



**Request for Proposals of Consulting Services
for the City of Plattsburgh
Zoning and Subdivision Code Update
Date of Issuance: August 31,2022
Proposal Deadline: September 28, 2022**

OVERVIEW

The City of Plattsburgh is seeking proposals from qualified consultants (“Consultant”) to assist City staff in performing a comprehensive update to the City’s Zoning Code, Zoning Map, and Subdivision Code to reflect the Vision, Objectives, and Implementation Plan within the City’s recently updated Comprehensive Plan.

LOCATION

The City of Plattsburgh, herein referred to as the “City”, is the county seat of Clinton County, New York and population center of the greater Plattsburgh Micropolitan Statistical Area. The City comprises an area of ~6.564 mi² (including water) and as of the 2010 census, has an estimated population of 19,989. Located ~60 miles south of Montreal, Plattsburgh is a large shopping and vacation location for Canadian tourists and has been fondly referred to as Montreal’s suburb. It is accessible by all modes of transportation; Interstate I-87—a major north-south highway—runs parallel just west of the City, Route 9 and Route 22 are additional highways that traverse the City north to south, and a variety of major highways approach the City from the west. Opened in 2006, the Plattsburgh International Airport is located south of the City’s Downtown. The airport is classified by the federal government as an essential air service site and has recently completed major expansion. An Amtrak station with service to Montreal, Albany, and New York City is located in the Dock Street corridor. There is a Greyhound bus terminal located off I-87 exit 39 as well as access to Vermont via ferry from Cumberland Head both only about 5 minutes north of the City. The Plattsburgh Boat Basin more centrally located, welcomes visitors via boat from as far as they can travel to the City’s shoreline, and into the downtown through its boatyard which connects to City walks, parks, trails, and roads. The City-wide bus system main terminal is located in the center of Downtown, blocks from City Hall with routes connecting to a variety of other locations throughout the City, and County.

BACKGROUND

The existing Subdivision and Zoning Code for the city was developed in the late 1990s to promote orderly, economical, and desirable development in the community and to protect and enhance the value of property and life in the city. The Zoning and Subdivision Code has undergone numerous updates to address new issues that arise in the city as well as deficiencies in the existing code. A copy of the current Subdivision (Chapter 300) and Zoning (Chapter 360) Code can be found on the city’s website at <https://ecode360.com/PL0920>.

The City is in the process of finalizing a major update to its comprehensive plan. A copy of the draft Comprehensive Plan can be found at <https://cityofplattsburgh-ny.gov/department/community-development/lwrp-comprehensive-plan-zoning-update> which is located on the City’s website, under current Community Development Initiatives. The implementation strategy from the plan identifies a zoning update as the first action to be taken to achieve the goals of the community, stating, “The importance of this task cannot be overstated and the opportunity to implement substantial and lasting reforms must be seized by the community.” The draft Comprehensive Plan identifies over 35 objectives, policies, and implementation recommendations related to the zoning code to guide the city toward achieving the community’s goals.

The current zoning code is a typical Euclidean Code with emphasis on land use separation and density control. The update to the zoning code would take an in-depth analysis of the code and modernize it to fit the goals,

policies, and implementation strategies of the city's updated comprehensive plan. The City aims to prepare a land use planning and regulatory approach that positions the community to welcome and foster new residents and businesses, while preserving and improving quality of life. In addition to these objectives, other overarching goals illustrated within the recent draft Comprehensive Plan include: placemaking and beautification of public spaces, promoting sustainably increased density, increasing flexibility in housing regulations, improving and encouraging diverse transportation models including walkability and biking, and embracing neighborhood-scale mixed use developments. The draft Comprehensive Plan recommends consideration of a hybrid form-based code approach to achieve these goals.

Issues with current code:

- Can be difficult to navigate due to its lack of organization.
- Sections of the code are outdated and reference items that are no longer relevant.
- Due to numerous amendments made over the years some sections are not consistent with other sections of the code.
- The code can be difficult to interpret and contains standards that are difficult to administer.
- Area and bulk control tables lack historical context and evident justification.

