

REQUEST FOR PROPOSALS (RFP) FOR COMPREHENSIVE PLAN & ZONING CODE UPDATES

CITY OF JAMESTOWN, NY



Chadakoin River, Greater Jamestown Community Riverwalk

*This RFP was prepared with funding provided by the New York State Department of State
Environmental Protection Fund.*

RESPONDER DUE DATE: November 17, 2023 @ 4:00 P.M
ISSUE DATE: October 10, 2023

Designated Contact: Ellen Shadle, Principal Planner
City of Jamestown, New York
200 E. 3rd St., Jamestown NY 14701
716-483-7657 | shadle@jamestownny.gov



REQUEST FOR PROPOSALS (RFP) FOR COMPREHENSIVE PLAN & ZONING CODE UPDATES

CITY OF JAMESTOWN, NY

INTRODUCTION

The City of Jamestown is seeking proposals from qualified consultant firms experienced in municipal comprehensive plan development and zoning to assist in the preparation of two documents. The City was awarded a *Smart Growth Comprehensive Planning (SGCP)* grant from New York State to prepare a new Comprehensive Plan, which was last updated in 1998, and to coordinate that effort with the preparation of updates to the City's Zoning Code. As part of its efforts under this project, the selected Consultant will be required to prepare a Generic Environmental Impact Statement (GEIS) for both the updated Comprehensive Plan and Zoning Code. Funds in the amount of \$100,000, provided by NYSDOS, have been allocated to complete the Comprehensive Plan with an additional \$100,000, provided by City of Jamestown American Rescue Plan funds, to complete the Zoning Code.

The Comprehensive Plan will establish objectives that the community wants to achieve, guide future sustainable growth within the municipality, enhance the local cultural identity, and protect local natural and cultural resources. The plan must address Smart Growth principles as established by NYSDOS. The Consultant will review existing work, gather public input necessary to complete the plan and work with the Committee to plan and present the full Comprehensive Plan to the City for approval.

The project methodology must include a thorough and collaborative effort that both builds on the existing body of work recently accomplished and being developed by the City and engages a variety of stakeholders. Proposals should demonstrate that the consultant understands the diverse responsibilities involved in drafting both a Comprehensive Plan and Zoning Code update that reflect the long-term vision, goals and policies of the community and provide a guide for future decision makers. The consultant must interact with the public and city staff and officials, interact with New York State Department of State (NYSDOS) reviewers and address comments received on different versions of the draft Comprehensive Plan and draft Zoning Code amendments, and be responsible for producing both final draft documents for approval by the Planning Commission and NYSDOS and for adoption by the Jamestown City Council.

COMMUNITY BACKGROUND

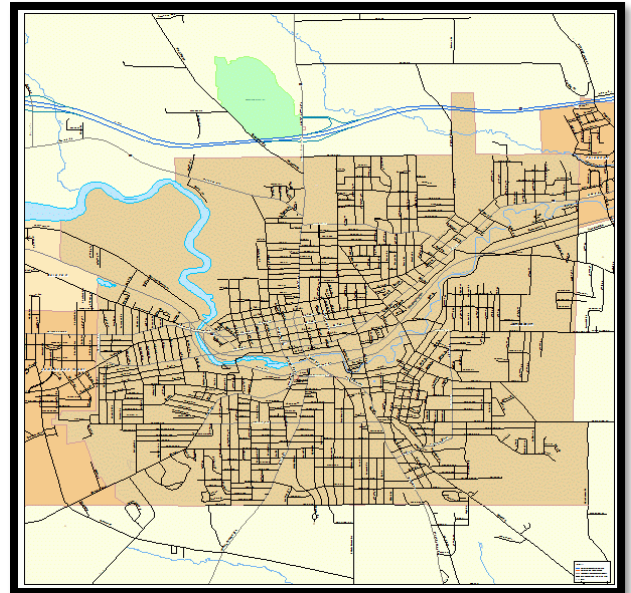
Jamestown, New York is located in the southwestern corner of New York State on nine square miles of Native Land to the HAUDENOSAUNEE CONFEDERACY comprised of the Mohawk, Oneida, Onondaga, Cayuga, and Seneca nations. Jamestown is ~70 miles southwest of Buffalo, ~150 miles east of Cleveland and north of Pittsburgh, and is just about halfway between New York City and Chicago.



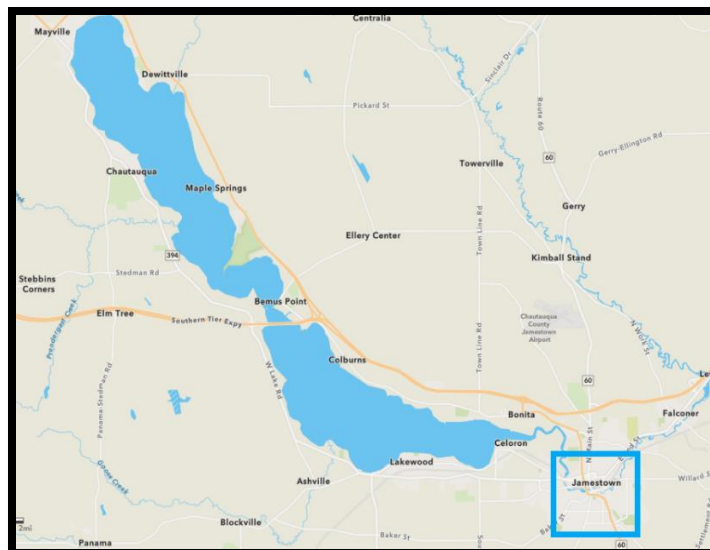
Jamestown sits at the base of picturesque Chautauqua Lake and serves as the regional hub for myriad social and recreational opportunities. The city covers an area of 9 square miles, and its highest point is 1,620 feet above sea level.

Jamestown maintains a population of ~30,000 in the city proper within a rural/suburban area of ~85,000 residents.

