



**TOWN OF CANTON, NY
REQUEST FOR PROPOSALS**

**Oswegatchie River
Local Waterfront Revitalization Program, Part 1**

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Town of Canton
60 Main Street
Canton, NY 13617

Deadline for submission:
Friday, December 27, 2019 4pm

Town of Canton, New York
Oswegatchie River - Local Waterfront Revitalization Program, Part 1
Request for Proposals

I. Summary

The Town of Canton is soliciting proposals for a qualified consultant to prepare Part 1 (Public Participation Plan, LWRP Boundary Description, Inventory and Analysis, and the first Public Information Meeting) of a Local Waterfront Revitalization Program (LWRP) for the Oswegatchie River pursuant to the provisions of New York State Executive Law, Article 42. The LWRP will reflect the strategic plans developed by the North Country Regional Economic Development Council to advance economic priorities, promote tourism, and provide approaches to build greater community resilience.

The Town of Canton will partner with the Towns of Oswegatchie and DeKalb and the Villages of Rensselaer Falls, Heuvelton and Richville in St. Lawrence County located along approximately 33 miles of the Oswegatchie River. The primary waterfront issues to be addressed by the municipalities in the LWRP have been preliminarily identified as expansion of public access and recreational opportunities while protecting sensitive natural resources; protection of scenic vistas; shoreline stabilization; public education about the benefits the rivers provide to the communities; tourism promotion, job creation and small business growth; an increase in community involvement in the planning process; coordination of development with neighboring communities and allowing for greater collaboration among the key participants who will realize the benefits of this initiative.

The Town of Canton has been awarded a grant in the amount of \$24,000 by the Department of State with funds provided under Title 11 of the Environmental Protection Fund to complete the project. Canton has established an Advisory Committee to oversee and guide the LWRP development. The selected consultant will work closely with the Committee throughout the duration of the contract.

All valid submissions must be **received by 4 PM December 27, 2019.**

II. Scope of work, products and deliverables

As enumerated in the Department of State Contract Work Plan:

Local Waterfront Revitalization Plan (LWRP) for the Oswegatchie River: Part 1

Task 18: Second Project Meeting

In consultation with the Department of State (Department), the Town (Contractor) shall hold a second project meeting with the consultant(s) selected to prepare the LWRP and include the Waterfront Advisory Committee to review project requirements, site conditions, and roles and responsibilities; identify waterfront and harbor management planning issues, new information needs and next steps; and transfer any information to the consultant(s) which would assist in completion of the LWRP. Information on preparing a Local Waterfront Revitalization Program is contained in the Department's

guidebook "Local Waterfront Revitalization Programs in the Coastal Area: Guidance Manual for Preparing Local Programs"
<https://www.dos.ny.gov/opd/programs/pdfs/LWRPPPreparationGuidanceMarch2019.pdf>.

Project partners at this meeting will review the LWRP preparation process, including compliance with SEQRA, and identify SEQRA lead agency and involved agencies. The Contractor or its 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 Department approval of the proposed approach as outlined in the meeting summary.

Products: Project meeting held with appropriate parties. Written meeting summary outlining agreements/understandings reached.

Task 19: Preparation of a Community Outreach Process and Plan

The consultant(s), the Waterfront Advisory Committee, and other partners as appropriate, shall prepare a method and process to encourage community participation in development and implementation of the LWRP. At a minimum, the process shall include at least three public workshop type meetings to be conducted during the plan development. The outreach 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 online notices.

The outreach plan shall be submitted to the Department for review and approval.

Product: Approved community outreach plan.

Task 20: Draft Section I - Waterfront Revitalization Area Boundary

The consultant, and other project partners as appropriate, shall prepare a narrative description and map of the waterfront revitalization area which includes surface waters and underwater lands. The waterfront revitalization area should include those portions of the water body within the municipality, as well as adjacent upland which affects the water body through drainage, viewshed, and any other factors. References to the Inventory and Analysis section justifying the inclusion of particular areas should be included in this section if beneficial for increased understanding. The narrative must be accompanied by a boundary map showing the proposed waterfront area.

Draft Section I shall be submitted to the Department for review and approval.

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

Task 21: Draft Section II - Inventory and Analysis

The consultant shall inventory, describe and map existing natural and built resources and conditions within the waterfront revitalization area. (See Chapter 4 of the Making the Most of Your Waterfront: Enhancing Waterfronts to Revitalize Communities Guidebook.) In addition, this section must provide a thorough analysis of waterfront issues, opportunities, and constraints to economic development and resource protection needs. This section will reflect the strategies developed by the North Country Regional Economic Development Council for economic growth and development in the region, and provide a reasonable assessment of the vulnerable resources and potential risks associated with storms, flooding, and the effects of climate change. The inventory and analysis must be broad enough to ensure consideration of all-important waterfront resources, problems and opportunities and detailed enough to support development of a specific and realistic LWRP. The inventory and analysis will utilize and build on information collected for the Oswegatchie River Blueway Trail Plan.

