

Village of Canton Request for Proposals



Brownfield Opportunity Areas Program Village of Canton - Step 2

Michael E. Dalton
Village of Canton
60 Main Street
Canton, NY 13617

Deadline for submission:
Tuesday, May 28, 2019 4pm

I. Introduction

The Village of Canton has been contracted by the Town of Canton to administer a \$176,000 award from the New York State Brownfield Opportunity Areas Program to prepare a Nomination Study for the Town/Village of Canton. The Key project objectives include:

- ❑ Identifying and providing a clear description and justification of a manageable study area and associated boundaries.
- ❑ Establishing a community participation process, including a clear description of a community vision and associated goals and objectives for the study area, and techniques to enlist partners.
- ❑ Completing a comprehensive land use assessment and analysis of existing conditions in the study area, including an economic and market trends analysis, to determine the range of realistic future uses and types of redevelopment projects to revitalize the study area.
- ❑ Identifying strategic sites that represent key redevelopment opportunities and fully examining their redevelopment potential.
- ❑ Based on the analysis, a description of key findings and recommendations for future uses and other actions for redevelopment and community revitalization.
- ❑ Providing a series of key recommendations to serve as the basis for the Implementation Strategy scope of work.
- ❑ Submission of a designation package for approval and official designation by the Secretary of State.

II. Project Description

The Village of Canton intends to complete a Nomination process for an approximate 162-acre study area, 73-acre areas of which are characterized with 27 potential brownfield sites and nine vacant or underutilized sites. The properties are located in the Village of Canton along the Grasse River corridor and the historic downtown. The primary community revitalization objectives to be achieved by this project include identifying existing conditions, opportunities, and reuse potential for properties located in the proposed BOA, with an emphasis on the identification and reuse potential of strategic sites that are catalysts for revitalization, and culminating in designation by the Secretary of State.

For reference, the Canton Village Brownfield Opportunity Area Step One: Pre-Nomination Study is available at <https://cantonny.gov/government/business/brownfield-opportunity-area/>.

The proposed project is comprised of eight components. For a complete description of each component and related tasks please see the attached Work Plan: Town/Village of Canton – Step 2 (Attachment A). The selected consultant will be responsible for providing project deliverables that will consist of, but are not necessarily limited to, the products described in the Work Plan.

III. Description of Services

The Village of Canton is seeking a qualified consultant to provide professional services to prepare the Canton Village Brownfield Opportunity Area – Step 2: Nomination Study. Consultant teams should have

municipal planning and community and economic development experience, as well as experience in brownfield redevelopment and reclamation projects. Consultants must also have knowledge in market analysis. The selected consultant will be responsible for completing the actions listed in the attached Work Plan. Additional action items may be identified during the scoping process, which may require adjustment of the proposed components.

The selected consultant should be prepared to take the lead in the Nomination process. The selected consultant will be expected to provide information necessary for the Village to submit semi-annual reports to the New York State Department of State. The selected consultant will also be expected to provide the appropriate paperwork necessary for cost reimbursement.

The Village of Canton has an MBE goal of 15% (\$26,400) and WBE goal of 15% (\$26,400). MBE/WBE certified firms are encouraged to apply.

IV. Project Schedule:

The following is the anticipated schedule for this project:

| | |
|------------------------------------|----------------|
| Receive RFP..... | May 2019 |
| Short List Firms | May 2019 |
| Complete Interviews | June 2019 |
| Selection of Consultant | June 2019 |
| Contract Negotiation | July 2019 |
| Initial Scoping Meeting | July 2019 |
| Nomination Process Begins | August 2019 |
| Nomination Process Completed | September 2021 |

Note: The above schedule is subject to revision as the project progresses.

V. Proposal Requirements and Statement of Qualifications

PROJECT NAME: Canton Village Brownfield Opportunity Area – Step 2: Nomination Study

Your proposal and statement of qualifications should include the following information:

1. Name, address, contact information, and brief description of firm(s).
2. A one- to three-page narrative explaining the firm’s interest, particular abilities, and qualifications related to this project. Include a statement about the firm’s effort to comply with the Village’s MBE/WBE goals. Attach relevant certifications.
3. A preliminary scope of activities that reflects the firm’s approach to this project and addresses the proposed work tasks in the Work Plan (Attachment A).

4. A detailed project timeline/schedule based on the proposed scope of activities/work tasks outlined in question 3.
5. An organizational chart showing key personnel and, if applicable, the relationships between the team consultants (and sub-contractors if applicable).
6. Resumes of key personnel to be assigned to this project (including sub-contractors if applicable).
7. A statement of present activities and ability to complete the study by September 30, 2021.
8. A list of similar studies prepared by the firm(s) with dates. Please indicate any that directly involved key personnel to be assigned to this project. Provide reference and contact information for all.
9. Examples of knowledge, expertise and/or experience with other related work.
10. Any additional information appropriate to the scope of activities.
11. A professional rate schedule should be provided which identifies hourly rates by title and unit wrates for reimbursable expenses as follows:

Name _____ Title _____ \$_____/hour
 Product: _____ \$_____/item

12. The maximum award for this project is \$176,000. Periodic and final payments will be tied to review and acceptance of work projects and reports. Consultants responding to this RFP should handle fees on a “not-to-exceed” lump sum account basis enumerated on a detailed cost per component area. Complete the following table along with a maximum three-page budget narrative.

| <i>Special Topic Area</i> | <i>Amount \$</i> |
|--|------------------|
| Component 1: Project Start-Up | |
| Component 2: Interagency Workshops | |
| Component 3: Community Participation and Techniques to Enlist Partners | |
| Component 4: Draft Nomination | |
| Component 5: Completion and Distribution of the Draft Nomination | |
| Component 6: Final Nomination and Application for Designation | |
| Component 7: NYS Environmental Quality Review | |
| Component 8: Project Reporting | |
| TOTAL | |

VI. Selection Criteria

A short list of qualified consultants will be determined based upon an evaluation of each proposal and statement of qualifications using the following criteria. These criteria and weights are preliminary. Consultants will be selected by the BOA Steering Committee who will make a final determination of both the criteria and weights. The committee will evaluate each proposal, assessing and rating each consultant for each criterion; the rating will range from 1-5. The committee will review these assessments and other factors to identify firms to be short-listed for interviews.