Notable is the City's ongoing reclamation of its waterfront, its alignment with 21st century development sensibilities, an extensive portfolio of historic building stock, and the realization of capital projects such as the National Comedy Center and the JTNY Power House Skate Park. There may be 30 other places in the United States that identify themselves as JAMESTOWN, but there's only one that is home to the invention of the Crescent wrench, comedy legend Lucille Ball, and a quality of life that offers the appeal of both rural and urban living.



The City of Jamestown, the largest population center in Chautauqua County, is situated between Lake Erie and Allegheny National Forest. This vibrant community serves as the center of a greater metropolitan area and market area of nearly 175,000 people. Jamestown is the industrial, commercial, financial and recreational hub of Southwestern New York and boasts a rich local history. The City was once the "Furniture Capital of the World," with advanced woodworking and furniture craftsman contributing to a powerhouse local economy.



From its historic architecture to its beautiful theaters, museums, and state-of-the art ice arena, Jamestown has attractions that are easily accessible within a three-hour drive radius to visitors from major metropolitan areas such as Buffalo, Toronto, Cleveland, Pittsburgh, and Rochester.

Jamestown is home to the National Comedy Center which opened in August 2018 and has since been formally designated by the U.S. Congress as the United States'

"official cultural institution and museum dedicated to presenting the vital story of comedy and preserving its heritage for future generations." The museum complex offers more than 50 interactive exhibits and features cutting-edge technology, drawing a projected 114,000 visitors annually. In addition, the National Comedy Center was named one of the "World's Greatest



Places” by TIME magazine, one of the “100 Reasons to Love America” by People magazine, and a “Best New Attraction” in the U.S. by USA Today. Some of America’s most renowned cultural and iconic figures, including Supreme Court Justice Robert H. Jackson, comedian Lucille Ball, and naturalist Roger Tory Peterson, have called Jamestown home.

The City also is just a short drive to the historic Chautauqua Institution, which attracts more than 100,000 visitors to its grounds annually for education and personal enrichment. The Institution is a nationally and internationally recognized center located seventeen miles northwest of the City.

In 2006, the City adopted the award-winning Urban Design Plan. The UDP was recognized by the New York Upstate Chapter of the American Planning Association and was also the recipient of a gold level National Planning Association Achievement Award for Implementation. The award recognizes the City’s successful implementation of the Urban Design Plan and its ongoing efforts to revitalize the city’s downtown area, attract new business investment, generate new jobs, develop new community attractions and opportunities for recreation, and improve quality of life for residents and visitors alike. The UDP 2.0 provided an update to the Urban Design Plan and was adopted in 2019.

In 2016, the City was awarded a New York State Downtown Revitalization Initiative (DRI) grant of \$10 million for a number of projects that are currently in various stages of implementation. Additional to the DRI, Jamestown has two designated Brownfield Opportunity Areas (BOA), an approved Local Waterfront Revitalization Plan (LWRP), and a federal Opportunity Zone. Jamestown is looking to the future and the importance of its connectivity to the rest of the region. An ongoing effort has begun to establish a rail corridor connecting Jamestown and the Buffalo and Niagara Falls, NY and Toronto, Ontario markets via passenger trains.

The City is also engaged in initiatives to expand and build upon existing multi-use trail networks locally and regionally. A great deal of planning has been done and the city of Jamestown is truly on the cusp of a resurgence, but there is still much to do. With a Comprehensive Plan that dates back to 1998 and an antiquated Zoning Code that hasn’t been updated since 1999, Jamestown is ready to undertake significant planning initiatives over the next several months. Additionally, resiliency planning and New York State’s clean energy goals will play an increasingly vital role in the City’s ongoing development efforts.

Jamestown’s most recent comprehensive plan was adopted in 1998. Since then, the city has prepared various plans, including:

- ☐ Jamestown Urban Plan Design (2006)
- ☐ Jamestown Traffic and Streetscape Enhancement Plan (2008)
- ☐ Urban Design Plan 2.0 (2010)
- ☐ Neighborhood Revitalization Plan (2010, update 2018)
- ☐ Downtown Jamestown Economic Development Strategy (2015)
- ☐ Downtown Revitalization Initiative (2016).
- ☐ Chadakoin River Strategic Business Plan (2021)



These plans have not only served as a compass for future projects and growth in the City, but also provide context for a new Comprehensive Plan. With that, the confluence of an overall vision, strategy, and implementation policy to guide the city and unite its long-term as well as new residents is needed to chart a pathway forward. Subsequently, the direction provided within the comprehensive plan and zoning code will include not only infill, reuse and redevelopment, accompanying infrastructure upgrades, and neighborhood revitalization projects, but also maximize the use of existing infrastructure and community assets. Jamestown is embarking on this project to create and leverage a cache of policies, strategies, standards, practices, programs, platforms, and initiatives, regarding the purchase, sale, and use of land to bring economic prosperity and quality a life to all Jamestownians through equity, innovation, and collaboration.

Jamestown has the oldest building stock in the region with 56% of homes over 100 years old, 76% greater than 75 years old, and a \$66k median housing value. These data points either paint a picture of opportunity or liability depending on the observer. Those with gumption, savvy, and pluck see exciting prospects for bold visions and even bolder actions. Other will be dissuaded by homes whose structural integrity is depleted or lack curb appeal. Whatever the lens, the seasoned housing stock overall means that Jamestown neighborhoods breathe stories steeped in history and character.

The City also faces the ongoing impacts associated with population loss, generational economic decline, inadequate educational and employment opportunities and access, and other social determinants of health. To some, the city's low cost of living is symptomatic of a distressed economy and subsequent inadequate quality of life. To others, it offers the prospect for building savings and the benefits of disposable income, while discovering the City's wealth of cultural and recreational amenities.

