

REQUEST FOR PROPOSALS FOR UPDATE OF THE TOWN OF WALWORTH COMPREHENSIVE PLAN

June 16, 2022

Introduction of Request for Proposals for Update to Comprehensive Plan:

The Town of Walworth (the “**Town**”) seeks proposals from qualified professional planning consultants/firms (“**Consultant**”) to assist with and facilitate an update to the Town’s Comprehensive Plan in accordance with the requirements of New York State Law. Copies of this Request for Proposals (“**RFP**”) are available at the Walworth Town Hall, 3600 Lorraine Dr., Walworth, NY 14568, between the hours of 8am and 4pm, Monday through Friday, online at <https://townofwalworthny.gov/>, and from the Town Clerk at townclerk@townofwalworthny.gov. **Proposals are due, as outlined below, by close of business on July 15, 2022.**

Background and Need:

The Town of Walworth’s current Comprehensive Plan was drafted in 1998. It has received a number of minor updates over the past twenty-plus years. However, the passage of time as well as changes in our community over that time now demand a more complete, thorough and comprehensive review and update to the Town’s Comprehensive Plan, likely resulting in an altogether new and fresh Plan. The Town seeks thus assistance from a Consultant that is equipped to assist the Town in developing an updated Comprehensive Plan, with a target goal of completing the work within twelve months. Consultants are encouraged to review the Town’s current Comprehensive Plan for further background relative to the Town of Walworth and this RFP, which Plan is available at the Town Clerk’s Office via email at townclerk@townofwalworthny.gov.

Specifications for Request for Proposal:

1. **Scope of Services:** The Town seeks professional planning/consulting services outlined herein, below.
2. **Term of Contract:** The Town seeks to enter into a one-year contract with the selected Consultant. The contract may be renewed at the discretion of the Town.
3. **Contents of Proposals:** Each Consultant that wishes to submit a proposal in response to this RFP must submit one (1) printed and signed “original” and five (5) printed copies of the company's proposal and one PDF copy. Responses to this RFP must be submitted in a format that provides for a straightforward, concise presentation. Submissions must include, at a minimum, the following:
 - a. A general description of the type of organization (i.e., corporation, partnership, consultant, etc.); number of years in business; size of firm; personnel qualifications and experience.

- b. Organizational chart showing key personnel who will be working with the Town of Walworth.
 - c. Résumés of key personnel including educational qualifications and professional experience and accomplishments, specifically on their work relating to planning as it concerns the Scope of Services requested via this RFP, including developing and updating comprehensive plans for towns in New York.
 - d. Any additional description/documentation of ability, experience, and expertise offered by the Consultant relevant to the Scope of Services requested via this RFP.
 - e. Examples of and references (including contact information) for similar projects performed during the past five (5) years.
 - f. Any examples of successful facilitation and/or mediation of controversial issues raised as part of a comprehensive plan update process.
 - g. Any current or recent experience with the Town or towns in the County of Wayne and how that familiarity could impact (favorably or otherwise) the process.
 - h. Any unique technology that may be used in completing the Work.
 - i. Information on the circumstances and status of any disciplinary action taken or pending against the firm during the past five (5) years with State regulatory bodies or professional organizations.
 - j. Indication of any resources/documents/assistance you will require from the Town.
 - k. A proposed schedule for delivery of services, identifying key benchmarks in the process, with a target of 12 months to completion.
 - l. Detail the price for the services requested and offered. Details, itemization and pricing/service options are encouraged and welcomed.
 - m. Any other details relevant to this RFP.
4. Rejection of Proposals: This RFP is not an offer. The Town of Walworth reserves the right to reject any or all proposals received as it, in its sole discretion, deems appropriate.
5. 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 Walworth, including that the award of any contract may not necessarily be on the basis of price or any other single factor. The Town reserves to the right

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.

6. **Deadline: One (1) printed and signed “original” and five (5) printed copies of the company’s proposal and one PDF copy of the written proposal shall be submitted by July 15, 2022.** Proposals shall be mailed or delivered to the Town of Walworth Town Clerk via physical mail at: Town of Walworth, 3600 Lorraine Dr., Walworth, NY 14568, Attention: Town Clerk and via electronic mail at: townclerk@townofwalworthny.gov.
7. **Information:** Any questions should be addressed via email to the Town Supervisor at supervisor@townofwalworthny.gov at least five days prior to the submission deadline.

Summary Scope of Services Sought:

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 NY State requirements and consistent with the goals of the Town (the “Work”), including, but not limited to:

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 Work, including developing and refining goals, policies, visions, objectives, etc. consistent with an updated Comprehensive Plan appropriate for the Town of Walworth, 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 Work, including attending/organizing/facilitating public hearings and preparing presentations for the public;
3. Attending public meetings of Boards of the Town necessary to complete the Work, including upon request of the Town;
4. Assessing the existing Zoning Map and Comprehensive Plan of the Town Walworth as a basis for producing an updated Comprehensive Plan;
5. Developing and providing a plan/outline and schedule of the steps/procedures needed to accomplish the Work, inclusive of committee/Board/public meetings, data updates and assessment, community outreach, hearings required, drafting, review and revision, final development, approval, distribution and implementation steps, etc.;
6. Producing a preliminary draft outline of the proposed updated Comprehensive Plan;

7. Producing a draft of the proposed updated Comprehensive Plan for review/revision based upon the goals/policies/etc. of the Town;
8. Producing a finalized updated Comprehensive Plan, inclusive of tables, photos, data, maps, illustrations, etc. that would be relevant and beneficial to the Plan.
9. Providing an implementation plan to carry out the objectives of the updated Comprehensive Plan, including prioritizing actions (e.g., as long term, short term, etc.);
10. Guiding the Town through the NY State required procedures needed to complete a full update of the Comprehensive Plan;
11. Addressing the State Environmental Quality Review Act for the update to the Comprehensive Plan, including an Environmental Impact Statement;
12. Recommending changes to the Town of Walworth Code consistent with the updated Comprehensive Plan;
13. Recommending changes to the Town of Walworth Zoning Map consistent with the updated Comprehensive Plan; and
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.