- ✓ Specialized experience and technical competence of the firm will be evaluated with respect to demonstrated experience with programmatic and discrete municipal brownfield project assignments compiled within the last five years. Preference will be given to firms demonstrating experience with: municipal planning; projects performed under the New York State brownfield program; and projects performed in NYSDEC Region 6 [20%].
- ✓ Past performance on contracts with municipal agencies will be evaluated in terms of quality of work, creative approach to projects, project management, cost control and compliance with contract requirements and performance schedules as reported by references provided [20%].
- ✓ Qualifications, experience, and time commitment of key members of the proposed project team will be evaluated relative to education, professional registration/certification/licensing, and relevant experience [20%].

- ✓ Total Project Cost and professional labor and expense rates, evaluated with respect to reasonableness [15%].
- ✓ General capabilities of the firm will be assessed with respect to the firm's ability to provide multi-disciplined services relative to planning for redevelopment and in support of brownfield projects [10%].
- ✓ Location of the firm and proposed project team members will be evaluated relative to proximity to the project area and implications with respect to staff accessibility and travel-related expenses [10%].
- ✓ Extent of participation by MBE/WBE firms will be evaluated based upon the firm's strategy for satisfying the Village's stated goals [5%].

VII. Directions for Submission

Each submission shall be accompanied by a cover letter signed by an officer empowered by the firm to sign such material and thereby commit the firm to the obligations contained in the submission. The submission should be in a sealed envelope clearly marked "Village of Canton BOA Nomination". Facsimile or e-mail submissions will not be accepted. All copies will be retained by the Village and will not be returned.

Expenses incurred in the preparation of the submission shall be borne by the proposing firm with the express understanding that the firm may not apply to the Village of Canton or the State for reimbursement.

One original, along with seven copies and a thumb drive of the complete submission, must be received no later than 4:00 PM on Tuesday, May 28, 2019 at the following address:

Attn: Leigh Rodriguez, Director of Economic Development
Village of Canton
60 Main Street
Canton, NY 13617

Technical Assistance

Contact: Leigh Rodriguez, Director of Economic Development
(315) 386-2871 x5
lrodriguez@cantonny.gov

VIII. Attachments

- A. Work Plan
- B. Study Area Map

Work Plan (Attachment A) Town/Village of Canton – Step 2

1. Project Description

The Town of Canton (Contractor) will complete a Nomination for an approximate 73-acre area characterized with 27 potential brownfields and 9 vacant or underutilized sites. These sites are located in the Village of Canton along the Grasse River corridor and the historic downtown. Challenges to be addressed include:

- gaps in availability of housing, commercial services, community amenities and business needs;
- inadequate and/or outdated zoning;
- potential site contamination;
- blight, vacancy and underutilization of properties in key commercial corridors;
- unattractive and unwelcoming gateways to historic downtown;
- economic feasibility of redevelopment;
- inappropriate location of County Highway Department in the heart of the Village;
- limited public access to the Grasse River; and
- the need, and limited opportunity, to increase tax base due to high number of tax-exempt properties and availability of developable sites.

The primary community revitalization objectives to be achieved by this project include:

- analysis of existing market by business sector;
- analysis of housing conditions, trends and demand projections;
- determination of redevelopment potential and best use of strategic sites that will have a positive community impact;
- assessment of environmental contamination on key sites for redevelopment;
- feasibility of relocating County Highway Department;
- streetscape enhancement plan for Gouverneur Street gateway; and
- zoning and land regulation review.

The Nomination will provide an in-depth and thorough description and analysis of existing conditions, opportunities, and reuse potential for properties located in the proposed BOA with an emphasis on the identification and reuse potential of strategic sites that are catalysts for revitalization, and culminating in designation by the Secretary of State. Key project objectives include:

- Identifying and providing a clear description and justification of a manageable study area and associated boundaries.
- Establishing a community participation process, including a clear description of a community vision and associated goals and objectives for the study area, and techniques to enlist partners.
- Completing a comprehensive land use assessment and analysis of existing conditions in the study area, including an economic and market trends analysis, to determine the range of realistic future uses and types of redevelopment projects to revitalize the study area.
- Identifying strategic sites that represent key redevelopment opportunities and fully examining

- their redevelopment potential.
- Based on the analysis, a description of key findings and recommendations for future uses and other actions for redevelopment and community revitalization.
 - Providing a series of key recommendations to serve as the basis for the Implementation Strategy scope of work.
 - Submission of a designation package for approval and official designation by the Secretary of State.

The Nomination will be developed in coordination with the ongoing update to the Comprehensive Plan to ensure consistency with goals of the Canton Community Action Plan, Canton Grasse River Waterfront Revitalization Plan, Grasse River Blueway Trail Plan and Canton Master Trail Plan.

2. Project Attribution and Number of Copies

The contractor must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the NYS Department of State 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 with funds provided under the Brownfield Opportunity Areas Program."

In each of the following components and tasks, the NYS Department of State is referred to as the "DOS" and the NYS Department of Environmental Conservation, Division of Environmental Remediation is referred to as "DEC." The Brownfield Opportunity Area is referred to as "BOA".

The contractor shall ensure that all materials printed, constructed and/or produced with funding provided by the BOA Program form a unified and coherent report and include the components and products described in this work plan. Submission of pre-existing and stand-alone data and reports is not acceptable as substitutes. The contractor shall prepare, or cause to be prepared, the following project components, tasks, and associated products.

3. Project Components

Component 1: Project Start-up

Task 1.1: Initial Organization Meeting

The contractor and DOS shall conduct an initial meeting with key project participants. The DEC may attend this meeting. The purpose of the meeting is to discuss the scope of the project, SEQRA requirements, the type of services that are most appropriate, the subcontractor procurement process, and how the budget should be directed. In addition, the composition of a project advisory committee and other public participation techniques shall be discussed as well as any other information which would assist in project completion. A copy of the work plan and budget will be made available at the meeting. The contractor shall complete and distribute a meeting summary.

Product: Meeting summary prepared and distributed to meeting participants.