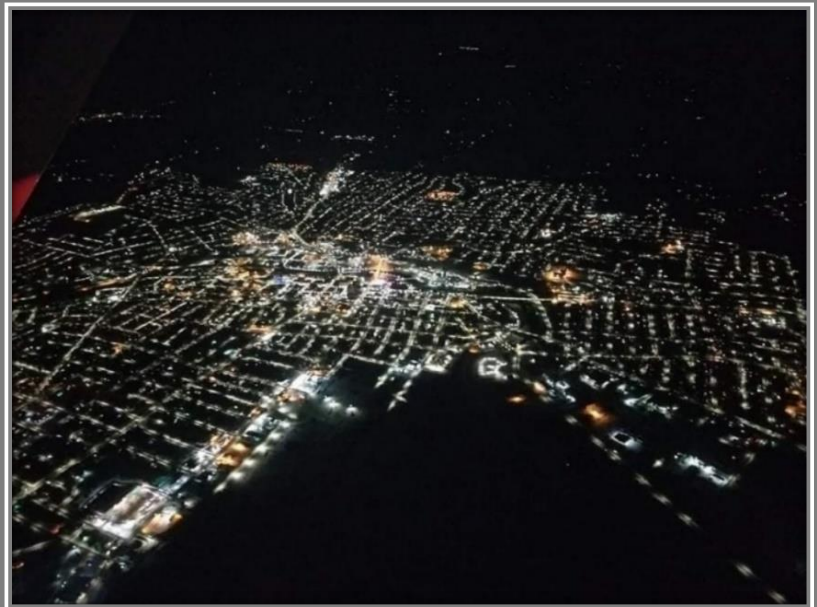
The vision for Jamestown is rooted in 1) leveraging its "good bones" of compact blocks, a tight grid of streets, and urban density, 2) capitalizing on its low cost of living in attracting new residents, remote workers, and lowering the barrier to entry for entrepreneurs, and 3) framing lived experiences holistically in elevating its visibility as an inclusive and auspicious community, and a well-connected urban center for commerce and business.

☞ *"Legacy cities have always held a central place in the U.S. economy, and their fates remain intricately tied to the national interest...Their prosperity is key to mitigating harmful regional imbalances in the U.S. economy, and their demographic legacies make them linchpins in the country's efforts to achieve greater racial equity. Ensuring prosperity in these cities not only yields economic benefits for our nation but also advances social progress.....[L]egacy city residents are well-known for their 'grit' and pride in place...[and] unique opportunities for change and reform are presenting themselves...T]hey are...battle-tested places, with innovative and resilient populations and partnerships that can steer them through the uncertain times..."*

-Lavea Brachman, August 2020 Brookings Institution, Metropolitan Policy Program



Stories that recount the history of the Rust Belt's economic rise and decline are instantly familiar. The retelling of those tales has created an entrenched and encumbering narrative that has become convincingly oversimplified. For decades, the power of that persuasion has represented the Rust Belt as a monolith impeding the efforts of those communities to assert their authenticity, reinvent their identity, and shake off the cliché. The simple truth being that economic desertion of a city is a meaningful contributor to subsequent structural poverty in its community. It merits reminding that while market forces can influence decisions, people make the decisions. Explicably, quantitative growth of a city's economy, population, and development has been the benchmark for measuring a place's value, utility, and appeal. Innovation as a historical driver of growth has become the messaging for national prosperity. However, innovation is as liberating as it is limited. All innovation has an expiration date and since innovation is often tied to the place it is birthed, so goes that place. Progressive cities like Jamestown are leveraging the shift in sensibilities and priorities regarding mental health, personal safety, access to living wage jobs, and secure housing to plan a city of the 21st century.



PURPOSE

The City of Jamestown intends to prepare and adopt an updated Comprehensive Plan and Zoning Code (in compliance with NYS Law) which will help anticipate and respond to changing conditions, especially those caused by climate change and the information revolution. The updated plan and code should utilize sustainable and smart growth practices that integrate social, economic, and environmental considerations to prepare for future needs, while preserving the historical and architectural significance of the community and improving the quality of life for its residents. Jamestown intends that the Comprehensive Plan and Zoning Code be documents that provide a basis both for land use in the City and other future governmental decision-making and acts as a promotional document by assuring those interested in residing or investing in the City that the community is guided by a cogent and practical plan and clear development regulations.

The Comprehensive Plan will become an official policy document for the City. It will be a guide for evaluating proposed projects and programs and for considering amendments to Jamestown's policies, regulations, and local laws, including updating the City's Zoning Code.

The Comprehensive Plan will also be used by (a) Federal, State, and Chautauqua County officials when determining funding of local projects and programs, (b) bond agencies, (c) business



owners/merchants to assist in their decisions, and (d) Jamestown residents, boards, commissions, and administration officials to coordinate goals for the City's future and to establish a benchmark to evaluate how well the City is responding to its goals and objectives.

GOAL AND OBJECTIVES

The primary goal of the City in adopting an updated Comprehensive Plan is to improve the overall quality of life in the City of Jamestown. The Plan will describe the characteristics that define the City's neighborhoods and commercial areas. The Plan will identify those areas that the residents of the City determine need to be maintained or improved and will address residents' concerns. Some of the areas may include:

- ☐ Increasing the vitality of the downtown and waterfront areas, encouraging a stable and enduring economic base, and promoting economically viable development for a diverse community;
- ☐ Identifying land use, zoning, housing, and residential development principles that reflect the needs of the community;
- ☐ Improving circulation, traffic calming, transportation, and parking;
- ☐ Providing a framework for sustainable practices, supported by green building practices, and addressing ways to improve resiliency and address climate change;
- ☐ Investing in resilient public infrastructure, utilities, and storm water management; and
- ☐ Preserving the natural, cultural, recreational, and historic assets in the City.