The following are overarching goals of the update to the zoning code:

- Design the code to be user-friendly – easy to navigate, understand, administer, and interpret.
- Incorporate diagrams, tables, graphics, and illustrations that clarify and enhance understanding of relevant code sections.
- Address where the code is silent and where regulations are lacking, or conversely, where regulations are overly restrictive.
- Utilize modern and innovative zoning approaches (i.e. form-based, function-based, overlay districts) and design guidelines where appropriate, particularly in the downtown and historic districts.
- Incorporate mixed-use districting to achieve a more walkable community with nearby commercial amenities where appropriate within neighborhoods.
- Advance diverse and flexible housing options, styles, and “missing middle” housing to accommodate housing trends and greater density needs within the city.
- Moving toward lot size maximums, based on context, rather than strictly-applied minimums.
- Moving away from strict parking minimums and allowing flexibility and discretion in the development approval process.
- Streamlining/incentivizing compliant development proposals.
- Combining or aligning all city codes that impact land use with the Zoning Code, potentially through the exploration of a Unified Development Code.
- Ensure compliance with federal and state laws.

SCOPE OF WORK

The City of Plattsburgh has committed a strong professional team of City staff to work with a Consultant to perform tasks. City staff will finalize the scope of work with the selected consultant prior to contract authorization. The Consultant is encouraged to offer alternative approaches or methods for achieving the desired outcome as expressed in the Scope of Work below.

Respondent's proposal shall address each of the following tasks, with a separate cost and timeline for each identified task, using the same identifying language, including any paragraph or section numbers or letters as used in the RFP.

Task 1: Kickoff Meeting

City staff and the Project Advisory Committee will hold a meeting with Consultant to review project requirements, and roles and responsibilities; identify community planning issues; new information needs and next steps; and transfer any information to the consultant(s) which would assist in completion of the updates to the Zoning and Subdivision Codes. Project partners will discuss compliance with SEQRA, and identify SEQRA lead agency and involved agencies. The Consultant(s) shall prepare and distribute a brief meeting summary clearly indicating the agreements/understandings reached at the meeting.

Deliverable(s): Project meeting held with appropriate parties. Written meeting summary outlining agreements/understandings reached.

Task 2: Analysis of City of Plattsburgh Zoning and Subdivision codes, as well as research of codes updated in the last ten (10) years and current best practices utilized in cities with a similar market

- a) Review and analyze City of Plattsburgh codes, along with any preliminary analysis provided by the City.
- b) Canvas Plattsburgh waterfront/ community leaders and committees including the Mayor, City Council, Zoning Board of Appeals, Planning Board, County Planning Board, City Department heads, and Chamber of Commerce to obtain any new or updated data and identify common problems, issues and opportunities.
- c) Conduct best practices and emerging trend research and development to identify options for addressing issues and improving the Code.
- d) Assess the need for revision to Planned Unit Development, Overlay Districts, and Historic Districts.
- e) Assess the advantages of a Unified Development Code and, if it is determined to be advantageous, determine a means to coordinate and consolidate relevant sections of the current City Code including, but not limited to:
 - Subdivision Code (Chapter 300)
 - Streets and Sidewalks Code (Chapter 295)
 - Sewers and Sewage Disposal (Chapter 278)
 - Building Code Administration and Enforcement (Chapter 144)
 - Zoning (Chapter 360)
- f) Present a report to City staff which details options for reorganizing or replacing the Code with a format that will:
 - Best assist the City in achieving its vision as laid out in the draft Comprehensive Plan
 - Be more user friendly
 - Addresses current code deficiencies

Deliverable(s): Findings report describing existing code documents and their relevance to the Comprehensive Plan and identifying preliminary issues and opportunities.

Task 3: Meeting to Discuss Preliminary Findings

The consultant(s) will meet with City staff, and the Project Advisory Committee to present the findings report and discuss areas of the draft Comprehensive Plan in need of updates. An agenda and outline of the report will be provided ahead of the meeting so all attendees can prepare to participate.

Deliverable(s): Project meeting held with appropriate parties. Written meeting summary outlining agreements/understandings, and action items identified.

Task 4: Community Workshop #1

The City, led by its consultant(s), and assisted by the Project Advisory Committee, shall conduct the first public workshop to present the preliminary findings, obtain public input on issues and opportunities in the City of Plattsburgh, and hear ideas from the community on updating the zoning and subdivision code.

The community workshop will be publicized by the City with assistance from the Consultant, and Project Advisory Committee, through press releases, social media, announcements, individual mailings, and any other appropriate means.

Deliverable(s): The Consultant shall provide a written summary of workshop activities and findings to the City for review and acceptance.