Task 1.2: Establishment of a Project Steering Committee

The contractor shall establish a steering committee to oversee the process in cooperation with the contractor and the subcontractor. If a steering committee was assembled for the preparation of the Pre-Nomination Study report, the contractor may decide to use that same body or an alternative form to guide the preparation of the Nomination.

The committee shall be comprised of a range of interests that are representative of the community, and may include, but are not limited to: local municipal officials from the community in which the project is located; community-based organizations or not-for-profit organizations; regional planning entities or other regional groups; appropriate state and/or federal agencies; private or business interests; property owners; other non-governmental entities; environmental groups or organizations; other civic groups; area residents; and the public at large. To the extent necessary to achieve broad public participation, additional representatives may be identified in consultation with the DOS. The contractor shall complete and distribute a list of the steering committee members.

Product: List of steering committee members prepared and distributed.

Task 1.3: Solicitation of Consulting Services

Should the contractor require the services of a consultant, a Request for Proposals (RFP) process can be used to select a consultant based on the submission of a full project proposal by a consultant.

The contractor shall draft a RFP, including a complete project description with site conditions, expected final results, and criteria for selecting a preferred proposal. The RFP shall be submitted to the DOS for review and approval prior to release for solicitation of proposals. After the DOS has reviewed and approved the request for proposals, the contractor may directly notify, through e-mail or regular mail, potentially qualified consultants of the request for proposals. The contractor shall also advertise the RFP in the NY State Contract Reporter, a regional newspaper, or an appropriate trade publication.

Product: An approved RFP sent to qualified subcontractors.

Task 1.4: Consultant Selection

In consultation with DOS, the contractor shall review all proposals received as a result of the RFP. Based on the reviews of the consultant proposals, the contractor shall organize and conduct interviews of the top-ranked candidate consultants. The DOS may participate in the interview process.

At a minimum, the following criteria are suggested for use in evaluating consultant responses:

- Quality and completeness of the response
- Understanding of the proposed scope of work
- Applicability of proposed alternatives or enhancements to information requested
- Cost-effectiveness of the proposal
- Qualifications and relevant experience with respect to the tasks to be performed
- Reputation among previous clients

- Ability to complete all project tasks within the allotted time and budget

Incomplete proposals that do not address all of the requested components shall not be accepted for review and consideration. The consultant selected is subject to approval by the DOS.

The municipal attorney, chief legal officer, or financial administrator for the municipality (contractor) shall certify to the Department of State that the procedures of the municipality, established pursuant to General Municipal Law, Section 104-b, were fully complied with for all contracts for professional services.

Product: List of top-ranked candidates and letter from the contractor to DOS indicating the selected consultant, and appropriate certification.

Task 1.5: Subcontract Preparation and Execution

The contractor shall prepare a draft subcontract to conduct the work with the selected consultant. The contract shall contain a detailed work plan with adequate opportunity to review stages in completion of the plan, a payment schedule (payments must be tied to receipt of acceptable products in the work plan), and a project cost.

The consultant must specify:

- The professionals from the firm that will be directly involved in the project.
- The composition of the entire team, including firm name and area of responsibility/expertise.
- The persons, including firm affiliation that are assigned to undertake and complete specific tasks that are in the workplan.

The contractor shall submit the draft subcontract to the DOS for review and approval. A copy of the final subcontract, incorporating DOS's comments on the draft, shall be provided to DOS.

Product: Executed subcontract.

Task 1.6: Project Scoping Session with the Selected Consultant

The contractor, the DOS and the consultant shall hold a scoping session to review project and contract requirements, site conditions and to transfer any information to the consultant which would assist in completing the project. The DEC may, and is encouraged to, attend this meeting.

Topics shall include but are not limited to the following:

- project scope and how the budget will be directed
- study area boundary
- community participation and visioning process
- project goal and objectives
- existing relevant information (maps, reports, etc.)
- access to information from past or current projects related to the NYS Brownfield Cleanup Program, the Environmental Restoration Program, the Volunteer Cleanup Program, Superfund, and

petroleum spills, including DEC's on-line databases, GIS maps, site summary sheets on key projects, etc.

- responsibilities of the participants (contractor, consultant, DOS and DEC)
- time frames and deadlines
- SEQRA requirements
- expected products, including designation

The contractor shall prepare a brief meeting summary to clearly indicate the agreements/ understandings reached at the meeting.

Product: Meeting summary prepared, with note of agreements/understandings reached, and distributed to scoping session participants.

Task 1.7: Project Outline

The contractor shall provide to the DOS, a project outline that reflects the outcome of the project scoping meeting and guides the preparation of the Nomination. The DOS shall review the project outline and comment. The contractor shall revise, or cause to be revised, the project outline to reflect the comments made by the DOS.

Product: Approved project outline completed and distributed to scoping participants.

Component 2: Interagency Workshops

The contractor may be requested to prepare for and participate in interagency workshops with appropriate local, county, state, and federal agencies. Interagency workshops/meetings may be conducted to: improve communication and understanding among the agencies about the contractor's community vision, and project objectives and needs; gain an improved understanding by the contractor of various government programs, services, and potential financing (grants and loans) that could be beneficial to advancing the contractor's plan; obtain support from government agencies for permitting, technical assistance, and financing; coordinate government agency actions; and advance the redevelopment process.

Product: Workshop participation and associated preparation.

Component 3: Community Participation and Techniques to Enlist Partners

Task 3.1: Community Participation Summary

The contractor shall describe the public outreach methods and techniques that will be used to ensure public participation throughout the course of preparing the Nomination.

Methods and techniques may include, but are not limited to:

- public informational or outreach meetings
- visioning sessions
- design charettes

- workshops
- discussion groups
- surveys
- public meetings and hearings

Public participation should occur early and consistently in the process through visioning workshops, informational meetings, project presentations, and public education. The contractor shall provide DOS and DEC with a minimum of two (2) weeks' advanced notice of all public proceedings relative to the public participation process.