The City intends that the Comprehensive Plan Update have practical implications for the City, be results oriented, and clearly and concisely discuss whether current regulations and policies do in fact protect or result in the characteristics that are agreed upon as defining of the City. The updated Zoning Code will then codify the City's vision for the future.

The Plan should also include a prioritized list of projects and programs to be implemented, and a time frame for implementation. The Plan needs to contain an action plan that identifies both short-term and long-term goals, any agencies responsible for recommended actions, and estimated costs and funding strategies for the implementation of such actions. The Plan will provide that it be reviewed every five years and revised as necessary and will be coordinated and be consistent with in-process and/or adopted plans, studies and designations including but not limited to the Brownfield Opportunity Areas, Local Waterfront Revitalization Program, Urban Design Plan, Neighborhood Revitalization Plan, Emergency Management and Hazard Mitigation Plans, NYS Climate Leadership and Community Protection Act and FEMA Building Resilient Infrastructure and Communities frameworks and planning efforts.

SCOPE OF WORK

The selected consultant, in preparing a Comprehensive Plan Update and a Zoning Code amendment, must incorporate the items documented in Appendix 1 and 2. The City reserves the right to award all tasks to one consultant team as submitted or to separate consultant submittals, allowing the City to create a team based on the City's preferred selection. The selected consultant(s) shall work with the City to develop a formal scope of services.



DELIVERABLES

See Appendix 1 and 2 for specific Comprehensive Plan Update and Zoning Code Update deliverables.

CITY RESOURCES

☐ [Existing plans](#)

- Jamestown Urban Plan Design (2006)
- Jamestown Traffic and Streetscape Enhancement Plan (2008)
- Urban Design Plan 2.0 (2010)
- Neighborhood Revitalization Plan (2010)
- Downtown Jamestown Economic Development Strategy (2015)
- Downtown Revitalization Initiative (2016).

- ☐ Other relevant policy and regulatory documents, or maps that may be deemed relevant/useful to respondents which may be available on the City of Jamestown website or upon request.

FEES/BUDGET

The total fee amount for combined services for the Comprehensive Plan and Zoning Code shall not exceed \$200,000, including all professional services, expenses, overhead, and profit. Consultant's fees should reflect the substantial amount of work that City staff has done and will be doing alongside the Consultant throughout the process and identify any work tasks identified in this Scope of Services that the Consultant recommends be performed solely by the Consultant, solely by City staff or divided in a different way than described herein, in order to most effectively and efficiently achieve the goals and objectives set forth by the City.

The Budget for the City of Jamestown **Comprehensive Plan Update is \$100,000.00**. Of this amount, \$90,000 is an EPF Smart Growth grant from the NYS Department of State, and \$10,000.00 is the local match provided by the City of Jamestown. Note that 30% of the grant or \$27,000 *must* be used for services provided by New York State-certified MWBE firms with a goal of 15% MBE and 15% WBE participation. The proposal must address how the consultant will assist the City in meeting its MWBE goals, if not a State-certified MWBE firm itself.

The Budget for the City of Jamestown **Zoning Code update is \$100,000**. Note that 30% of the grant or \$30,000 *should* be used for the services of a MWBE-certified firm.

******Note: Invoicing must align with milestones for specific tasks, itemized appropriately to DOS and ARPA funds separately. The specific tasks and milestones will be agreed upon at the time of Project Scoping, upon contract award.***

PROJECT TIMELINE

The project is intended to be completed within 12-18 months upon the finalization of a contract and notice to proceed is issued.



SELECTION/ EVALUATION CRITERIA

The City of Jamestown reserves the right to seek clarification of any proposal submitted and to select the consultant that is best able to address the project purpose and to reject any and all of the proposals. The City of Jamestown reserves the right to withdraw this request for proposals, to accept or reject any or all proposals, to advertise for new proposals, if it is in the best interest of the City to do so, and to award a contract as deemed to be in the best interest of the City. This solicitation of proposals in no way obligates the City of Jamestown to award a contract. The selection committee at its discretion will conduct interviews of finalists prior to award.

Proposals will be based on the following criteria (100 points maximum):

Criteria	Weight	Max Points	Points x Weight
Project Understanding	5	5	25
Qualification, Capabilities & Experience of proposed staff	3	5	15
Ability to meet MBWE goals	3	5	15
Past performance on similar projects	3	5	15
Public engagement plan	2	5	10
Ability to meet schedules and budgets	2	5	10
Cost and proposed distribution effort	1	5	5
Overall quality of RFP submission	1	5	5
Total possible points			100

DELIVERABLES

See Appendix 1 and 2 for specific Comprehensive Plan Update and Zoning Code Update deliverables.

PROPOSAL FORMAT AND REQUIREMENTS

Submit five (5) complete sealed proposal sets. All submissions become the property of the City of Jamestown upon submission. Sealed submittals must be hand delivered or mailed to:



Ellen Shadle
Principal Planner
200 E Third Street
Department of Development, 4th Floor
Jamestown, New York 14701

The consultant/firm shall 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 shadle@jamestownny.gov.

SUBMISSIONS MUST BE RECEIVED BY 4:00 PM ON November 17, 2023.

Emailed or faxed submissions without hard copies will not be accepted.

The submission should include the following information in the order listed below, with each section clearly labeled and separated by tabs, with pages numbered.

- ☐ Title Page- Provide the name of your firm, address, telephone, and name of contact person on a title page.
- ☐ Project Understanding
- ☐ Firm Background
- ☐ Consultant team qualifications- Qualification, Capabilities & Experience of proposed staff and Ability to meet MBWE goals
- ☐ Methodology and Approach- Past performance on similar projects and public engagement plan
- ☐ Firm Capacity - Ability to meet schedules and budgets
- ☐ Cost Proposal- Cost and proposed distribution effort
- ☐ References
 - Provide five (5) current – within the past five (5) years) – references.
 - References provided shall be for work completed for similar type projects.
- ☐ Supporting Information (Optional)

MWBE GOALS AND REQUIREMENTS

Pursuant to NYS Executive Law Article 15-A and 5NYCCR Parts 142-144, for purposes of this procurement, there is an overall goal of 30% for MWBE participation, for both projects. Please identify how the goals will be met. The MWBE Goals are as follows:

The City of Jamestown actively seeks Minority and Women business enterprises to participate in bids to meet the City's procurement needs.

