful respondent by phone, followed by written confirmation. Each respondent whose proposal is not accepted will be notified in writing.

The Village of Granville will authorize the award of a contract to the successful respondent upon the evaluation process described above. In the event that a contract cannot be finalized within thirty (30) days of the award, the Village of Granville reserves the right to enter into negotiations with another respondent.

The Village of Granville and New York State Department of State DOS must approve all consultants and sub-contractors.