Public participation shall include, at a minimum:

- use of a local steering committee to guide the plan's preparation
- the preparation, update and maintenance of a community contact list that includes the names, addresses, telephone numbers, and e-mail addresses of individuals and organizations with a stake in the proposed action to be used on a regular basis to keep the contacts informed of progress on the plan
- the initial kick-off meeting to explain the BOA Program and the project's intent and scope, and to solicit initial public input to develop, refine, or confirm the community's vision for the study area, project goals and objectives, opportunities and constraints
- the presentation/review of current conditions, and the review, revision or update of the vision statement and goals and objectives
- the review of the economic and market trends analysis and an exploration of alternative approaches to redevelopment and revitalization
- a public presentation and informational meeting on the draft Nomination that describes, and allows feedback on the vision for the study area, existing conditions, strategic sites, redevelopment projects; and the study area analysis, findings, and recommendations.

Public outreach should serve to inform the public about the project and serve as a means for the public to participate in forming the plan, thus ensuring community understanding and support. The public participation outline and summary description shall be subject to review and approval by the DOS.

Product: Approved outline and summary description of the community participation plan for the Nomination.

Task 3.2: Techniques to Enlist Partners

The contractor shall describe the techniques that will be used to identify and advise potential partners about the plan and to enlist their assistance. This task differs from the Community Participation task above as this task is designed to seek assistance from a variety of potential partners in formulating and implementing the plan. Partners may include but are not limited to: local, county, state or federal government agencies; property owners; private sector interests; not-for-profit organizations; academic institutions; and other stakeholders.

Consultation methods and techniques used to identify and inform project partners about the plan's status and progress, and to enlist their assistance in the process, including, but not limited to: written correspondence; phone contact; and meetings and workshops involving local, county, state or federal

government agencies, property owners, private sector interests, not-for-profit organizations, and academic institutions. Consultation shall include, at a minimum, a presentation to partners on the Nomination (Sections 1- 3) that describes existing conditions, strategic sites, development projects, and the study area analysis, findings, and recommendations.

The purpose of this task is to:

- Improve communication and understanding about project objectives and needs.
- Gain information about the status of on-going remedial activities and the environmental condition of brownfield sites in the study area.
- Gain information about funding opportunities available from government programs and private-sector or not-for-profit organizations to facilitate clean-ups, foster appropriate redevelopment, rehabilitate existing infrastructure or provide new infrastructure.
- Gain support from government agencies for permitting and financing.
- Gain support from financial institutions, not-for-profits, philanthropic organizations and developers.
- Coordinate government agency and private-sector actions.

The techniques to enlist partners shall be subject to review and approval by DOS.

Product: Approved outline and summary description of the techniques to enlist partners for the Nomination.

Component 4: Draft Nomination

The contractor shall prepare a Nomination that provides an in-depth and thorough description and analysis of the study area. The Nomination will consist of the following tasks, including an economic and market trends analysis, for properties located in the proposed BOA. Emphasis will be placed on the identification and reuse potential of strategic sites that are catalysts for revitalization.

Task 4.1: Description of the Project and Boundary

The contractor shall prepare a narrative and map description of the following elements:

A. Lead Project Sponsors

The relationship and organizational structure between the sponsoring municipality and involved community-based organizations or the relationship and organizational structure between the sponsoring community-based organization and the municipality.

B. Project Overview and Description

The project, including: the relationship of the study area to the community and region; acreage in the study area; and the number and size of brownfield sites and other abandoned, vacant, or partially developed sites located in the proposed BOA. The description shall include the area's potential in terms of opportunities for: new uses and businesses; creating new employment and generating additional revenues; new public amenities or recreational opportunities; and restoring environmental quality. The

description shall include the relationship of the BOA to any existing comprehensive plans and/or economic development reports or strategies.

Map Requirements - The description shall include: a Community Context Map that shows the location and relationship of the community (in which the proposed BOA is located) to the surrounding municipality, county and region; and a Study Area Context Map that shows the location of the proposed BOA in relation to the community and entire municipality.

C. Community Vision and Goals

A vision statement and the specific goals to be achieved relative to community redevelopment and revitalization as shaped and expressed by the community. Goals may be expressed in terms of: opportunities for new development projects that are desired by the community and will fulfill community development needs; providing new housing opportunities; improving economic conditions; addressing environmental justice issues; providing new recreational opportunities; improving quality of life and environmental quality; or other goals and objectives relevant to the redevelopment of brownfields and the surrounding area.

Such goals shall, where practicable, reflect to the degree appropriate the principles of sustainable community development, including, but not limited to:

- strengthening and directing development towards existing communities' centers;
- fostering distinctive, attractive communities with a strong sense of place;
- mixing land uses;
- taking advantage of compact building design;
- creating a range of housing opportunities and choices, including affordable housing;
- reusing historic buildings and preserving historic sites;
- preserving open space, farmland, natural beauty, and critical environmental areas;
- providing a variety of transportation choices (public transit, pedestrian, bicycle, etc.);
- creating walkable neighborhoods;
- using best management practices for storm water management;
- making development decisions predictable, fair and cost effective; and
- encouraging community and stakeholder collaboration in development decisions.

A description will also be provided that explains the relationship of the proposed project vision, goals, and objectives to any existing community vision, revitalization strategies, and or comprehensive plans.

D. BOA Boundary Description and Justification

The proposed BOA boundary and a justification of the proposed boundary. The borders should follow recognizable natural or cultural resources such as, but not limited to: highways, local streets, rail lines, municipal jurisdictions or borders, or water bodies. The project study area should be between 50-500 acres.

The borders must be justified in terms of:

- land uses that affect or are affected by identified potential brownfields;
- natural or cultural resources with a physical, social, visual or economic relationship to identified potential brownfields; and
- areas necessary for the achievement of the expressed goals of the BOA.

Map Requirement - The description shall also include a BOA Boundary Map that clearly shows and identifies the location and boundaries of the study area.

Product: A complete narrative Description of the Project and Boundary, and all required maps, as described in Task 4.1 above. The narrative and associated maps will be presented in the draft Nomination as Section 1.

Task 4.2: Community Participation and Techniques to Enlist Partners

A. Community Participation

The techniques or processes by which local participation in the development of the Nomination has been achieved, as outlined in Component 3, including the partners or potential partners in terms of municipalities, community-based organizations, regional entities, private interests and other stakeholders that are involved or expected to be involved in the project.

B. Techniques to Enlist Partners

The meetings or workshops that have occurred, and will occur, at appropriate and key stages during the preparation of the Nomination, as outlined in Component 3.

Product: A complete narrative description of the Community Participation Plan and Techniques to Enlist Partners as described in Task 4.2 above.