The goal for combined MBE/WBE participation is 30%.

Only businesses certified with the State of New York as minority and/or women business enterprises are counted towards the City's goals. Eligible minority or women-owned businesses are encouraged to seek certification from the State of New York Division of Minority and Women's Business Development (DMWBD) at <https://esd.ny.gov/doing-business-ny/mwbe>.



The City of Jamestown encourages the participation of Service-Disabled Veteran-Owned Business Enterprises (SVDObS) and Disadvantage Business Enterprises (DBEs).

Comprehensive Plan Update:

MBE Goal: \$13,500 (15%)

WBE Goal: \$13,500 (15%)

Zoning Code Update:

MBE Goal: \$15,000 (15%)

WBE Goal: \$15,000 (15%)

EQUAL OPPORTUNITY

The selection of the consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City of North Tonawanda is an equal opportunity employer and encourages proposals from minority and women-owned businesses.

QUESTIONS

Questions should be directed to Ellen Shadle, Principal Planner by email only
shadle@jamestownny.gov no later than October 20, 2023

Answers to submitted questions will be posted by **October 27, 2023** on the City's website at:
www.Jamestownny.gov



APPENDIX 1:

NYS Department of State Work Plan | City of Jamestown Comprehensive Plan -

1. Project Description

The City of Jamestown (Contractor) and its Comprehensive Planning Committee will prepare a Comprehensive Plan pursuant to General City Law § 28 / Town Law § 272-a / City Law 7-722. The Comprehensive Plan will establish the objectives that the community wants to achieve, and will guide future sustainable growth within the municipality, enhance the local cultural identity, and protect natural and cultural local resources. The Comprehensive Plan must address the following general Smart Growth principles, in addition to the elements suggested by the New York State statutes:

- Promote mixed land uses in focus areas.
- Create an adequate range of housing opportunities and choices.
- Promote development and redevelopment where infrastructure is adequate and sustainable.
- Build on traits that make a distinctive and attractive community with a strong sense of place.
- Promote well-planned and well-placed public spaces
- Promote sustainable compact neighborhoods
- Increase mobility and circulation within jurisdictional lines and improve connectivity with areas outside jurisdictional lines.
- Promote sustainable mass transit that reduces the local levels of greenhouse gas emissions
- Promote walkable/bikeable neighborhood designs
- Promote and integrate clean energy resources and related incentives.
- Improve green infrastructure and resident's participation to this effort
- Increase resiliency to extreme weather events.
- Encourage social diversity and integration.
- Expand planning and implementation efforts across jurisdictional lines, to increase effectiveness, sustainability, and resiliency.
- Promote community and stakeholder collaboration in planning

The Contractor will use the funding/grant for consultant services necessary for the coordination of the planning process and preparation of the Comprehensive Plan.

2. Project Attribution and Number of Copies

The Contractor must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project. All final and public facing materials must include the Department of State logo and the following acknowledgment:

"This [document, report, map, etc.] was prepared with funding provided by the New York State Department of State Environmental Protection Fund."

The contributions of the Department must also be acknowledged in community press releases and other notices issued for the project, including web site postings and other forms of digital distribution. Project press releases and other notices shall be submitted to the Department for review and approval prior to release, to ensure appropriate attribution.



The Contractor must submit to the Department all required products, clearly labeled with the NYS Comptroller's contract number as indicated on the Face Page of this Contract and where applicable, the related task number from this Work Plan.

Unless otherwise specified in the Work Plan tasks, the Contractor shall submit products in the following formats:

- Draft products: one digital copy of each product must be submitted in Microsoft Word and Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution.
- Final products: one electronic copy of each product must be submitted in Microsoft Word, PDF (20 MB maximum), created using 300 dpi scanning resolution. In addition, one paper copy of each final product (including reports, designs, maps, drawings, and plans) must be submitted.
- Electronic data for all Geographic Information System-based mapping products and associated spatial data must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Department), as well as in JPG format.
- Photographs and images must be submitted in JPG format with a minimum resolution of 300 dpi, must be dated and captioned with the location and a brief description of the activity being documented, and include any associated metadata (including the photo's GPS location where available).

3. Compliance with Procurement Requirements

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that applicable provisions of General Municipal Law were fully complied with.

4. Smart Growth Comprehensive Planning Training

As part of the Smart Growth Planning Grant Program, the Contractor will participate in a virtual training session or sessions focused on developing smart growth strategies. The purpose of this training session is to build knowledge and provide support to community leaders to advance smart growth planning efforts and advance grant priorities.

5. Project Components

Task 1: Project Initiation Meeting

The Contractor, the Department, and any partners responsible for managing the project, shall hold an initial meeting to review and agree upon the project scope and schedule, project requirements, budget, roles and responsibilities, the selection process for procuring consultants, State Environmental Quality Review Act (SEQRA) compliance requirements, MWBE requirements, the



number of public meetings and techniques for public involvement proposed for the project, and any other information which would assist in project completion. In addition, the composition and role of the Comprehensive Planning Committee shall be discussed during the project initiation meeting. The Contractor, or a designated project partner, shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements reached at the meeting. Work on subsequent tasks shall not proceed prior to Department review of the proposed approach as outlined in the meeting summary.

Products: Project initiation meeting held with appropriate parties. Written meeting summary outlining agreements reached.

