



Comprehensive Plan

Request for Proposal

(RFP)

Village of Chestnut Ridge, New York

The Village of Chestnut Ridge is soliciting qualified consulting firms to submit a proposal to prepare a Comprehensive Plan for the Village of Chestnut Ridge. The first Village of Chestnut Ridge Zoning Ordinance (the current comprehensive plan) was adopted on May 27, 1987. The Zoning Ordinance has been amended numerous times to date. The Village of Chestnut Ridge is therefore seeking to develop a statutorily adopted Comprehensive Plan, pursuant to the provisions of the New York State Village Law, which will state the community's goals and policies regarding its future in terms of commercial vitality, residential and multifamily housing, open space, community facilities and services, and infrastructure. Particular attention shall be paid to ensuring the preservation of the residential zoning districts, as well the viability of the Village of Chestnut Ridge's non-residential zones, including its retail locations, office zones and industrial areas. The Plan should serve as a guide for orderly growth and change and provide a rational basis for future planning and zoning decisions.

Community Description

The Village of Chestnut Ridge encompasses a land area of approximately 4.97 square miles.

According to the United States Census Bureau, the population of Chestnut Ridge was estimated to be 8,156 in July of 2017, an increase of approximately 3 percent between 2010 and 2017.

The Village of Chestnut Ridge has approximately 2,501 housing units, with 85.2% indicated to

be owner occupied between 2013 and 2017, according to the Census Bureau.

The two main commercial corridors running through the Village are Chestnut Ridge Road and Red School House Road, and there are multiple parcels of undeveloped land along those corridors which provide the opportunity for commercial and/or mixed use development in the future. The Village Board has been cognizant of that development potential, and has undertaken a study of the Red School House Road Corridor over the past eighteen months, which should be used as a tool in developing the Village wide Comprehensive Plan.

The Village of Chestnut Ridge had a median household income of \$94,464.00 in 2017 according to the Census Bureau.

The majority of the residents of the Village of Chestnut Ridge are served by the East Ramapo School District.

SCOPE OF WORK

With the exception of the Red School House Road Corridor Study, no detailed study of existing conditions with respect to the already existing development in the residential and non-residential zoning districts of the Village is available to the Selected Planning Consultant. Therefore, an "Existing Conditions Report" is necessary to provide data collection and mapping, and to focus the consultant on future planning, public outreach and final report preparation.

The Selected Planning Consultant will be asked to meet and report to a Comprehensive Plan Steering Committee, selected by the Village of Chestnut Ridge Board, that represents a cross-section of Village of Chestnut Ridge residents, key stakeholder and professional groups, and members of various Village of Chestnut Ridge committees and professional staff.

The Village of Chestnut Ridge is looking for an experienced firm willing to incorporate new, innovative and state of the art approach to development of the Comprehensive Plan. Demonstrated use of technology to outreach and regularly communicate with the community is extremely important. The final Comprehensive Plan should include a phased and prioritized implementation strategy. The plan should be inspirational, easy to use and easy to understand by utilizing maps, photos and illustrations to tell the story of the Village of Chestnut Ridge.

The following section describes the specific minimum components which should be included in the scope of work. Village of Chestnut Ridge staff will finalize the scope of work with the selected consultant prior to contract authorization. The Village of Chestnut Ridge is open to suggestions other than those items listed which the consultant believes will be of value in producing a viable Comprehensive Plan that will have practical applications for day-to-day planning activities.

COMPREHENSIVE PLAN TASKS

1. Develop an Existing Conditions Report to discuss the impacts of growth patterns and projections. The Red School House Road Corridor Study will assist the Planner in accomplishing this task.
2. Review the current Zoning Ordinance and identify relevant sections that should remain, be revised, or be removed. This review should include recognition of deficiencies of the current Zoning Ordinance, and identification of elements that should be incorporated into the new plan.
3. Prepare all necessary documentation and process the plan through the State Environmental Quality Review (SEQR) regulations. The proposal should describe the firm's approach to SEQRA compliance on this project.
4. Conduct visioning sessions with Village of Chestnut Ridge Board, Planning Board and municipal staff.
5. Provide a broad-based participation plan to solicit input throughout the update process. Conduct at least two "Village Hall" types of meetings to inform and seek input from the entire of the Village of Chestnut Ridge on the Comprehensive Plan process.
6. Conduct a public opinion survey and report. Design and provide results of a statistically significant mailed and/or electronic public opinion survey utilizing guidance provided by the Comprehensive Plan Steering Committee and provide a summary report.
7. Update the existing plan for future development within the Village of Chestnut Ridge with a special emphasis on existing commercial, office, industrial, and multi-family development.
8. Identify strategies that would create a potentially walkable commercial center within the Village of Chestnut Ridge recognizing existing infrastructure limitations.
9. Identify strategies that would encourage the development of a Village of Chestnut Ridge's commercial core or center. Discuss specifically whether encouraging, limiting, or prohibiting formula businesses would be appropriate.
10. Identify strategies that would reduce, or calm, vehicular traffic (e.g., road diet, traffic circles) and create an improved streetscape, enhanced building facades and

pedestrian infrastructure along the Red School House Road corridor.