Task 4.3: Analysis of the Proposed BOA

A. Community and Regional Setting

A summary description and analysis of the contextual relationship of the proposed BOA to the community, municipality and region that includes, but is not limited to: community size, population, and location in relation to the county and region; key demographic information and trends; housing trends and needs; the area's economic history and current condition including income, dominant employment sectors, and unemployment figures; land use history and current status; transportation systems; infrastructure; and natural features. This summary may rely primarily upon existing reports and plans.

B. Inventory and Analysis

An inventory and analysis for the entire BOA, including an in-depth and thorough description and analysis of existing conditions, opportunities, and reuse potential for properties located in the

proposed BOA, with an emphasis on the identification and reuse potential of strategic sites that are identified by the community as catalysts for revitalization.

The inventory and analysis must include the information needed to develop specific and realistic recommendations for the use of land and groundwater, and for recommended implementation projects, in the proposed BOA.

The BOA may be divided into logical sectors or subareas to organize, facilitate, and clearly present the inventory and analysis. The study area, sectors, or subareas must be described in terms such as: total acres; acres developed and vacant, including strategic sites for redevelopment; and percent of the total area or sector developed with specific land use types and percent of land area vacant. The inventory and analysis shall include, but not be limited to, a description of the following:

Existing Land Use and Zoning - A description and analysis of the existing land use pattern and zoning districts within the BOA, including:

- location of study area as it relates to the community;
- total land area in acres and area of each sector or subarea in acres of the proposed BOA;
- existing and adjacent land and water uses including, but not limited to, residential, retail, commercial, mixed use, water-dependent, industrial and manufacturing, publicly or privately owned vacant or underused sites, dedicated parks and dedicated open space, and institutional uses, and cultural uses;
- and area committed to each land use category;
- brownfield sites and all underused, abandoned, or vacant properties that are publicly and privately owned;
- known data about the environmental conditions of the properties in the area;
- existing zoning districts and other relevant local laws or development controls guiding land use including but not limited to historic districts; and
- local, county, state or federal economic development designations or zones (such as Empire Zones, Environmental Zones, Urban Renewal Areas, Federal Enterprise Business Zones, Business Improvement Districts, Special Assessment Districts, etc.)

Map Requirements - The description and analysis of the existing land use pattern and zoning must include: an Existing Land Use Map that shows the pattern of existing land use; and an Existing Zoning Map that shows the location and type of zoning districts and economic designations or zones.

Brownfield, Abandoned, and Vacant Sites - A complete summary and analysis of relevant brownfield, abandoned, and vacant sites, including size and condition, current ground water conditions, and potential contamination issues based on: review of existing or historical records and reports, aerial or regular site photographs, and existing remedial investigations, studies and reports; field observations from locations adjacent to or near the site, or, if permission is granted, from being present on the site; interviews with people that are familiar with the land use history of the site; and/or any other known data about the environmental conditions of the properties in the proposed BOA, as needed.

For each relevant brownfield and abandoned or vacant site, complete descriptive profiles shall be provided and shall include, but not be limited to:

- site name and location, including owner, site address, and size in acres;

- location on the Underutilized Sites Location Map;
- current use or status and zoning;
- existing infrastructure, utilities, and site access points;
- proximity to existing transportation networks;
- natural and cultural resources or features;
- adjacent uses;
- environmental and land use history, including previous owners and operators;
- known or suspected contaminants, and the media which are known or suspected to have been affected (soil, groundwater, surface water, sediment, soil gas) based on existing environmental reports and other available information; and
- use potential (residential, commercial, industrial, recreational) including potential redevelopment opportunities.

A list of potential information sources is provided. A description of the information sources used to create the site profiles shall be included within this section of the Nomination report.

Strategic Sites - A description of the process and factors used to determine strategic sites for redevelopment. Factors that may be used to identify strategic sites can include but are not limited to: overall importance to the community and the revitalization effort; location; ownership and owner willingness; on-site structures; level of contamination; property size and capacity for redevelopment; potential to spur additional economic development or positive change in the community; potential to improve quality of life or to site new public amenities; community support for proposed projects for the site; adequacy of supporting or nearby infrastructure, utilities and transportation systems; and other factors as may be determined by the community.

Map Requirement - The description shall include an Underutilized Sites Location Map that clearly shows the location, borders and size of each brownfield site and other underutilized, abandoned or vacant sites that are privately or publicly owned, with an identifying reference to the attached profiles. Strategic sites that have been identified through the planning process shall be shown on this map.

Land Ownership Pattern - A description and analysis of the private and public land ownership pattern including: land and acres held in public ownership (municipal, county, state, and federal); land held in private ownership; brownfields held in private or public ownership; and land committed to road/rights-of-way.

Map Requirement - The description shall include a Land Ownership Map that shows the primary public and private land ownership patterns.

Parks and Open Space - A description of all public (municipal, county, state, and federal) and privately-owned lands that have been dedicated for or committed to parks or open space use.

Map Requirement - The description shall include a Parks and Open Space Map that shows lands that have been dedicated or committed for park or open space use.

Building Inventory - A description and analysis of key buildings in the area, including: building name, levels, gross square footage, original use, current use, condition, and ownership.

Map Requirement - The description shall include a Building Inventory Map that shows the location of key buildings.

Historic or Archeologically Significant Areas - A description and analysis of historic or archeologically areas, sites, districts, or structures that are of local, state or federal significance.

Map Requirement - The description shall include a Historic or Archeologically Significant Areas Map that shows resources of historic significance (may be shown as part of the Building Inventory Map).

Transportation Systems - A description and analysis of the types of transportation systems (vehicular, rail, subways, air, navigable waterways, esplanades) in the study area and the types of users (truck, car, bus, ferry, train, subway, recreational and commercial vessels, pedestrian, bicyclists, etc.).

Map Requirement - The description shall include a Transportation Systems Map that shows primary transportation networks and systems.

Infrastructure - A description and analysis of the area's infrastructure (water, sewer, storm water, etc.) and utilities including location, extent, condition and capacity. This description and analysis will also include parking lots and garages.

Map Requirement - The description will include an Infrastructure and Utilities Map that shows the areas primary infrastructure.