Task 2: Comprehensive Planning Committee

Establish a Comprehensive Planning Committee, as a special municipal board (if applicable), to conduct/oversee the development of the Comprehensive Plan in cooperation with municipal officials, other municipal boards, and the project consultant(s), if applicable. The Comprehensive Planning Committee shall have at least one member from the planning board and shall include representatives from a large range of ethnic, social, and cultural backgrounds and a diverse range of stakeholders, such as residents, civic leaders, business owners, elected officials, environmental experts, municipal board members.

The members of the Comprehensive Planning Committee (CPC) conduct/oversee the planning process and the development of the Comprehensive Plan, participate in meetings, generate ideas and build consensus, provide the consultant team with relevant information reflective of the community's current condition and needs (including a list of completed and ongoing local planning efforts and initiatives), review materials drafted by the consultant team and provide constructive feedback, support each of the proposed public participation and outreach efforts, and set the stage for cooperation and the plan's implementation.

Products: Draft and final list of proposed members of Comprehensive Planning Committee. Project advisory committee established.

Task 3: Procurement of Consultant, if applicable

Prepare a Request for Proposals (RFP) or similar instrument (if applicable) including a complete project description with site conditions, expected final results, a schedule for completion, MWBE requirements, and criteria for selecting a preferred proposal. Consultant services requested shall include all applicable tasks, activities and responsibilities outlined in the "Project Components" section of this work program.

The Contractor must actively solicit bids for contracts and subcontracts from qualified State certified MWBEs which can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>). The Contractor must retain records of the procurement process including direct solicitation to MWBEs; results; and any actions that its subcontractors have taken toward meeting MWBE contract participation goals. To demonstrate good faith efforts to achieve



MWBE contract goals the following should be retained:

- Evidence of outreach to MWBEs: mail, email, phone calls and follow-up.
- Written responses by MWBEs to the grantee/vendor's outreach.
- Copies of search(es) of the directory and advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications.
- Attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the grantee with MWBEs including dates and location.
- Description of how the scope of work maximizes opportunities for MWBE participation.
- Description of how non-MWBE subcontractors' have engaged MWBEs to undertake part of the project's work or to procure equipment/ materials/supplies.

NYS Department of State requires a licensed professional engineer, architect or landscape architect licensed to practice in New York State for preparation and certification of final designs and construction documents, and for supervision of construction. Submit the RFP or similar instrument to the Department for review and approval prior to release for solicitation of proposals.

Products: Approved RFP or similar instrument released through advertisement in local papers, the New York State Contract Reporter, or other appropriate means. Documentation of procurement including direct solicitation to MWBEs and actions taken toward meeting MWBE contract participation goals.

Task 4: Subcontract and Compliance with Local Procurement Requirements

Prepare the draft subcontract(s) to conduct project work with the selected consultant(s). The subcontract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of product completion, a payment schedule with payments tied to receipt of products, and project costs. Incorporate the Department's comments on the subcontract work plan, or scope of services, prior to execution of the final subcontract(s).

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that the Contractor fully complied with applicable provisions of General Municipal Law and with local procurement procedures. A procurement certification form will be supplied by the Department. The Contractor's procurement record and consultant selection are subject to approval by the Department. The Contractor remains responsible for the legal sufficiency of the subcontract in accordance with the requirements in the Master Grant Contract and Attachment A-1.

Products: Consultant(s) selected and approved by the Department. Executed subcontracts and written certification of compliance with procurement procedures.

Task 5: Comprehensive Planning Committee Meetings

The Comprehensive Planning Committee will meet on a regular basis during the planning process to



advance the preparation, review, and approval of the Comprehensive Plan, and to organize and conduct community participation events.

During the first meeting, the Comprehensive Plan Committee will review project requirements and roles and responsibilities, transfer necessary information to the team of consultants (if applicable), and identify new information needs and next steps. The Comprehensive Plan Committee or the consultant (if applicable) will prepare and distribute a brief meeting summary clearly indicating the understandings reached at the meeting.

All subsequent meetings will advance the preparation of the Comprehensive Plan and assess the evolution of the project, the new information needed, changes in roles and responsibilities, and next steps. Work on subsequent tasks shall not proceed prior to Department review.

Products: Meetings held with appropriate parties. Written meeting summaries outlining what has been discussed and understandings reached and identifying the participants to the meeting.

Task 6: Community Participation Plan

Prepare a Community Participation Plan that describes the public outreach and participation efforts that will be conducted during the development of the Comprehensive Plan, pursuant to the local and State statutes. At a minimum, the Community Participation Plan shall include (in-person or virtual) interviews with local and regional stakeholders, a community survey, a public information meeting, one or more public workshops, one or more public hearings, and a webpage with links to announcements, presentations and documents prepared during the planning process. The Community Participation Plan shall identify key individuals, organizations, and entities to be involved, and shall identify roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of the proposed public outreach and participation efforts.

All public outreach and participation efforts will be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means. Public access must be provided to each public meeting or workshop. Outreach efforts should encourage participation from populations who are frequently underrepresented in this process, including immigrants, refugees, and minorities. A summary of each public outreach and participation efforts will be made available to the public in written form and through other appropriate means, such as websites.

Products: Draft and final Community Participation Plan.

Task 7: Community Survey and Stakeholder Interviews

Develop a relevant and realistic community survey about current local conditions and issues. The survey should be made available to the public as hard copy and online. In addition, identify a set of topics that shall be discussed with stakeholders to obtain additional relevant information and elicit stakeholder reactions and suggestions. Following the completion of the survey, develop a summary of results and analysis.



Products: Draft and final Community Survey. Draft and final list of topics to be discussed during the stakeholder interviews. Summary of survey and interviews responses and analysis.

Task 8: Review Local and Regional Planning Efforts and Ongoing Initiatives

Identify and review existing local and regional planning documents and ongoing initiatives. This review process will also include consultation with community leaders and with neighboring communities, if applicable, to identify common issues and assess if Smart Growth principals are the basis for addressing those issues.

