

**Town of New Haven, County of Oswego, State of New York**

**Request for Proposal (RFP) for a Comprehensive Plan**

The Town of New Haven is soliciting qualified consulting and/or engineering firms to submit a proposal to prepare a Comprehensive Plan for the Town of New Haven. The Town has never adopted a Comprehensive Plan but desires to do so. A Citizen Committee was formed approximately 10 to 15 years ago, and such committee has created several draft plans. The Town is seeking to have a Comprehensive Plan developed which will build on the draft plan created by the Citizen Committee and which will state the community's goals and policies regarding its future in terms of commercial vitality, land use, open space, community facilities and services, and infrastructure. The Town does not have zoning but rather adopted a Site Plan Ordinance which currently guides the Planning Board. The Plan should serve as a guide for growth and change and provide a rational basis for future planning decisions.

**I. COMMUNITY DESCRIPTION**

The 2020 census indicated New Haven population of 2,931. State average increase or decline in growth with some specifics re related to other surrounding rural areas.

The Town is a generally rural community situated on Lake Ontario with an average household income of 62,269.00.

The Town is bisected by State Route 104 and is generally close to Interstate 81. There are numerous county roads that likewise serve the Town.

The residents of the Town of New Haven are served by the Mexico School District, with one local elementary school located within the Town.

**II. SCOPE OF WORK**

The following section describes the minimum components which should be included in the scope of work. Town staff will finalize the scope of work with the selected consultant prior to contract authorization. The Town 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.

**A. Comprehensive Plan Tasks**

- i. Prepare updated basic studies and review all existing conditions within the Town and include, at a minimum, setting, how the Town interacts with County, State and Federal Governments, regional planning initiatives, regional housing policies, parks, analysis, status of water and sewer infrastructure, existing land use, state of the environment, demographics and fiscal conditions.

- ii. Utilizing the data contained within the updated basic studies, evaluate existing goals and update those goals as necessary.
- iii. Prepare all necessary documentation and process the plan through the State Environmental Quality Review (SEQR) regulations.
- iv. Conduct visioning sessions with the Town Board, Planning Board and municipal staff.
- v. Provide a broad-based participation plan to solicit input throughout the drafting process and to review the draft Plan compiled by the Citizen Committee.
- vi. Discuss/identify strategies for growth, revitalization, and preservation.
- vii. Conduct development capacity analysis utilizing land mass by acreage and utility serviceability to produce projected growth scenarios for the Town.
- viii. Define a clear direction of how and where development could occur over the next 10, 15, and 20 years, including any projected impact of the Micron plant in neighboring Onondaga County. Determine a specific implementation plan for immediate short- and long-term action items.
- ix. Identify potential shared services opportunities and intergovernmental coordination.
- x. Identify the need for neighborhood enhancements such as trees, sidewalks, streetlights, and other infrastructure improvements.

**iii. 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 Daniel Barney, Supervisor, at 4279 State Route 104, New Haven, NY 13121 / P.O. Box 141 New Haven, NY 13121 or by email: supervisor@newhavenny.com until 3/31/2023.

**IV. PRODUCTS AND DELIVERABLES**

- i. Preliminary reports and project updates prepared at all milestones.
- ii. One digital copy in Microsoft Word format and PDF format, print-ready graphics included in each preliminary report; 50 color copies of final plan 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.
- iii. Maps in ArcGIS format referenced to Town GIS
- iv. Presentation graphics for public meetings to be determined prior to meeting.

**V. PROPOSAL AND CONTRACT REQUIREMENTS**

- i. Submittal address: Town Supervisor, P.O. Box 141, New Haven, NY 13121
- ii. Proposal submittal deadline: 3/31/2023
- iii. Contact Person: Daniel Barney, Town Supervisor
- iv. Number of proposal copies: 1 digital and 6 bound
- v. Evaluation Period:
- vi. Interview Period:

**VI. RESPONSE TO THIS REQUEST FOR PROPOSAL IS TO BE PROVIDED IN THE FOLLOWING FORMAT**

- i. Letter of Interest: Cover letter indicating interest in the project and identifying the firm's ability to provide the services requested.

- ii. Introduction: A brief description of the firm including number of years the firm has been in existence, range of professional services, office locations, and staff size.
- iii. 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.
- iv. 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.
- v. Consultant Personnel: Identify individuals from the firm's professionals and others who will work on the project.
- vi. List of Clients: Provide a list of comparable clients for which similar services have been provided in addition to contact information.
- vii. Timeline: Submit a timeline with estimated project timeframes for meeting important project milestones.
- viii. Estimated Costs: Submit cost estimates for the Comprehensive Plan Tasks and include any other costs for any additional tasks.

## **VII. CONSULTANT SELECTION PROCESS**

Proposals will be reviewed by the Town Board. The Board reserves the right to request additional information from consultants submitting proposals. The following criteria will be considered in evaluation of the proposals:

- i. Capabilities and previous experience in comparable projects and specialized experience and technical competence of the consultant.

- ii. The firm's general approach to the project. Although the Town has identified the general nature of services required, the consultant is given leeway toward the approach to the methodology to provide the proposed services.
- iii. Past record of performance on contracts with other governmental agencies including such factors as quality of work, cost control, and demonstrated ability to meet scheduled deadlines.
- iv. Capacity of the candidate to perform the work in a timely manner and affirmatively respond to the inquiries and schedule of the Town and dedicate the appropriate personnel as the schedule dictates.
- v. Qualifications of individuals who will have direct involvement in tasks on this project.
- vi. Compatibility with the Town's financial obligations.
- vii. The Town Board will interview firms and requires that the principal personnel to be assigned to the project be present for the interview. Upon selection, the Town will negotiate a contract with the firm.