

**- REQUEST FOR QUALIFICATIONS -**

**COMPREHENSIVE PLAN UPDATE  
TOWN OF PERRY, NEW YORK**

Release Date: MAY 19 2017

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**Notice is hereby given** that the Town of Perry, New York, County of Wyoming will receive qualifications and project proposals for professional consultant services regarding the preparation of a Town-wide comprehensive plan. The proposal must be filed at the Town of Perry, PO BOX 205, 22 South Main Street, Perry, NY 14530 no later than **4:00 PM on Friday, June 2, 2017. E-mail and facsimile copies will not be accepted.** The Town reserves the right to reject any and all proposals.

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**I. PURPOSE:**

The Town of Perry is seeking a consultant to substantively replace its 1969 Master Plan that was last amended in 1986. The purpose of the project is to complete a revised comprehensive plan that will guide future growth and land development activity in a healthy, attractive, economically and environmentally sound fashion.

**II. BACKGROUND:**

A Comprehensive Planning committee has met monthly since 2013. The committee was made up of volunteers from the community, the zoning officer(s), town board members and planning board members. The following items have been accomplished from the Committee:

- A SWOT analysis of the community;
- A survey of community input. The survey was conducted using a sample of the households;
- A draft of an Agriculture Protection Plan, complete with maps and data of the existing conditions and proposed changes within the Town 's zoning code;
- Three (3) public meetings to gather further feedback on findings and documents.

Copies of the existing Comprehensive Plan may be borrowed in exchange for a \$200 refundable deposit, payable by check only. Refunds will be made after proposals are received by the Town Clerk or the existing Plan is returned.

**III. SCOPE OF EFFORT:**

The comprehensive planning process proposed by the consultant shall (at a minimum) answer the following four basic questions:

1. **“Where Are We Now?”** - In answering this question, the consultant shall work with **already acquired** information gathered by the Comprehensive Planning Committee to review a Community Inventory and Profile that includes descriptive information of resources, related planning efforts and documents, and a discussion of community values.
2. **“Where Are We Going?”** - This portion of the process shall include Trend Statements and analysis of probable or possible development scenarios, demographic trends, infrastructure needs, etc.
3. **“Where Do We Want to Be?”** - In answering this question, the consultant shall rely heavily on citizen participation and shall develop a community vision in the form of a Vision Statement or multiple statements.

4. **“How Do We Get There?”** - The development of the Comprehensive Plan is the essence of the answer to this question. An Action Plan shall be developed to include specific goals, objectives, strategies and actions necessary to accomplish the community’s vision. The plan shall also set priorities and provide a general analysis of the cost and implications of such actions on taxpayers, businesses, and the local government.

Consultants who are submitting proposals are expected to present a detailed work scope that addresses these questions, outlines the proposed methodology to be used, meets the criteria specified in NYS law regarding the preparation of a comprehensive plan, and incorporates additional items as they see fit.

Adoption of a Comprehensive Plan is identified as a Type I action pursuant to the NY State Environmental Quality Review (SEQR) law. As such, it will be necessary for the consultant to develop and implement a planning process that will satisfy the review requirements of SEQR as part of plan development.

**IV. PROJECT DURATION:**

The consultant will be expected to complete the planning process and present the final Comprehensive Plan - with all attachments, maps and appendices - to the Perry Town Board within 6 months from the date of contract execution, or upon an agreed upon date after the initial consultation. As stated in Section II (Background), the majority of the work has been completed.

**V. PROJECT BUDGET:**

The contract will be awarded as a lump-sum agreement. Fee to be negotiated with the preferred firm. If an agreement cannot be reached, the Town will negotiate with the next ranked firm and attempt to reach a mutually agreeable fee for the scope of services to be provided.

**VI. RFQ RESPONSE CONTENT:**

The completion of these activities may require a combination of professionals and specialists involved in planning, design, technical assessments, project management, and legal issues. Given this variation, interested firms may create "consultant teams". One firm shall be designated as the lead firm and shall be responsible for the management of, and sub-contracts with, other firms on the team. The Town of Perry retains the right to disapprove one or more of the firms proposed within the selected consultant team.

Responses to this request should be organized in the following clearly defined sections:

1. Scope of Work: a detailed Scope of Work, schedule, methodology/approach, and deliverables based on the elements outlined above. The proposed work plan shall include a chronological discussion of the process which the consultant proposes to use to do the work. This discussion shall clearly define which team members are assigned to which roles, the relative level of effort for each task and sub task (expressed as a percent of the total work load), and the relative level of contact time with Town Officials and/or Comprehensive Planning Committee.
2. Project Schedule: a graphic depiction of project work tasks, submittal dates, review schedule, milestone dates, and final completion dates.
3. Project Management: a description of project management approaches including proposed interim reporting, coordination with other firms, agencies and organizations, and accountability.
4. Team Organization: an organization chart and a description of team members and their roles. Resumes of key team members shall be provided. The principal point(s) of contact shall be named on the organization chart.
5. Statement of Qualifications: a statement of qualifications, related experience, and evidence of experience and qualifications in specific work elements similar to those identified above. This statement shall also include a characterization of the firm’s current work load and ability to meet the project schedule.

6. **Project Budget:** a detailed budget and fee schedule for all tasks, sub-tasks and deliverables contained within the work plan. The budget must include an hourly rate schedule and estimated number of hours assigned to all individuals charging to the project. Optional or “out-of-scope” tasks shall be clearly noted. Payment for such tasks will not be part of the lump sum and will be awarded only as funding may allow and after negotiation and approval of specific tasks.
7. **References:** Three (3) recent references (within 3 years) of work finished in NYS in communities of similar rural economies.

Seven (7) copies of your response to this request should be mailed to:

**Town Clerk, Sarah Ballinger**  
**Town of Perry**  
**PO Box 205**  
**22 South Main Street**  
**Perry, NY 14530**

**Electronic mail and facsimile transmissions will not be accepted.** Proposals must be received by **4:00 pm on Friday, June 2, 2017**. Shortlisted firms may be asked to be available to attend a meeting to discuss their proposals with the Comprehensive Planning Committee and Town Officials as early as June 14, 2017. Submitted proposals should be clearly marked, *Town of Perry Comprehensive Plan Updates* on the envelope.

**VII. SELECTION PROCESS:**

This Request for Qualifications solicits responses for professional planning services. As such, the selection of the preferred consultant will not be based on the lowest bid and will, instead, consider all relevant and material factors. The Comprehensive Planning Committee and Town Officials will review and score each proposal individually and will then meet as a group to discuss each proposal in an effort to select those firms and/or project teams who will be invited to an interview before the group. Notification of the invitation to interview will be by telephone approximately two weeks prior to the interview date. It is anticipated that interviews will be held during **June 2017**. A contract will be executed shortly thereafter.

Scoring criteria includes:

Firm Experience	5 points
Technical Capability and Personnel	5 points
Demonstration of Understanding of Town of Perry’s Needs	5 points
Evaluation of Proposed Strategy/Methodology	5 points

**VIII. QUESTIONS:**

Questions may be directed in writing only to Sarah Ballinger, Town Clerk at [topclerk@rochester.rr.com](mailto:topclerk@rochester.rr.com).