Task 5: First Draft of Code Updates and Remapping

- a) Prepare draft updates to the Zoning and Subdivision Codes which draw from previous tasks, comments from the Community Workshops, comments provided by the Project Advisory Committee and the City. These draft revisions shall address, but not necessarily be limited to, the following:
 - a. Permitted uses
 - b. Bulk, density, and area/dimensional regulations
 - c. Zoning district purposes and boundaries
 - d. Zoning map
 - e. Conservation subdivision
 - f. Site plan review standards and procedures
 - g. Open space preservation
 - h. Protection of environmentally sensitive lands
 - i. Shoreline protection
 - j. On-site wastewater treatment
 - k. Water quality and watershed protection
 - l. Nonpoint source pollution management
 - m. Scenic resource protection
 - n. Community design guidelines
 - o. Signage
 - p. Design and building form standards
 - q. Historic site review standards or design guidelines
 - r. Special permit review process
 - s. Administrative procedures

- b) Review the updated code for overall consistency and potential for unintended consequences.
- c) Audit and prepare a brief report through the lens of the Vision of the newly updated Comprehensive Plan and how this draft update addresses the objectives within the Vision.
- d) Ensure the Code is presented as an efficient, easy-to-use document (hard copy and online). Mechanisms such as cross-referencing, illustrations and tables should be used whenever possible to provide examples and enhance understanding of the Code in order to reduce misinterpretations.
- e) Develop the first draft of an associated zoning district map and accompanying dimensional and use regulations.
- f) Present the draft Code, Zoning district map, and accompanying dimensional and use regulations to City staff. Revise based on feedback and additional understandings, as necessary.

Deliverable(s): Draft Zoning and Subdivision Code, and report on how the Code complies with the Comprehensive Plan submitted to the City for review and approval.

Task 6: Community Workshop #2

Conduct a public information meeting to present the draft zoning code and map revisions and to solicit public comments on the draft code revisions

Deliverable(s): Written summary of the second workshop activities and findings.

Task 7: Final Draft Zoning and Subdivision Code and Remapping

The City or its consultant(s) shall prepare the Final Draft Zoning and Subdivision Code and City Map based on feedback provided during the second community workshop and any comments prepared by project partners, the Project Advisory Committee, and the City. The Final Draft Code shall contain all materials developed under previous tasks.

Deliverable(s): Final Draft Zoning and Subdivision Code and City Map submitted to the City for review.

Task 8: Community Workshop #3

Following completion of the Final Draft Zoning, Subdivision Code, and City Map, the City, its consultant(s), and the Project Advisory Committee shall conduct a third community workshop to present the Plan and to solicit public input regarding the completeness and accuracy of the document(s), whether the community vision and goals have been met, and to discuss next steps.

The community workshop will be publicized through press releases, social media, announcements, individual mailings, and any other appropriate means.

Deliverable(s): Written summary of the third workshop activities and findings.

Task 9: County Planning Board Review

The final Zoning and Subdivision Code and City Map revisions shall be referred by the City to the Clinton County

Planning Board for review and recommendations pursuant to Section 239-m of the New York State General Municipal Law.

Deliverable(s): Final Draft Zoning and Subdivision Code and City Map for referral to the Clinton County Planning Board.

Task 10: Final Zoning and Subdivision Law revisions

Prepare the Final Zoning and Subdivision Code Update which incorporate comments and recommendations received from the Project Advisory Committee, the public, the City Council, and the Clinton County Planning Board.

Deliverable(s): Final Zoning and Subdivision Code and City Map revisions submitted to the Department for review and approval with the goal of City Council Adoption.

Task 11: SEQR Compliance

Prepare any materials necessary for compliance with the State Environmental Quality Review Act (SEQR), 6 NYCRR Part 617 through the Determination of Significance for the Zoning and Subdivision Code Update.

Deliverable(s): SEQR documents prepared and submitted to the City for review.

Task 12: Public Hearing(s) and City Council Adoption

The City and consultant(s) shall follow all required procedures under New York State law for obtaining public comment prior to adopting the Zoning Law amendments.

Deliverable(s): Minutes from the public hearings submitted to the City. Satisfaction of all Updated Zoning and Subdivision regulations and adoption of revised Zoning and Subdivision codes by City Council.

PROJECT DURATION

The consultant will be expected to complete the planning process and present the final documents to the City Council within fifteen (15) months from the date of contract execution.

PROJECT BUDGET

The cost of the work shall not exceed **\$250,000**, including all professional services, expenses, overhead, and profit. It is anticipated the work will begin in November 2022 and can be completed in fifteen (15) months. It is anticipated that completion of each task deliverable will serve as the basis for payment. The consultant must submit a brief progress report with each invoice describing the progress on each task.

Consultants must receive written authorization from the City prior to revision of tasks and deliverables detailed above. Any work completed without prior authorization from City staff may not be eligible for payment.