Natural Resources and Environmental Features - A description and analysis of the area's natural resource base and environmental features and current conditions including, but not limited to:

upland natural resources and open space; geologic, soil and topographic resources; surface waters and tributaries, groundwater resources and use; wetlands; flood plains; erosion hazard areas; fish and wildlife habitats; air quality maintenance areas; visual quality; agricultural lands; and locally, state, or federally designated resources.

Map Requirement - The description shall include a Natural Resources and Environmental Features Map that shows the location of primary natural resources and environmental features.

C. Economic and Market Trends Analysis

An economic conditions and market trends analysis that, when combined with the inventory and analysis, will sufficiently and thoroughly justify a range of realistic future land uses to occupy the study area and strategic sites that are targeted for redevelopment. Future land uses must be economically viable, compatible, and appropriate for the area targeted for redevelopment.

The economic analysis shall include existing and projected socio-economic conditions within the municipality and the region, and consider the following: population; labor force and earnings; employment (public and private); transportation factors; land available for development; types of potential future land uses most appropriate for the study area; development impacts; and a description of benefits such as employment, impact on the area targeted for redevelopment, municipal tax revenues, economic benefits from construction and subsequent business operations, and economic

multipliers to the municipality and region from desired end land uses.

The economic and market trends analysis may consist of a macro (state and regional) and micro (neighborhood, street, block, site specific) analysis. If a macro analysis is conducted, the contractor shall consult with the NYS Empire State Development Corporation and the NYS Department of Labor and other sources identified below to obtain the most up to date and relevant information on macro-economic issues, such as national, state and regional business, labor and employment trends. The analysis shall include a micro-economic and real estate trends analysis that addresses issues and opportunities at the municipal, neighborhood, block and site specific levels relevant to the proposed BOA.

Additional sources upon which the economic analysis will be prepared may include but not be limited to:

- telephone surveys and interviews with local business owners, chamber of commerce, appropriate civic groups, and municipal officials
- local, county, regional planning boards
- county or regional economic reports and assessments
- local or regional visitors and convention bureaus
- local, county, state, or metropolitan transportation bureaus or councils
- recreational and commercial boating organizations and reports
- maritime trade organizations and associations
- county assessor's office
- New York State Department of Labor, Division of Research and Statistics
- New York State Division of Equalization and Assessment
- New York State Department of Commerce
- American Planning Association
- U.S. Bureau of the Census
- U.S. Census Transportation Planning Package
- U.S. Census of Retail Trade
- U.S. Immigration and Naturalization Service
- U.S. Department of Commerce, Bureau of Economic Analysis; Metropolitan Statistical Area Projections; Patterns of Metropolitan Area and County Population Growth; RIMS-II economic multipliers for specific counties
- U.S. Army Corps of Engineers, Waterborne Commerce of the United States

Economic and market trends analysis may include initial financial feasibility assessments necessary to address an issue or to advance projects in the BOA, or to lead to preconstruction activities and construction-ready projects.

D. Relocation Feasibility Assessment

An initial feasibility assessment to address the relocation of the County Highway Department in anticipation of potential preconstruction activities for redevelopment and reuse more compatible with the existing uses within the area.

E. Key Findings and Recommendations

A thorough description and analysis of opportunities, and redevelopment potential for properties located in the proposed BOA. Emphasis is to be placed on the identification and reuse potential of strategic brownfield sites that may be catalysts for revitalization.

F. Graphics and Illustrative Materials

Conceptual plans, elevation drawings, section drawings, perspective drawings to convey to municipal leaders, community-based organizations, residents, and investors how strategic sites, streetscapes and other areas of interest have the potential to appear after development or improvements are completed.

G. Summary Analysis, Findings, and Recommendations

A summary analysis and subsequent findings shall be prepared based on the more thorough analysis produced as a result of the tasks described above, including a review of existing comprehensive plans and/or economic development reports or strategies, and shall include, but is not limited to, the following:

- an analysis and findings based in part on the economic and market trends analysis, that provides an in-depth and thorough description of existing conditions, including an assessment and summary of existing land use and zoning;
- an analysis and findings of reuse and development opportunities and needs for properties located in the proposed BOA, with an emphasis on the identification and description of reuse and redevelopment opportunities, for strategic sites that have been identified by the community as catalysts for revitalization;
- identification of strategic brownfield sites that are potential candidates for site assessment;
- an analysis and findings that shall include anticipated end or future land uses including residential, commercial, industrial, recreational or cultural, and a clear comparison of proposed uses and necessary or desired zoning changes to existing land use and zoning;
- an analysis and findings regarding publicly controlled and other lands and buildings which are or could be made available for development or for public purposes;
- an analysis and findings regarding potential interim land uses for strategic brownfield sites that have been identified by the community as catalysts for revitalization;
- anticipated future use of groundwater; and
- an analysis and findings of necessary infrastructure improvements and other public or private measures needed to stimulate investment, promote revitalization, and enhance community health and environmental conditions.

Provide a series of key recommendations, including proposed specific actions and techniques to be undertaken, to serve as the basis for the Implementation Strategy scope of work.

Product: A complete narrative of the Analysis of the BOA, and all required maps, as described in Task 4.3 above. The narrative and associated maps will be presented in the draft Nomination as Section 3.

Task 4.4: Review of Strategic Brownfield Sites

Prior to completion of the summary analysis and findings, the contractor shall complete an assessment of environmental contamination on key sites for redevelopment to identify strategic brownfield sites. The contractor shall hold discussions with DEC and DOS regarding the identified strategic brownfield sites which may be candidates for site assessment funding. The recommended discussions will serve to aid in prioritizing the sites that may be eligible for Site Assessment funding or technical assistance under BOA, the State's remedial programs (i.e., Environmental Restoration Program, or Brownfield Cleanup Program), or other programs.

Product: List of candidate sites to be considered for Site Assessment funding. Task 4.5:

Interagency/Partner Engagement

The contractor and the DOS shall, as appropriate, coordinate a discussion of opportunities for implementation of the BOA with potential partners from a variety of sectors.

Product: Report summarizing points of agreement regarding necessary actions for the successful implementation of the BOA Plan.

