

**TOWN OF EVANS
LEGAL NOTICE**

The Town of Evans will accept sealed proposals for consulting services for the Local Waterfront Revitalization Plan (LWRP) Update for the Town of Evans at the Evans Town Hall, 8787 Erie Road, Angola, New York 14006. Said proposals will be received by the Town Clerk during regular business hours until 10:00 a.m. local time on March 10, 2017, at which time they will be opened and read aloud.

Copies of the Request For Proposals may be obtained at the Office of the Town Clerk of the Town of Evans, Evans Town Hall, 8787 Erie Road, Angola, New York 14006 during regular business hours Monday, Tuesday, Thursday and Friday from 8:00 a.m. through 4:00 p.m. and Wednesday from 9:00 a.m. through 5:00 p.m. on and after February 15, 2017.

The Town Board of the Town of Evans reserves the right to reject any and all proposals for any reason whatsoever and to waive any informalities in any bid.

By Order of the Town Board of the Town of Evans.
Lynn M. Krajacic
Town Clerk

REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES

For the Preparation of the

**TOWN OF EVANS
LOCAL WATERFRONT REVITALIZATION PROGRAM (LWRP) UPDATE**

**Prepared by the
TOWN OF EVANS DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT**

**In cooperation with the
NEW YORK STATE DEPARTMENT OF STATE**

FEBRUARY, 2017

I. PROJECT DESCRIPTION AND AREA DEFINITION

The Town of Evans is soliciting proposals for consultant services to undertake an update to the Town's Local Waterfront Revitalization Program (LWRP), which was amended then adopted by Evans Town Board in 2011.

The update project will extend the boundary of the LWRP to include all of the lakefront property along Lake Erie and westward to Route 5/Erie Road, beginning at Eighteen Mile Creek along the northern boundary with the Town of Hamburg, and ending at the southern, municipal boundary between the Town of Evans and the Town of Brant, with varying exceptions. The update will evaluate and propose new waterfront development policies, land uses, priority projects and proposed implementation actions.

The update will include a Sturgeon Point Marina master plan, not included in the LWRP amendment adopted by the Town Board in 2011. The update will, to the extent practical and appropriate, coordinate the Sturgeon Point Master Plan with the preparation of the Updated Comprehensive Plan (to be updated in 2017-18). The update will also integrate the rezone of the Neighborhood Business District to the Mixed-Use Waterfront District within its boundaries in coordination with the updated Comprehensive Plan.

Preparation of the LWRP update will be coordinated by a Waterfront Advisory Committee (WAC). Members of the WAC will include representatives from the Town of Evans, Erie County, the New York State Department of State Division of Coastal Resources (DCR), and community and civic groups and organizations.

The Town of Evans has been awarded a grant by the NYS Department of State (DOS) with funds provided under Title 11 of the Environmental Protection Fund to complete this project. The selected consultant must comply with all provisions in the contract between the DOS and Town of Evans, including the DOS Minority and Woman-owned Business Enterprises (MWBE) goals. DOS has established an overall MWBE participation goal of 20%, with 10% for Minority-Owned Business Enterprises (MBE) and 10% for Woman-Owned Business Enterprises (WBE). Respondents are expected to demonstrate how they expect to achieve these goals.

II. PURPOSE

The purpose of this project is to:

- (1) Expand the boundary of the Town's current LWRP to include most of the property from the Lake Erie shoreline to Route 5/Erie Road from the northern municipal boundary with the Town of Hamburg, to the southern municipal boundary with the Town of Brant, with varying exceptions;
- (2) Evaluate and update the policies, project recommendations and implementation strategies that are contained in the Town's current LWRP and expand that analysis to the new program boundary as described above;

- (3) Prepare a Sturgeon Point Marina Master Plan within the LWRP and coordinate with the preparation of the Comprehensive Plan

The update project will result in a unified, cohesive redevelopment plan that addresses the town's entire waterfront area. The final document will be a comprehensive Local Waterfront Revitalization Program (LWRP) for the entire waterfront area within the Town of Evans.

III. BACKGROUND

The Town of Evans is located on the shore of Lake Erie, in the southwest portion of Erie County, New York. The Town encompasses approximately 47 square miles and is situated south of the Town of Hamburg, west of the Town of Eden and north of the Town of Brant. The Town contains approximately 12 miles of shoreline along Lake Erie. Evans is situated approximately 30 miles south of the Buffalo metropolitan area.