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

- Identification and assessment of existing land use, development, and economic strengths, weaknesses, and opportunities for ongoing economic revitalization
 - Land use and ownership patterns (public and private), including underwater lands
 - Abandoned, deteriorated, or underused sites and buildings
 - Agricultural lands
- Identification and assessment of existing water-dependent uses and related issues
 - Commercial, industrial, and recreational water-dependent uses (such as ferries, marinas, boat yards, transshipment facilities, swimming areas, vessel anchorage and mooring areas, commercial or recreational fishing or shell fishing areas and uses)
- Identification and assessment of existing zoning and other relevant local land use and development controls
 - Zoning code, subdivision review, site plan review, and design standards, etc.
- Identification and assessment of existing and desired open spaces, public access sites, and recreation and tourism resources
- Identification and assessment of the condition of infrastructure
 - water supply, stormwater and sewage treatment, vessel waste facilities, solid waste disposal, transportation systems, energy production and transmission, shoreline stabilization infrastructure, such as bulkheads, docks and docking facilities and underwater infrastructure and structures, such as cables and pipelines
- Identification and assessment of federal, State and/or locally-designated historic and scenic resources
 - National Register sites and districts, Scenic Areas of Statewide Significance, locally designated resources, and archaeological resources such as shipwrecks and historic dry docks
- Identification and assessment of natural resources, topography, hydrology, and geology
 - NYS Significant Coastal Fish and Wildlife Habitat areas, locally important fish and wildlife habitats, wetlands, water courses, landscape features, steep slopes, minerals, State-designated Coastal Erosion Hazard Areas, federally identified

flood-hazard areas, etc.

- Asset inventory: natural resource assets and critical infrastructure and systems that have been, or will be, affected by flooding or other climate change hazards
- Identification of actions that reduce the capacity of natural protective features to reduce risk
- Risk assessment: assessment of risks to key assets and systems - including impacts to wetlands, habitats and other natural resources; and, water supply, sewage treatment plants, combined sewer overflows, electric utilities, transmission lines, dams, shoreline stabilization infrastructure and other in-water structures, transportation systems, critical facilities, and other valuable community assets
- Needs and Opportunities Assessment: determine short- and long-range needs and opportunities to enhance resilience to future storms
- Identification and description of socially vulnerable populations, such as elderly, young, non- English speaking, low-income or unemployed.
- Identification and assessment of issues related to water quality and flooding
 - Point and non-point sources of pollution
 - Water quality classification
 - Impervious surface area, vegetated stream buffers, flood storage capacity and forested land cover
 - Existing infrastructure or actions that may cause adjacent or downstream flooding impacts
- Assessment of issues related to navigation and dredging
- Summary of the existing authorities of federal, State, regional, and local agencies that have jurisdiction in the waterfront revitalization area. For example:
 - the National Oceanic and Atmospheric Administration, the U.S. Coast Guard, U.S. Army Corps of Engineers, and the Department of Interior;
 - the State Departments of State, Environmental Conservation, Health and Transportation and the Offices of General Services and Parks, Recreation, and Historic Preservation;
 - agencies of each city, town, or village, or the county if the county regulates activities in the waterfront revitalization area;
 - code enforcement officers, building inspectors, police departments or sheriff's office.

Draft Section II shall be submitted to the Department for review and approval.

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

Task 22: First Public Information Meeting

Following completion of the initial drafts of Section I - Waterfront Revitalization Area Boundary and Section II - Inventory and Analysis, the consultant shall conduct a public information meeting regarding the identified local waterfront issues and opportunities and solicit public input regarding the completeness and accuracy of Sections I and II.

Products: Public information meeting held. Minutes of the public meeting.

Task 30: MWBE Reporting

In accordance with Appendix A-1, Part I, Section M, Paragraph 8, 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 Appendix A-1, Part I, Section M, Paragraph 7 of this Agreement 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.newnycontracts.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 7, of Appendix A-1 of this Agreement.

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

Task 31: Project Status Reports

The Contractor or its consultant(s) 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 submitted to DOS during the life of the contract.

Task 32: Final Project Summary Report and Measurable Results forms

The Contractor or its consultant(s) shall work with the Department project manager to complete the Final Project Summary Report and Measurable Results forms. Final payment shall not be authorized until these forms have been completed and filed with project deliverables.