Task 4.6 Implementation Strategy

The contractor shall identify short- and long-term projects and activities to advance intended development and/or implementation of the BOA revitalization strategy including, but not limited to: housing, retail, mixed use, industrial, recreational, cultural, infrastructure, and public amenities. Information presented for each project or activity should include at least: responsible party(ies), estimated cost, possible funding sources, a timeframe for implementation, and any interim pre-development activities that may be required.

Product: Summary and matrix of prioritized projects and activities to advance revitalization of the study area.

Component 5: Completion and Distribution of the draft Nomination

Task 5.1: Draft Nomination and Executive Summary

The contractor shall prepare a draft Nomination incorporating the approved products described in Component 4 and presented in a format that may be prescribed by DOS.

The Executive Summary shall include, in no more than fifteen (15) pages, the following:

- Community and project overview and description, including the study area boundary;
- The community's vision for the area, major goals and objectives;
- Public participation process;

- Conditions, opportunities and assets in the study area and key natural resources;
- Economic niche or economic opportunities based in part on economic and market trends;
- Strategic sites and associated redevelopment opportunities; and
- Key findings and recommendations.

The draft document shall be submitted to DOS for review and comment, and all comments shall be reflected in the draft Nomination. The contractor must submit both a hard copy and an electronic copy of the draft Nomination.

Product: Draft Nomination.

Task 5.2: Draft Nomination and Executive Summary

The contractor shall prepare a draft Nomination and Executive Summary, reflecting the comments received by the grant recipient and the DOS.

Product: Draft Nomination and Executive Summary. **Component 6: Final Nomination and**

Application for Designation Task 6.1: Public Meeting

In consultation with DOS, the contractor shall conduct a public information meeting to solicit public input on the Nomination. A written summary of public input obtained at this meeting shall be prepared.

Products: Public meeting held, minutes/summary of meeting prepared. Task 6.2: Preparation of Final Nomination

Based on comments received during the review period, the contractor shall prepare a final Nomination. The final Nomination shall be submitted to DOS for review and approval. All comments must be addressed to the satisfaction of DOS in subsequent versions of the final Nomination.

Product: Final Nomination approved by DOS Task 6.3: Application for Designation

Upon completion of all tasks and receipt of acceptable report products, the contractor may submit an application for designation of the BOA. The application for designation of the Brownfield Opportunity Area shall include the following materials:

- Letter of request: A cover letter requesting consideration by the Secretary of State for a determination to designate a Brownfield Opportunity Area.
- Public Notice and Presentation of Supporting Documentation: Documentation demonstrating required public participation has been completed.
- Complete BOA Nomination: A complete BOA Nomination document that presents a plan for the revitalization of the proposed BOA should be submitted both electronically and in hard copy. The hard copy should be provided in a 3-ring binder, with a cover sheet to indicate the location of the required elements within the Nomination document. A pdf of the Nomination suitable for web posting must also be submitted.

- A digital map of the area proposed for BOA designation, submitted in ESRI Shapefile or Geodatabase format.

Product: Completed application for designation of the BOA Program and a complete designation package.

Component 7: NYS Environmental Quality Review

The Contractor’s preparation and adoption of a nomination funded through the Brownfield Opportunity Area (BOA) program should comply with the State Environmental Quality Review Act (SEQRA). The Contractor is the Lead Agency for purposes of SEQRA. The Lead Agency shall prepare, distribute and file a Full Environmental Assessment Form for purposes of evaluating the importance/significance of the impacts associated with preparing and adopting a BOA nomination. Upon completing the Full Environmental Assessment Form, the Lead Agency shall make a Determination of Significance in accordance with SEQRA and its regulations. If the Determination of Significance results in a Positive Declaration, the Lead Agency shall prepare a Draft Generic Environmental Impact Statement for the Draft BOA nomination in accordance with SEQRA and its regulations and guidelines. If the findings of the Determination of Significance are such that the BOA nomination will not have at least one 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 and its regulations. The Contractor shall determine whether a SEQRA public hearing will be held on the Draft BOA nomination. Completed SEQRA documents for the BOA nomination actions shall be submitted to the Department.

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 Lead Agency, with the assistance of the consultant, shall prepare a Draft Generic Environmental Impact Statement for the Draft BOA nomination in accordance with the SEQRA regulations and guidelines. If a Draft Generic Environmental Impact Statement is prepared, a SEQRA public hearing shall be held and the hearing notes should be submitted to the Department.

Component 8: Project Reporting

Task 8.1: MWBE Reporting

In accordance with Attachment A-1, Part I, Section M, Paragraph 6, Contractor shall be required to use the New York State Contract System (“NYSCS”) to record payments to subcontractors (including a breakdown of payments issued to state-certified MWBE firms) and otherwise report compliance with the provisions of Article 15-A of the Executive Law and regulations in relation to funds used pursuant to this Agreement. Contractor shall be required to submit utilization plans in paper format until such time as submission is made available through the NYSCS and notification of such availability is provided to Contractor by the State. Upon such notification by the Department, Contractor shall submit required utilization plans through the NYSCS. So long as Contractor complies with the reporting requirements stated above in the manner directed by the Department, the requirement of Attachment A-1, Part I, Section M, Paragraph 6 for paper filing of Quarterly Reports shall be waived. Technical assistance for

use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newycontracts.com> by clicking on the “Contact Us & Support” link.

In the event Contractor does not have the capacity to use the NYSCS in the manner required above, an exception may be granted by the Department of State upon Contractor’s written request and showing of good cause to allow for paper reporting. If such an exception is granted by the Department of State, paper reporting in a manner and form directed by the Department shall be required including but not limited to the submission of Quarterly MWBE Contractor Compliance Report (Form F) forms in accordance with Section M, Paragraph 6, of Attachment A-1.

Products: Ongoing reporting through NYSCS during the life of the contract. Task 8.2:

Project Status Reports

The contractor shall submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products: Completed project status reports during the life of the contract. Task 8.3:

Final Project Summary Report

The Contractor shall work with the DOS project manager to complete the Final Project Summary Report form. Final payment shall not be authorized until these forms have been completed and filed with project deliverables.