The Town of Evans' shoreline has been the subject of a variety of important planning studies and projects during the past few years. These plans include the Lake Erie Beach Neighborhood Revitalization Strategy, the Lake Erie Beach Neighborhood Business District Inventory & Analysis, and the amended LWRP (2011), to name a few.

The Town's recent amended LWRP was prepared by Wendel and adopted by the Town Board in 2011, and then subsequently approved by the New York State Secretary of State in 2013. The amendment established a revised boundary to more effectively manage and protect cultural and environmental resources along the waterfront. In particular, the new revised, expanded boundary provided greater opportunity for the development of multi-use trail facilities along Lake Shore Road, from north to south.

In 2016 the Town secured a new LWRP grant under the NYS Consolidated Funding Application program to undertake an update to the Town's 2011 Amended LWRP. The purpose of this grant and update is to further extend the current boundary of the program to Route 5/Erie Road from the northern boundary with the Town of Hamburg and the southern boundary with the Town of Brant, with some exceptions. By expanding the LWRP boundary within the Town, the update will allow the Town to address new waterfront development issues, projects and priorities along the entire waterfront in the same comprehensive manner that was utilized in preparing the Amended LWRP.

IV. SCOPE OF SERVICES

Consultant services provided for this Plan shall include the following specific project responsibilities and work tasks:

Task 1: Project Scoping Meeting

In cooperation with the Town, the consultant(s) shall conduct a project scoping meeting with the Waterfront Advisory Committee to review project tasks and schedule and project roles and responsibilities.

Deliverable(s): Written meeting summary outlining agreements/understandings reached at meeting.

Task 2: LWRP Local Waterfront Revitalization Area Boundary

The consultant(s) in cooperation with the Town and the Waterfront Action Committee, shall prepare an updated map of the expanded Waterfront Revitalization Area (WRA) and a draft narrative with justification of the WRA changes that include a map/graphic and description of the proposed Sturgeon Point Marina development plan.

Deliverable(s): Updated Section I - Waterfront Revitalization Area Boundary map and boundary narrative; accepted by the Town and approved by NYSDOS.

Task 3: Inventory and Analysis

The consultant(s), in cooperation with the Town and the Waterfront Advisory Committee, shall review the existing Town of Evans LWRP, Section II, and prepare updates as necessary to the inventory. In addition, updates to Section II will provide a thorough analysis of current waterfront issues, opportunities, and constraints to development, and resource protection needs.

Deliverable(s): Updated Section II – Inventory and Analysis with accompanying maps to depict the Town’s waterfront area resources and issue, accepted by the Town and approved by the NYSDOS.

Task 4: First Public Informational Meeting

Following completion of the tasks 1-3, the consultant shall conduct a public informational meeting regarding the identified waterfront issues and opportunities and solicit public input regarding the completeness and accuracy of Section 1 (Boundary) and Section 2 (Inventory). The consultant will prepare minutes summarizing public input gathered at the informational meeting.

Deliverable(s): Public meeting with copy of presentation, advertisement and minutes provided to DOS.

Task 5: Local Waterfront Revitalization Program Policies

The consultant(s), in cooperation with the Town and the Waterford Advisory Committee, shall review the existing Town of Evans LWRP, Section III, and prepare updates as necessary to refine the LWRP and State waterfront revitalization policies to reflect local conditions and circumstances.

Deliverable(s): Updated Section III – Local Waterfront Revitalization Policies approved by the Town and the NYSDOS.

Task 6: Proposed Land and Water uses and Proposed Projects

The consultant(s), in cooperation with the Town and the Waterfront Advisory Committee, shall describe proposed land and water uses and proposed projects necessary to implement the amended LWRP. Projects may include, but are not limited to:

- Capital improvement or construction projects that are necessary to maintain or improve uses or conditions;
- Special studies, plans, design projects, or research necessary to advance or refine components of the updated LWRP;
- Projects to redevelop underused or deteriorated areas and sites;
- Projects to provide or improve public access;
- Projects to protect existing, or provide for new, water-dependent uses, such as marinas, boat yards, yacht clubs, or swimming beaches; and
- Projects to enhance or restore wetlands and other habitats.

Deliverable(s): Update Section IV – Proposed Land and Water use and Proposed Projects accepted by the Town and approved by the NYSDOS.

Task 7: Second Public Informational Meeting

Following completion of the tasks 5-6, the consultant shall conduct a public informational meeting regarding proposed long-term land and water uses and proposed projects within the waterfront area. Public input will be gathered regarding the completeness and accuracy of the information. The consultant will prepare minutes summarizing public input gathered at the informational meeting.