The Comprehensive Planning Committee and the consultant(s), if applicable, shall develop a written findings report describing and assessing existing planning documents and the issues and opportunities identified by community leaders.

Products: Written findings report.

Task 9: Community Profile

Draft a Community Profile consisting in an inventory and analysis of existing conditions, including narrative, maps, and relevant data. The inventory will be used to assist in the identification of local issues and potential opportunities. The analysis of the local conditions and issues will be conducted from a Smart Growth perspective and identify potential solutions to existing issues and potential opportunities. A chart of smart growth principles will be provided to be included in the comprehensive plan which will summarize the opportunities and challenges to addressing each principle. The inventory and analysis of existing conditions may include the following, at a minimum:

- History of the municipal jurisdiction and boundaries.
- Description of previous comprehensive plan development and adoption processes.
- Demographic characteristics (population and growth trends, age distribution, average household size, ethnic composition, average household income, social diversity and integration, demographic trends).
- Local and regional economic characteristics (unemployment rates and trends, work force characterization, dominant business sector type, major employers and industries, sales tax information, property tax rates, economic trends and jobs range.
- Housing characteristics (the age, type, and condition of structures, type of occupancy - renters versus owners, vacancy rates and trends in the community and length of residency - percentage of residents five years in home, the extent and availability of low-income housing throughout the community and in identified neighborhoods, assessment of housing opportunities and choices, housing trends and access to jobs).
- Local and regional economies and development trends (including housing, commercial, industrial and agricultural development).
- Land use and smart growth focus areas.
- Agricultural and forest lands, uses, and districts.
- Infrastructure and public utilities (i.e., drinking water supply, sewage disposal, solid waste



disposal, stormwater management and green infrastructure, communications, gas and electricity) extent, capacity, age, and maintenance.

- Transportation systems, local levels of greenhouse gas emissions, levels of mobility and circulation, walkable/bikeable neighborhood, connectivity with areas outside jurisdictional lines, distance to jobs.
- Natural resources and climate (air quality, watercourses, wetlands, floodplains, aquifers, forests/tree cover, steep slopes, soil types, and rare plant and animal habitats, precipitations, winds, temperatures, etc.).
- Extreme weather events, flooding, erosion hazards, and local resiliency.
- Health and emergency services and facilities.
- Parks and public spaces, recreation facilities, range of passive and active recreation, capacity and maintenance, accessibility etc.
- Historic, cultural, and scenic resources.
- Waterfront resources and public access.
- Zoning and other relevant local development controls.
- Fiscal resources.

The draft Community Profile shall be submitted to the Department for review before being used to design workshop activities and prepare materials needed to conduct community visioning workshops or to draft the Comprehensive Plan.

Products: Community Profile report, including a comprehensive inventory and analysis in the form of relevant data, narrative, maps, and graphics.

Task 10: Community Visioning Workshops

Conduct at least two public workshops that will inform the public about the findings of the planning process conducted up to this point, present a clear assessment of how Smart Growth policies are integrated in the municipality's planning efforts, governmental decisions, and ongoing initiatives, and will solicit public input on existing resources, community character, and future growth. The workshops are also intended to identify Smart Growth solutions to current issues and future growth.

Each workshop shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation. The site of the workshops must be accessible to the public.

Products: Published workshops announcements and fliers. Materials prepared for each public workshop. Workshops held.

Task 11: Draft Comprehensive Plan

Assemble the draft comprehensive plan that addresses each of the Smart Growth policies and establishes a long-term strategy for future growth and protection of resources, and may include the following topics commensurate with the community's needs and vision for future actions:



- Goals, objectives, principles, policies, and standards upon which proposals for the immediate and long-range enhancement, growth, and development of the community.
- Consideration of regional needs and the official plans of other government units and agencies within the region.
- The existing and proposed location and intensity of land uses.
- Consideration and recommendations for the protection of agricultural and forest lands, historic and cultural resources, natural resources, and sensitive environmental areas.
- Consideration of population, demographic and socio-economic trends and future projections.
- Location and types of transportation facilities that reduce the local levels of greenhouse gas emissions.
- Existing and proposed general location of public and private utilities and infrastructure, including clean energy generation.
- Existing housing resources and future housing needs, including affordable housing.
- The present and potential future general location of educational and cultural facilities, historic sites, health facilities, and facilities for emergency services.
- Existing and proposed recreation facilities and parkland.
- The present and potential future general location of commercial and industrial facilities.
- Specific policies and strategies for improving the local economy in coordination with other plan topics.
- Proposed measures, programs, devices, and instruments to implement the goals and objectives of the various topics within the comprehensive plan.
- All or part of applicable plans of other public agencies.
- Any and all other items which are consistent with the orderly growth and development of the community.

A detailed strategy implementing the community's policies, concepts, projects, and programs shall be identified in the plan. This includes phased implementation approach (short-term, mid, and long-term), as well as anticipated costs, and priorities.

Submit the draft Comprehensive Plan to the Department for review and approval and incorporate the Department's comments in the final plan.

Products: Draft Comprehensive Plan, including relevant data, narrative, maps, and graphics.

Task 12: Review by the Local Municipal Board

Submit the draft Comprehensive Plan to the local municipal board, for review, comments, and recommendations. The comments received from the local municipal board shall be addressed before the initiation of the SEQRA compliance process.

The comments and recommendations prepared by the local governing board/local legislature shall be addressed and incorporated into the final plan and prior to making the draft available for public review.



Products: Comments and recommendations received from the local municipal board submitted to the Department.

Task 13: Environmental Quality Review

Prepare materials necessary for compliance with the State Environmental Quality Review Act (SEQRA). The adoption of a new or amended Comprehensive Plan is classified as a Type I action, pursuant to the State Environmental Quality Review Act (SEQRA) and 6 NYCRR Part 617. The Comprehensive Planning Committee or the consultant(s) shall prepare the Generic Environmental Impact Statement (EIS) to provide a review of land use actions proposed in the comprehensive plan. The local municipal board shall declare to be the Lead Agency for the action of adopting the new or amended comprehensive plan.