Task order above is not entirely indicative of a timeline or order in which deliverables will be requested.

The City recognizes that there are different approaches that can lead to the desired outcomes that have been noted in this RFP. If, based on the consultant's knowledge and experience, the consultant believes the required scope of work should be changed in any way, the suggested changes should be outlined in their response. Respondents to the RFP are required to include a recommended project approach based on their expertise and experience with similar projects. The City reserves the right to modify the above-mentioned scope of services based on project approaches that may be recommended by respondents, and all RFP document holders shall be notified of such changes.

All documents requested as part of the deliverables, both draft and final products will be submitted to the City with the following considerations:

DRAFT/FINAL DELIVERABLES

Draft Product(s) Deliverable Format: five (5) paper copies of each product. In addition, all draft products must be submitted as an electronic copy in Word and Portable Document Format - PDF (created using 300 dpi scanning resolution).

Final Product(s) Deliverable Format: five (5) 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 Portable Document Format - PDF (created using 300 dpi scanning resolution) and be submitted on a labeled CD-R type CD or single flash drive.

Electronic Data for all Geographic Information System-Based Mapping Products: must be submitted in either ArcGIS format, or similar product, 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), as well as in JPG format.

Photographs and Images: must be submitted in JPG format with a minimum resolution of 300 dpi and must be dated and captioned with the location and a brief description of the activity being documented.

All work produced for this project, preliminary and final, paper and electronic format shall be property of the City of Plattsburgh and can be used by City of Plattsburgh departments.

PROPOSAL SUBMISSION REQUIREMENTS

Responses to the RFP shall include:

- A. Letter of Transmittal (1 page) – a letter of transmittal that includes a single contact, mailing address, telephone number, and email address
- B. Introduction/Summary; (2 pages max) – a short introduction and summary of the company/consultant to include a description of what disciplines are included within the firm.
- C. Scope of Work (15 pages max) – include a detailed work program explaining how the consultant proposes to perform the Scope of Work that includes:
 - a. Each task to be completed

- b. Timeline for each task
- c. Schedule of work products
- d. Proposed budget with:
 - i. Cost breakdown for each work task complete with proposed number of hours to complete each task, assigned staff member, and billing rates
 - ii. Not to exceed fee for services required to fulfill the deliverables described herein
- D. Project Management/Communication (1 page max) – Proposed method of project management and proposed, best means of communication with the City of Plattsburgh about project progress, reviews, and conduct of public meetings
- E. Qualifications and References (10 pages max) – Provide a firm profile that will include the following:
 - a. List of past similar projects completed by firm within the past five (5) years with one (1) reference for each respective project
 - i. Current contact names and telephone numbers for references
 - ii. Summary of project(s)
 - iii. Public involvement in project(s)
 - b. Project team organizational chart
 - i. Resumes for each team member to be assigned to project
- F. Work Sample: A representative work sample completed within the past five (5) years and similar to the work being requested. Sample may be provided digitally as PDF or web link can be provided. One (1) sample is required.

PROPOSAL FORMAT

Submit five (5) complete, hard copies of the proposal and one (1) electronic copy on a flash drive. All submissions become property of the City of Plattsburgh upon submission.

Submissions may be hand delivered or mailed to:

City of Plattsburgh
 Community Development Office
 Attn: Zoning and Subdivision Code Update
 41 City Hall Place
 Plattsburgh, NY 12901

TIMELINE

ACTIVITY	TIME	DATE
RFP Release		August 31, 2022
Deadline for Questions	4:00 PM	September 14, 2022
Response to Questions		September 21, 2022 (posted to City)

		Website)
Proposals Due	3:00 PM	September 28, 2022
Consultant Selection and Notification		November 4, 2022

** Note: All dates are tentative and subject to change. Changes to the timeline shall be included as an addendum to this RFP and posted to the City’s website.*

Questions concerning responses to this RFP must be submitted via email to Elisha Bartlett at BartlettE@cityofplattsburgh-ny.gov and received no later than Wednesday, September 14th.

Answers to all questions will be posted on the City’s website: <http://www.cityofplattsburgh.com/Bids.aspx>.

Submissions must be received by 3:00PM on Wednesday, September 28, 2022
Emailed or faxed submissions will NOT be accepted.