11. Identify strategies that would repurpose/revitalize industrial zoned land to ensure their continued viability.
12. The Selected Planning Consultant shall consider the impacts of demographic and economic trends in the region and the Village of Chestnut Ridge as identified in the Existing Conditions Report and public outreach sessions. An analysis of the sustainability of the Village of Chestnut Ridge's tax base is a key component of this subject area. Major study areas include the Village of Chestnut Ridge's large commercial properties and office headquarters.
13. Discuss methods to preserve existing open spaces within the Village of Chestnut Ridge.
14. The Selected Planning Consultant shall use the Existing Conditions Report and public outreach to evaluate any resources that may have significant natural resource value to the Village of Chestnut Ridge. Major study areas include air quality issues, water quality issues, wetlands protection, impervious surfaces, steep slope protection and tree preservation. The Selected Planning Consultant shall discuss existing regulations and evaluate whether additional protection of these resources are warranted.
15. Analyze and identify generalized appropriate locations for potential sustainable renewable energy generation. Propose strategies to increase the amount of renewable energy generation within the Village of Chestnut Ridge. The consultant is not expected to prepare energy generation studies, but rather identify potential future study areas and recommendations.
16. Identify viable redevelopment areas within the Village of Chestnut Ridge including infill development and adaptive reuse opportunities and determine redevelopment strategies to initiate the process. Discuss whether a mixed use development overlay zone with increased permitted density and height would be appropriate in any areas with existing central sewer and water infrastructure.
17. Provide a housing element consisting of standards, plans, and principles to be followed in the provision of housing for existing residents and anticipated population growth. In addition, this element should discuss affordable housing, and special emphasis shall be placed on identifying suitable locations for future multifamily housing development.
18. Analyze existing and future parking demand within the Village.. Propose strategies to increase the amount of off-street and on-street parking in existing residential neighborhoods.
19. Analyze pedestrian circulation and identify existing and potential future problem areas

within the Village. Increased pedestrian activity, particularly in future areas of development, and its accommodation, is to be encouraged and planned for future consideration. The consultant is not expected to prepare new traffic or pedestrian studies, but rather identify areas of concern and potential future study areas and recommendations.

20. Define a clear direction of how and where development should occur over the next 10, 15, and 20 years. Determine a specific implementation plan for immediate short and long term action items.
21. Identify potential shared services opportunities and intergovernmental coordination.
22. Identify the need for quality of life neighborhood enhancements such as trees, sidewalks, street lights, and other infrastructure improvements.
23. Discuss whether there is a need to update the Village of Chestnut Ridge's regulations with respect to home occupations given the changing nature of where and how residents work.

IDENTIFY LONG-TERM AND SHORT TERM ACTION ITEMS

The Selected Planning Consultant is expected to provide a Comprehensive Plan that has practical implications and be results-oriented. The Final Report should include prioritized implementation items, projects and programs based upon its findings. An action plan should be developed that identifies both short-term and long-term actions that need to be taken, the responsible agencies, funding strategies, and any estimated costs for implementation items. While the drafting of new laws is not expected in the initial comprehensive plan, the Selected Planning Consultant should specifically identify and make specific recommendations for any zoning amendments, with any sample legislation, if available. A narrative and time-line showing a phased-implementation of any recommendations shall be provided in the Final Report.

COMPREHENSIVE PLAN PUBLIC MEETINGS

The Selected Planning Consultant would meet with a Comprehensive Plan Steering Committee, consisting of approximately 5 members that are representatives of the Village of Chestnut Ridge. For budgetary purposes, the Consultant should anticipate that this committee would meet every 4 weeks in a public meeting. In addition, approximately 4 public visioning sessions should be included in the total cost to prepare the Comprehensive Plan, as well as a Final Report at a Village of Chestnut Ridge Board meeting. The Selected Planning Consultant's primary point of contact will be the Village of Chestnut Ridge Planner, who will coordinate the meetings with the Committee Chair and distribute any Consultant provided information to committee members. The Selected Planning Consultant would be responsible for providing information and facilitating any public meetings, deciding on meeting content,

preparing the public meeting agendas, preparing documents for distribution, and preparing draft and final meeting minutes.