Products: Completed Final Project Summary Report. Task 8.4: Revitalization Strategy Report

The contractor shall draft a brief, one- or two-page summary of the revitalization strategy to be used in presentations to various stakeholders. The project summary shall include:

- Community Context and Project Description -- a one- to three-paragraph description, including a brief history of the community’s development and a description of current conditions, the size and character of the study area, primary redevelopment objectives and specific issues being addressed in terms of redevelopment, community revitalization, job creation, public infrastructure, amenities, and natural resources protection or enhancement.
- Accomplishments—a description of significant projects undertaken to advance implementation of the revitalization strategy, and associated public and private investments.

- Next Steps - a list of activities to advance intended development and/or implementation of the BOA revitalization strategy including, but not limited to: housing, retail, mixed use, industrial, recreational, cultural, infrastructure, and public amenities.

Product: Completed revitalization strategy report.

4. Project Management and Responsibilities

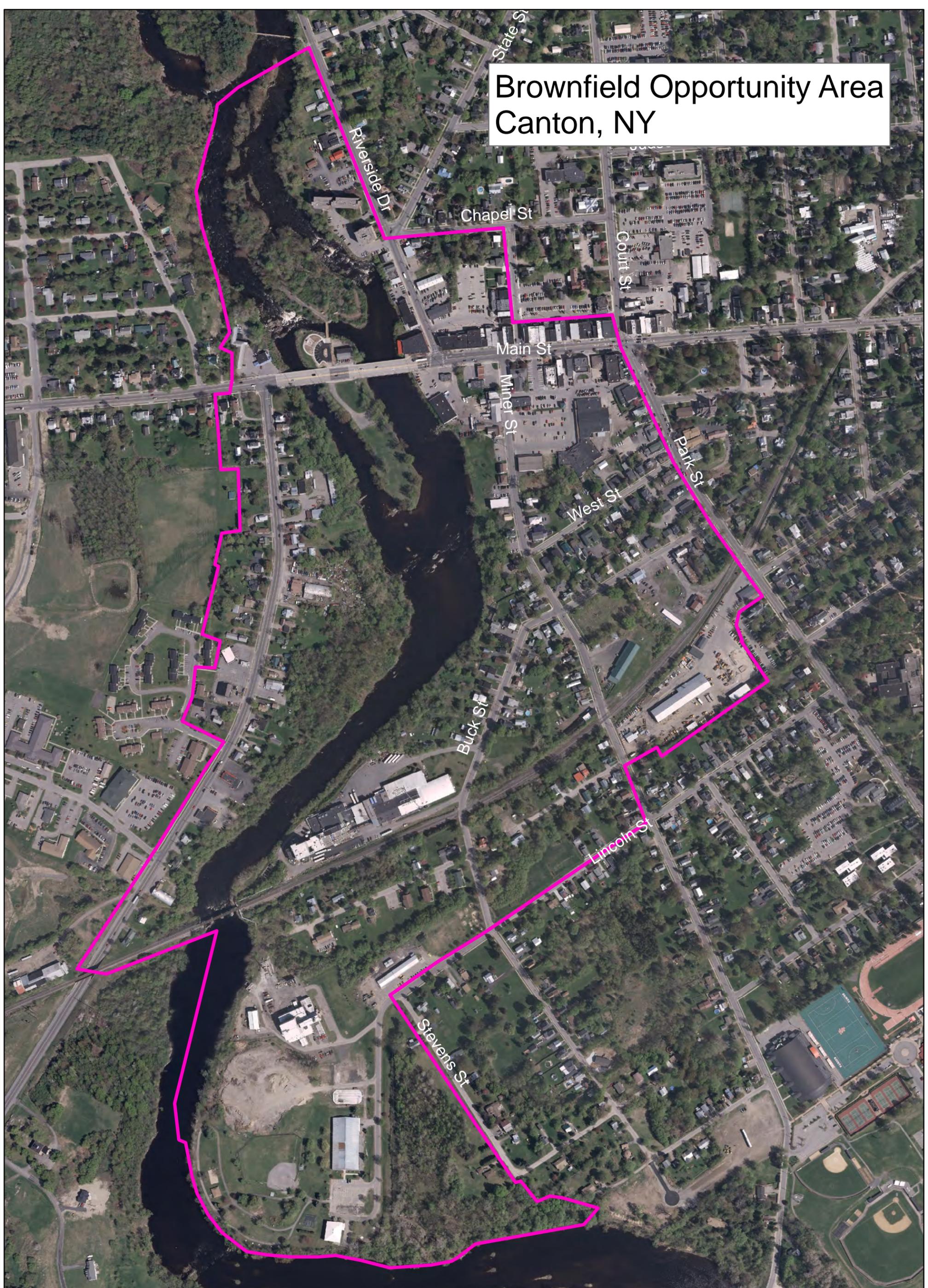
The Contractor:

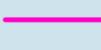
- will be responsible for conducting all project work in conformance with the Work Plan referenced in the executed contract with the DOS.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and sub consultants.
- will certify to the DOS that the procurement for project consultants and subcontractors was achieved through a competitive process.
- will receive approval from the DOS for any and all consultant subcontracts before beginning project work.
- will be responsible for submission of all products and payment requests.
- will be responsible for coordinating participation and soliciting comments from local government personnel, project volunteers, and the public.
- will keep the DOS and DEC informed of all-important meetings for the duration of this contract.
- will ensure that all products prepared as a part of this work plan shall include the NYS Comptroller's Contract #.
- will ensure the project objectives are being achieved.
- will ensure that comments received from the DOS, other agencies, and the project steering committee, or other advisory group, are satisfactorily responded to and reflected in subsequent work.
- will recognize that payments made to consultants or subcontractors covering work carried out or products produced prior to receiving approval from the DOS and will not be reimbursed unless and until the DOS finds the work or products to be acceptable.
- will participate, if requested by DOS, in a training session or sessions focused on developing and implementing revitalization strategies.

The Department of State:

- will review and approve or disapprove of subcontracts between the Contractor and consultant(s) and any other subcontractor(s).
- will participate in initial project scoping and attend meetings that are important to the project.
- will review all draft and final products and provide comments as necessary to meet project objectives.

Brownfield Opportunity Area Canton, NY



 Brownfield Opportunity Area Boundary



July 2011

This map was prepared for the Town and Village of Canton and the NYS Department of State with state funds provided through the Brownfield Opportunity Areas program.