PROPOSAL REVIEW CRITERIA

A selection committee will evaluate the proposals based on the following matrix

Review Criteria	Weight	Max. Points	Points x Weight
Understanding Scope of Work	4	5	20
Past Performance on Similar Projects	3	5	15
Qualifications & Experience of Proposed Staff	2	5	10
Proposed Schedules & Budgets	3	5	15
Ability to complete all project tasks	2	5	10
Overall Strategy and Quality of Proposal	4	5	20
Ability to meet MWBE goals	2	5	10
TOTAL	-	-	100

Secondary interviews may be held by the City with those firms whose proposals received the most favorable scores during the initial round of review completed using the above criteria. In the event the City chooses to conduct such interviews, reasonable best efforts shall be made to ensure a uniform format across all interviews.

Submission of responses by Minority and Women Owned Business Enterprises is strongly encouraged. The selection of the consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The selected consultant shall comply with all applicable federal, state, and local laws and regulations in the performance of service.

MBE/WBE REQUIREMENTS

An overall goal of **30%** for Minority and Women-Owned Business Enterprises (“MWBE”) has been established for an anticipated funding amount of \$100,000 for this project, setting the overall MWBE allocation

requirement at \$30,000. This requirement is further broken down into specific goals of 15% for Minority-Owned Business Enterprises (“MBE”) participation and 15% for Women-Owned Business Enterprises (“WBE”) participation.

For purposes of providing meaningful participation by MWBEs and achieving the Contract Goals established, the selected consultant should reference the directory of New York State Certified MBWEs found at the following internet address: <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>

EEO REQUIREMENTS

The City of Plattsburgh is an Equal Employment Opportunity employer. Successful respondents will be required to comply with the federal Equal Employment Opportunity Act.

INSURANCE REQUIREMENTS

Proof of General Liability Insurance, Automobile Liability, Worker's Compensation and NYS Disability Insurance will be required from the consultant prior to commencing any work.

Liability insurance coverage shall be in the amount of \$2,000,000 aggregate (combined single limit or equivalent), with the City of Plattsburgh named as additional insured.

MODIFICATIONS TO THE RFP

Any material clarifications or modifications to the RFP or the selection process will be made in writing and provided to all persons who submit proposals (“proposer”). It is the responsibility of the proposer teams, before submitting a response to the RFP, to ascertain if the City has issued any notices, clarifications, addenda, or other communications to proposers. Oral explanations or instructions from City staff, officials or consultants shall not be considered binding on the City.

RESERVED RIGHTS

The City reserves the right to:

- Modify or cancel the selection process or schedule at any time.
- Waive minor irregularities.
- Reject any and all responses to this RFP and to seek new proposals when it is in the best interest of the City to do so.
- Evaluate the proposals as to their veracity, substance and relevance to project and seek clarification or additional information from proposer and independent sources as it deems necessary to evaluate the response, including evidence of the Proposer’s financial status.
- Incorporate this RFP and the selected Proposer’s response to this RFP as a part of any formal agreement between the City and the Proposer.

HOLD HARMLESS

By participation in this RFP process, Proposer agrees to hold harmless the City of Plattsburgh, its officers, employees and consultants from all claims, liabilities and costs related to all aspects of the selection process.

PUBLIC INFORMATION

All documents, conversations, correspondence, etc. between the City and Proposers are public information subject to the laws and regulations concerning disclosure that govern the New York State municipalities, unless

specifically identified otherwise.

EXPENSES

All expenses related to any Proposer's response to this RFP, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of the Proposer. The City will not, directly or indirectly, assume responsibility for these costs. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or outside consultant associated with the project for purposes of influencing consideration of a response to this RFP.

INTERVIEW GUIDELINES

After all proposals have been reviewed using the criteria outlined above, interviews may be required to provide the City an opportunity to obtain an understanding of:

- The consultant/firm's depth of knowledge of the subject matter of the RFP and understanding of the City's needs
- The overall proposed work plan and approach to project
- The respondents ability to pull together individuals with the necessary skills and expertise to contribute to the successful completion of the project
- The primary features and benefits of the proposal
- The public presentation skills of the proposers

Interview/presentation format is left to the discretion of the City.

NOTIFICATION OF AWARD

The successful respondent will be notified by phone, followed by written confirmation. For those proposals that are not accepted, respondents will be notified in writing, via email.

The City of Plattsburgh will authorize the award of a contract to the successful respondent. In the event a contract cannot be finalized within thirty (30) days of the award, the City of Plattsburgh reserves the right to enter into negotiations with another respondent.

LIABILITY

The City of Plattsburgh is not liable for any costs incurred by any individual or firm(s) for the work performed to prepare its proposal or for any travel and/or other expenses incurred in the preparation and/or submission of its proposal or participation in subsequent interviews or presentations. Further, the City of Plattsburgh is not liable for any costs incurred prior to approval of the contract.