Deliverable(s): Public meeting with copy of presentation, advertisement and minutes provided to DOS.

Task 8: Techniques for Implementation of the Local Program

The consultant(s), in cooperation with the Town and the Waterfront Advisory Committee, shall update the descriptions of existing and draft proposed local laws and

regulations which are necessary to implement the policies, proposed uses, and projects set forth in the updated Sections III & IV.

Deliverable(s): Updated Section V – Techniques for Local Implementation of the Program, including all drafts of any necessary amendments to existing laws or new local laws. All elements must be accepted by the Town and approved by the NYSDOS.

Task 9: State and Federal Actions and Programs Likely to Affect Implementation

The NYSDOS shall provide to the consultant(s) a generic list of federal and State agency actions and programs (Section VI. A) which are to be undertaken in a manner consistent with the amended LWRP. The consultant(s), in cooperation with the Town and the Waterfront Advisory Committee, shall describe specific federal and State actions (Section VI. B.) necessary for further implementation of the LWRP amendment (technical assistance, funding, and procedural changes).

Deliverable(s): Updated Section VI – Federal and State Actions and Programs Likely to Affect Implementation of the LWRP accepted by the Town and approved by the NYSDOS.

Task 10: Local Commitment and Consultation

The consultant(s), in cooperation with the Town and the Waterfront Advisory Committee, shall describe the public consultation efforts undertaken in the preparation of the LWRP amendment, such as public hearings, public informational meetings, and/or scoping meeting with government agencies. The Town, Waterfront Advisory Committee, or consultant(s) shall also describe any local committees created to oversee preparation of the LWRP amendment, as well as the role of other Town agencies.

Deliverable(s): Updated Section VII – Local Commitment and Consultation accepted by the Town and approved by the NYSDOS.

Task 11: Appendix G – Determination of Significance and Compliance with SEQRA

The consultant(s), in cooperation with the Town and the Waterfront Advisory Committee, shall identify and select a 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 the LWRP amendment, including associated local regulations. Upon completing the Full Environmental Assessment Form, the Lead Agency shall make a Determination of Significance in accordance with the SEQRA 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 LWRP amendment in accordance with State Environmental Quality Review Act (SEQRA) regulations and guidelines.

If the findings of the Determination of Significance are such that the LWRP amendment will not have a 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 the SEQRA regulations.

Deliverable(s): 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(s), shall prepare a Draft Generic Environmental Impact Statement for the Draft LWRP amendment in accordance with State Environmental Quality Review Act (SEQRA) regulations and guidelines. If a Draft Generic Environmental Impact Statement is prepared, a public hearing shall be held.

Task 12: Draft LWRP Amendment

The consultant(s), in cooperation with the Town and the Waterfront Advisory Committee shall submit a hard copy of a complete *Preliminary* Draft LWRP amendment, including a complete Draft Generic Environmental Impact Statement (if one is to be prepared), to the NYSDOS for approval. If revisions to the Preliminary Draft LWRP amendment are needed, based on NYSDOS review, the Town or its consultant(s) shall make the required changes and resubmit the document to the NYSDOS for review.

All comments and requested revisions to the Preliminary Draft must be addressed to the satisfaction of NYSDOS prior to advancing the document to the 60-Day Review.

Following acceptance of the Preliminary Draft LWRP amendment by the NYSDOS, the Town of Evans shall formally accept the Draft LWRP amendment as complete and ready for public review and authorize its submission to the NYSDOS for review by potentially affected State, Federal, and local agencies by resolution of the local municipal legislative body. The consultant(s) shall also provide three (3) hard copies and one electronic copy (formatted in Microsoft Word) of the Draft LWRP amendment document to the NYSDOS.

Upon receipt of the city's resolution and required number of copies of the Draft LWRP amendment (Draft Generic Environmental Impact Statement, if applicable), the NYSDOS shall initiate a 60-Day Review by State, Federal, and other local agencies concurrent with the SEQRA review (if applicable).

Deliverable(s):

- (1) *Preliminary* Draft LWRP Amendment acceptable to the NYSDOS;
- (2) Draft LWRP Amendment; and
- (3) Resolution of the local municipal legislative body accepting the Draft LWRP Amendment as ready for public review.

Task 13: Third Public Information Meeting

In conjunction with the 60-Day Review period, the consultant(s), in cooperation with the Town and the Waterfront Advisory Committee shall conduct a public information meeting or meetings on the Draft LWRP Amendment.

Deliverable(s): Minutes of the public information meeting(s); and, identification of changes to be made to the Draft LWRP as a result of the public meeting(s) submitted to the NYSDOS for approval.

