

TOWN OF NEWPORT, NEW YORK COMPREHENSIVE PLAN UPDATE REQUEST FOR PROPOSALS

I. PURPOSE

The Town of Newport (“Town”) is soliciting Proposals (“Proposal”) from qualified planning Consultants and Consultant Teams (“Consultant”) to assist with and facilitate an update to the Town’s 2011 Comprehensive Plan (“Plan Update”) in accordance with the requirements of New York State Law.

II. PROPOSAL DUE DATE

The deadline to submit Proposals is: **Wednesday, May 1, 2024 at 3:00 p.m.**

Proposals shall be submitted to the Town in a sealed envelope labeled “RFP: 2024 Comprehensive Plan Update Proposal” and delivered or mailed to:

Town of Newport
Attn: Newport Town Clerk
Newport Town Hall
2788 Newport Road
P.O. Box 519
Newport, New York 13416

The Consultant shall submit **one (1) printed and signed original and four (4) printed copies** of the Proposal submittal. The Consultant shall also provide **one (1) electronic copy** incorporated into a single PDF file for review in addition to the hard copies required. The electronic copy shall be submitted as a single .pdf file via email to newportsupervisor@ntcnet.com

III. BACKGROUND

The Town of Newport’s current Comprehensive Plan was drafted in 2011. The passage of time and changes in our community now demand a more complete, thorough and comprehensive review and update to the Town’s Comprehensive Plan. The Town of Newport intends to prepare and adopt a Comprehensive Plan Update in compliance with NYS Town Law that will help anticipate and respond to changing conditions and will identify sustainable practices that balance social, economic and environmental considerations to protect the health, safety and general welfare of its citizens while preserving open spaces, low-density housing, and making it possible for farms and small businesses to operate successfully. Consultants are encouraged to review the Town’s current Comprehensive Plan and Comprehensive Planning Supporting Documents for further background relative to the Town of Newport and this RFP, which are available on the Town of Newport’s website.

IV. SCOPE OF WORK

The Town seeks a Consultant that will provide the appropriate skills, services and deliverables necessary for a full update to the Town's Comprehensive Plan in compliance with New York State requirements and consistent with the goals of the Town. The following scope of services are general requirements for the Plan Update. The selected Consultant and the Town will agree upon specific recommendations for approaches, tasks and deliverables in a final agreement for services.

Summary Scope of Services Sought

A Proposal shall include the following:

1. Meeting and coordinating with the Town, including various Boards of the Town, committees, Town Officials, and Town employees in order to facilitate completion of the Plan Update, including developing and refining goals, policies, visions, objectives, etc. consistent with a updated Comprehensive Plan appropriate for the Town of Newport, recognizing and respecting the unique aspects of the Town.
2. Engaging/educating/meeting with members of the community/public and any other important stakeholders relative to the Plan Update, including attending/organizing/facilitating public hearings and preparing presentations for the public.
3. Attending public meetings of the Boards of the Town necessary to complete the Plan Update, including upon request of the Town.
4. Assessing the existing Zoning Map and Comprehensive Plan of the Town of Newport, and researching development patterns throughout the Town over the past 10 years using Town records and other sources.
5. Provide support in the form of GIS mapping of existing conditions for inclusion in the Plan Update.
6. A Proposal should include consideration of relevant data and trends related to population, employment, housing, aging, work force and other relevant forecasts. A Proposal should also focus on demographics, environment and natural resources inventory, land use and zoning, housing and neighborhoods, transportation, traffic patterns, public utilities and infrastructure, parks, recreation, and open space, schools, library, economic conditions, and similar factors.
7. Developing and providing a plan/outline and schedule of the steps and procedures needed to accomplish the Plan Update, including of Board public meetings, data updates and

assessment, community outreach, hearings required, drafting, review and revision, final development, approval, distribution and implementation steps.

8. The Plan Update should articulate a shared community vision and desired future, define short-, medium-, and long-term goals and objectives, respond to a range of issues, and provide a blueprint for accomplishing community objectives. A Proposal should detail an implementation and action framework outlining specific steps, roles, and responsibilities, and projected timeframe and performance measures to accomplish the identified recommendations and goals.
9. Producing a draft of the proposed Plan Update for review, comments and recommendations by the Town Board based upon the goals and policies of the Town;
10. A Proposal should include the preparation of the final Plan Update based on comments received during the draft plan review and include tables, photos, data, maps, illustrations, etc., that would be relevant and beneficial to the Plan Update.
11. Guiding the Town through New York State required procedures needed to complete a full update of the Comprehensive Plan.
12. Preparation of a Long Form Environmental Assessment Form under the State Environmental Quality Review Act for consideration by the Town Board in making a declaration of significance on whether the adoption of the final Plan Update will have an impact on the environment.
13. Recommending changes to the Town of Newport Code and Zoning Map consistent with the updated Comprehensive Plan.
14. Candidates are encouraged to offer additional services not listed that would be available to the Town. The Town reserves the right to select which, if any, additional services would be utilized.

Rejection of Proposals

This RFP is not an offer. The Town of Newport reserves the right to reject any or all proposals received as it, in its sole discretion, deems appropriate.

Evaluation of Proposals

The Town will evaluate the responses to the RFP based upon all relevant information, including the information requested and provided in response to this RFP. The Town reserves the right to exercise its discretion in selecting the proposal that best satisfies the interests of the Town of Newport, including that the award of any contract may not necessarily be on the basis of price or any other single factor. The Town reserves the right to issue additional solicitations for

proposals and to negotiate prices and contract terms. Consultants may be asked to participate in an interview. Final fees will be negotiated with the most qualified firm and shall be based upon a scope of services mutually agreed upon between the Town Board and the selected Consultant.

Proposal Format and Requirements

Proposals should contain the following information:

1. **Title Page**: Provide the name of your firm, mailing and email addresses, website, telephone number, and name of contact person on a title page.
2. **Letter of Transmittal**: Provide a complete statement regarding the understanding of the project and your interest in working with the Town on the Plan Update. A duly authorized officer shall sign the transmittal letter with the right to bind the Consultant submitting a Proposal for consideration.
3. **Firm Background**: Provide information on the size, location, available resources and brief discussion on experiences related to updating comprehensive plans, and/or the specific task addressed in the Proposal.
4. **Work Samples**: List and provide in electronic format only (webpage link to the document or electronic format) samples of comprehensive plans for communities similar to the Town or planning documents completed by your firm. Identify client and contact information for each sample.
5. **Methods and Approaches**: Provide detailed descriptions of the methods and approaches proposed by the firm to complete each listed Task and to prepare the Plan Update. Identify how the Town's background and characteristics might affect the proposed methods and approaches.
6. **References**: Submit names, mailing and email addresses, and telephone numbers of municipal officials that we may contact to verify performance on projects identified in the Firm Background section of the submitted Proposal.
7. **Cost Proposal**: Submit a not to exceed total cost for the Plan Update, inclusive of all costs and expenses. The cost proposal shall include not-to-exceed hourly rates for each category of staff involved.
8. **Supporting Information**: Provide other supporting information that further explains your firm's qualifications and ability to complete the Plan Update.

Questions

Any questions can be directed to Town Supervisor Nathaniel Lowell by e-mail only at newportsupervisor@ntcnet.com at least five (5) days prior to the submission deadline.