Products: Completed Final Project Summary Report and Measurable Results forms submitted to DOS.

Project Deliverables and Format

All materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project. The materials must include the Department of State logo and the following acknowledgment:

"This (document, report, map, etc.) was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund."

All required products submitted to the Department of State, must be clearly labeled with the NYS Comptroller's Contract #. The Consultants shall submit:

- Draft products: two paper copies of each product. In addition, all draft products must be submitted as an electronic copy in Microsoft Word and Adobe Acrobat Portable Document Format –PDF (created using 300 dpi scanning resolution).
- Final products: two 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 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, the Department of State contract #, and project title.
- Electronic data for all Geographic Information System-based mapping products must be included in either ArcGIS format, or similar product acceptable to the Department of State, and comply with the requirements for Contract GIS Products.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Department of State) as well as in JPEG or GIF format.
- Pictures and photographs must be dated and captioned with the location and a brief description of the activity being documented. Electronic data for all pictures and photographs must be submitted in JPEG or GIF format or other similar product acceptable to the Department of State.

The contributions of the Department must also be acknowledged in community press releases and other notices issued for the project, including web site postings and other forms of digital distribution. Project press releases and other notices shall be submitted to the Department for review and approval prior to release, to ensure appropriate attribution.

III. Qualifications

The Consultant should have, at a minimum, the following experience:

- Has conducted projects similar in scope and objectives to this RFP; AND demonstrates relevant experience in the following subject areas:
 - Urban design
 - Landscape architecture and/or parks design
 - Branding and marketing of places

- Public Engagement
- Familiarity with Oswegatchie Waterfront related initiatives.

IV. Proposal requirements

Please organize your response to this RFP as described in this section. At a minimum, your response should include the following sections:

- A) Cover Letter
- B) Firm Information
 - Company Information
 - Project Team and Resumes
 - Subcontractor Information (team and resumes), if applicable
 - Relevant Experience
 - References
- C) Cost
 - Detailed cost estimate for the preparation of the complete LWRP Part 1
 - Hourly rates/billing structure used to prepare proposed cost estimate
- D) Ability to satisfy Minority and Women-Owned Business Enterprises utilization requirements
- E) Additional Information (Optional)
 - In a separate section of the proposal, please include any additional information that you think is relevant to this RFP and will be helpful to the Town in evaluating your proposal, i.e. sample of work, etc.

A short list of qualified consultants will be determined based upon an evaluation of each proposal the following criteria:

- Quality and completeness of the response.
- Understanding of the project.
- 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.

Consultants will be selected by a 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 committee will review these assessments and other factors to identify firms to be short-listed to deliver presentations.

Presentations are tentatively scheduled for Monday January 13, 2020 between 4-8pm. Each selected firm will be given 45 minutes to deliver a presentation including questions.

Presentation format is at the discretion of the presenter, and can be delivered either in person, or via video conference. Key managerial personnel, as well as key personnel working on the project must be present.

V. Timeline

The Town's anticipated timeline for this project is as follows:

- RFP response deadline	December 27, 2019
- RFP review, presentations, consultant selection	January 13, 2020
- Board approval	January 15, 2020
- Project completion	June 30, 2020

VI. Minority/Women Business Enterprise Requirements

Funding for this project is being provided by the New York State Department of State with funds provided under Title 11 of the Environmental Protection Fund. The selected consultant must comply with all provisions in the contract between the NYS DOS and the Town, including the DOS Minority and Women-Owned Business Enterprises (MWBE) goals. NYS DOS has established an overall MWBE participation goal of 30% with 15% from Minority-Owned Business Enterprises (MBE) and 15% from Women-Owned Business Enterprises (WBE). Respondents must demonstrate how they expect to achieve these goals.

VII. Submission

All valid submissions must be **received by 4 PM December 27, 2019**. Five paper copies and a thumb drive with a saved copy mailed or delivered to:

**Town of Canton
Office of Community Economic Development
60 Main Street
Canton, NY 13617**

Questions about this request can be submitted to:

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

Issuance of this RFP does not commit the Town to award any contract, to pay any costs incurred in preparation and/or submission of a proposal, or to procure or contract for services or supplies. All proposals submitted shall become the property of the Town of Canton. The Town reserves the right to, at any time, cancel this RFP, reject any or all responses to this RFP, to modify scope of work, to re-advertise for new RFP responses, or to award contract to any party it deems best. The project related timeline mentioned above is tentative and the Town reserves the right to modify/delay the project timelines, in part or full, as and when it deems necessary.