Task 14: Final LWRP Amendment

Following the 60-Day Review of the Draft LWRP Amendment (Draft Generic Environmental Impact Statement, if applicable), the NYSDOS shall meet with the Town and its consultant(s) to determine appropriate responses to all of the comments received, which shall be reflected in the Final LWRP Amendment document (and Final Environmental Impact Statement, if applicable) to the satisfaction of the NYSDOS.

The consultant(s), in cooperation with the Town and the Waterfront Advisory Committee, shall also submit a schedule of adoption to the NYSDOS including adoption of the LWRP Amendment and any local laws necessary for its implementation.

Deliverable(s): (1) Responses to comments received during the 60-day review period;
(2) Final LWRP Amendment (and Final Environmental Impact Statement, if applicable); and
(3) Schedule of adoption.

Task 15: Final Project Summary Report and Measurable Results

The consultant shall assist the Town and the NYSDOS project manager in completing the Final Project Summary Report and Measurable Results Form. Final payment shall not be authorized until the Measurable Results Form has been completed and filed with project deliverables.

Deliverable(s): Completed Final Project Summary Report and Measurable Results Form.

V. FEE PROPOSAL

Firms responding to this RFP should provide a lump sum fee including travel expenses, copies, supplies and miscellaneous expenses. The budget for this engagement shall not exceed \$30,000.

VI. STATEMENT OF QUALIFICATIONS

In order to be considered for designation, respondents to this Request for Proposals must submit the following material:

1. A listing of key personnel to be involved on this project, including those of all subcontractors;
2. A narrative summarizing the proposed approach to the Project;
3. An organizational chart clearly designating project manager and responsibilities of key personnel;
4. A project schedule (beginning with "Week 1");
5. A statement of resources to be allocated to each work task (i.e. hours and key personnel);
6. A listing of similar projects undertaken by the project manager in the preceding four years, complete with client references and contact persons.

VII. SELECTION CRITERIA

The proposals will be evaluated and a recommendation made to the Town of Evans by a proposal committee consisting of representatives from the Town, County and community stakeholders. The recommendation will be based on the following selection criteria, listed here in order of decreasing weight:

1. Experience of key personnel with similar projects.
2. Organization and scheduling.
3. Cost of Services
4. MBE/WBE Participation

VIII. SUBMISSION REQUIREMENTS

Respondents to this RFP shall submit eight (8) copies of all documents in a single sealed package addressed to the Town of Evans at the address shown below, and clearly marked: "Local Waterfront Revitalization Program". Submissions must arrive no later than **Friday, March 10, 2017 at 10:00 am.**

The name of the principal officer of the proposing firm, the firm's name and business address shall be marked on the envelope.

VIX. CONTACT PERSON

Questions concerning the RFP should be directed to:

Roberta Rappoccio
Director of Planning and Community Development
Phone: (716) 217-3560
Facsimile: (716) 549-0456
E-Mail: rrappoccio@townofevans.org

XX. SUBMISSION OF PROPOSALS

Proposals shall be addressed and mailed to:

Town Clerk's Office
Attn: Roberta Rappoccio
Town of Evans
8787 Erie Rd.
Angola, NY 14006-9600

XXI. CONSIDERATION OF PROPOSALS

The Proposal Committee reserves the right to reject any or all proposals in response to the RFP should it be in the best interest of the Town to do so.

The Town also reserves the right to terminate contract negotiations with the selected proposing firm, at any time, on five (5) days' written notice.

The Town shall have no liability, express or implied, to any proposing firm, including the selected firm, for any costs, expenses, or liabilities of any kind or nature whatsoever, incurred or realized in connection with this RFP or any selection whatsoever.

XXII. APPROVAL OF CONTRACT

Upon completion of contract negotiations between the selected proposing firm and the Proposal Committee, the contract will be submitted to the Town for its consideration and approval at its sole discretion.

XXIII. AWARD OF CONTRACT

Upon approval of the contract by the Town, the Town will notify the selected proposing firm and forward the contract to such firm for execution by its authorized officers. The contract shall be returned to the Town forthwith upon execution at the address indicated above. The executed contract shall be accompanied by evidence of required liability insurance subject to the approval of the Town legal counsel. The Insurance

Certificate shall name the Town additional insured. The contractor may commence work pursuant to the contract only upon receipt of a written Notice to Proceed from the Town.

XXIV. ATTACHMENTS

1. Town of Evans Map – proposed Update LWRP Boundary