QUESTION AND ANSWER PERIOD

In order to facilitate understanding of the RFP requirements and submittals, a Question and Answer period will be conducted during the submittal process. Questions regarding RFP requirements or submittals may be directed to **Lise Chanin, Village Treasurer**, 277 Old Nyack Turnpike, Chestnut Ridge, NY 10977, or by email to: treasurer@chestnutridgevillage.org, until February 22, 2019.

PRODUCTS AND DELIVERABLES

- Preliminary reports and project updates prepared at all milestones
- One digital copy in Microsoft Word format and PDF format, print-ready graphics included in each preliminary report, 50 color copies of final plan draft for comments, final plan copies to include 50 bound color copies, one unbound color copy, one digital Microsoft Word format and one digital PDF format.
- Maps in ArcGIS format referenced to Village of Chestnut Ridge GIS
- Presentation graphics for public meetings to be determined prior to meeting

PROPOSAL AND CONTRACT REQUIREMENTS

- Submittal address: Village of Chestnut Ridge Clerk's Office, 277 Old Nyack Turnpike, Chestnut Ridge, NY 10977.
- Proposal submittal deadline: March 8, 2019.
- Contact Person: **Lise Chanin, Village Treasurer**
- Number of proposal copies: 12 bound and 1 unbound.
- Evaluation Period: March 2019
- Interview Period: April 2019

RESPONSE TO THIS REQUEST FOR PROPOSAL IS TO BE PROVIDED IN THE FOLLOWING FORMAT:

- Letter of Interest: Cover letter indicating interest in the project and identifying the firm's ability to provide services needed.
- Introduction: A brief description of the firm including the number of years the firm has been in existence, range of professional services, office locations, and staff size.
- Work Program: In the project overview, describe the general project approach and process to be employed, describe a process approach that was used in the

- past to successfully complete a similar project, describe the proposed project schedule including timeline of major milestones, deliverables, and completion.
- Experience and Qualifications: Brief documentation of the firm's prior work relevant to this RFP including the name, address, and phone numbers of client references and the primary contact persons.
 - Submission of a completed sample Comprehensive Plan from a similar Rockland or Westchester community and submission of the total cost for the preparation of that document.
 - Consultant Personnel: Identify individuals from the firm's professionals and others who will work on the project.
 - A List of Clients: Provide a list of comparable clients for which similar services have been provided in addition to contact information.
 - Timeframe Flow Chart: Submit a flow chart with estimated project timeframe for meeting important project targets.
 - Estimated Costs: Submit cost estimates for Comprehensive Plan Tasks. The Proposal shall include a lump sum fee as well as a detailed budget. The budget must include an hourly rate schedule and estimated number of hours to be performed by each staff members assigned to the project. If any work is to be subcontracted, the Proposal should reference the specific areas and costs. Any reimbursable expenses must be clearly indicated and an estimate provided. For budgeting purposes, a fee schedule shall be provided that includes an anticipated start date.

CONSULTANT SELECTION PROCESS

All proposals received by the Village of Chestnut Ridge will be reviewed to determine whether they are responsive to the requisites of the RFP. Proposals which are determined to be non-responsive will be rejected. The comprehensive plan steering committee will review the proposals based on the criteria outlined below.

The Village of Chestnut Ridge reserves the right to require oral presentations and conduct interviews with those proposers whose proposals are deemed to be viable. In the event that a proposer is requested to give an oral presentation, it may be advised in advance of the aspects of its proposal which need to be supported, demonstrated or clarified. The presentation will include time for questions regarding the proposal. The date, time and location of the oral presentation will be announced at a later date.

Although discussions may be conducted with proposers submitting acceptable proposals, the Village of Chestnut Ridge reserves the right to award contracts on the basis on initial proposals received, without discussions; therefore, the proposer's initial proposal should contain its best technical and price terms.

The committee will develop a list of firms in order of preference of the firms considered most highly qualified to perform the services that will be submitted to the Village of Chestnut Ridge Board. The Village of Chestnut Ridge reserves the right to reject any submittal and to

waive minor irregularities. The Village of Chestnut Ridge may request additional information for qualifications. The Village of Chestnut Ridge retains the right to select a consultant within our budget or reject all consultants.

SELECTION CRITERIA

Consultant order will be based on the following criteria (100 points maximum):

1. Project Understanding, original approach and familiarity with innovative comprehensive planning concepts (35 points)
2. Capabilities and previous experience in comparable projects and specialized experience and technical competence of the consultant (25 points)
3. Demonstrated ability to utilize public engagement in development of plans (15 points)
4. Personnel assigned to the project demonstrating the consultant's capacity to complete the requested service on time and within budget (15 points)
5. Logistics and familiarity with the project area (10 points)