Copies of all SEQRA documents shall be submitted to the Department.

Products: SEQRA documents

Task 14: County Planning Board Review

Submit the draft Comprehensive Plan to the County Planning Board for review and recommendations pursuant to Section 239-m of the New York State General Municipal Law. Comments received from the County Planning Board shall be addressed in the final version of the Comprehensive Plan that will be locally adopted.

Comments received from the County Planning Board shall be submitted to Department.

Products: Comments and recommendations prepared by the County Planning Board.

Task 15: Final Comprehensive Plan

Address all comments and recommendations received from the public and involved local, regional and State agencies and incorporate into the Final Comprehensive Plan and schedule a public hearing and the local adoption of the plan.

The final Comprehensive Plan and the date of the public hearing and local adoption of the plan shall be submitted to Department.

Products: Final Comprehensive Plan ready for local adoption.

Task 16: Public Hearing and Local Adoption

Conduct a public hearing prior to adoption of the comprehensive plan. Notice of the public hearing shall be published in a newspaper of general circulation in the community at least ten calendar days in advance of the hearing. The proposed comprehensive plan shall be made available for public review during said period at the office of the municipal clerk and public library and shall be posted



on the municipal website. The public hearings may also be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means.

Copies of the public hearing minutes and the local adoption resolution shall be submitted to the Department.

Products: Minutes from the public hearings and record of decision submitted to Department.

Task 17: MWBE Reporting

Comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form C - Workforce Employment Utilization to report the actual work force utilized for this contract broken down by specified categories (every March 31, June 30, September 30 and December 31).
- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYSCS).

Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the "Contact Us & Support" link.

Products: Ongoing reporting through NYSCS during the life of the contract. Form C submitted on a quarterly basis and Form D submitted as necessary.

Task 18: Project Status Reports

Submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products: Completed project status reports submitted during the life of the contract.

Task 19: Final Project Summary Report and Measurable Results

Submit the Final Project Summary Report and Measurable Results electronically at:
<https://www.forms.office.com/g/eZERFeEeKM>.

Products: Final Project Summary Report and Measurable Results submitted to the Department



Project Responsibilities

The Contractor shall administer the grant, execute a contract with the City and ensure the completion of work in accordance with the approved Work Plan and budget.

The Contractor:

- will be responsible for conducting all project work in conformance with the Work Plan included in the executed contract with the Department.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and sub consultants.
- will certify to the Department that the procurement record for project consultants and subcontractors complies with the applicable provisions of General Municipal Law.
- will receive approval from the Department for any and all consultant subcontracts before beginning project work.
- will be responsible for submission of all products and payment requests.
- will be responsible for coordinating participation and soliciting comments from local government personnel, project volunteers, and the public.
- will keep the Department informed of all important meetings for the duration of this contract.
- will receive approval from the Department before purchase of any equipment.
- will secure all necessary permits and perform all required environmental reviews.
- will ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project.
- will ensure that all products prepared as a part of this contract shall include the NYS Comptroller's contract # as indicated on the Face Page of this contract.
- will ensure the project objectives are being achieved.
- will ensure that comments received from the Department and the project advisory committee, or other advisory group, are satisfactorily responded to and reflected in subsequent work.
- will recognize that payments made to consultants or subcontractors covering work carried out or products produced prior to receiving approval from the Department will not be reimbursed unless and until the Department finds the work or products to be acceptable.

The Department:

- will review and approve or disapprove of subcontracts between the Contractor and consultant(s) and any other subcontractor(s).
- will participate in project initiation meeting and attend meetings that are important to the project.
- will review all draft and final products and provide comments as necessary to meet the objectives.
- must approve or disapprove any and all design, site plan, and preconstruction documents. Department approval must be obtained before construction may begin.



APPENDIX 2:

Work Plan | City of Jamestown Zoning Code Update -

Project Description

The selected consultant shall prepare a Zoning Code pursuant to the zoning enabling statutes contained in General City Law §20(24) and §20(25). The Zoning Code will be developed in accordance with an adopted Comprehensive Plan; ensure a development pattern that is consistent with the municipality's built form; guide future sustainable growth within the municipality; enhance the local cultural identity; and protect natural and cultural local resources.

The Zoning Code must address the following general Smart Growth principles, in addition to the elements suggested by the New York State statutes:

- Promote mixed land uses in focus areas
- Create an adequate range of housing opportunities and choices
- Promote development and redevelopment where infrastructure is adequate and sustainable
- Build on traits that make a distinctive and attractive community with a strong sense of place
- Promote well-planned and well-placed public spaces
- Promote sustainable, compact neighborhoods
- Increase mobility and circulation within jurisdictional lines and improve connectivity with areas outside of jurisdictional lines. Promote sustainable mass transit that reduces the local level of greenhouse gas emissions
- Promote walkable/bikeable neighborhood designs
- Promote and integrate clean energy resources and related incentives
- Improve green infrastructure and resident's participation to this effort
- Increase resiliency to extreme weather events
- Encourage social diversity and integration
- Expand planning and implementation efforts across jurisdictional lines, to increase effectiveness, sustainability, and resiliency
- Promote community and stakeholder collaboration in planning
- Through the process of developing and adopting a form-based code incorporating Smart Growth principles, the City of Jamestown Zoning Code Update will:
 - Provide a clearer vision for the character of Jamestown
 - Examine existing land uses, density, and urban form to better understand place types
 - Preserve historic buildings and protect the existing urban fabric
 - Codify historical development patterns and align new development regulations with historical patterns



- Promote development and investment in the Central Business District, waterfront, and neighborhoods
- Encourage new development, including infill development, as well as redevelopment of vacant and underutilized buildings
- Create affordable and market-rate housing in new, rehabilitated, and repurposed buildings
- Better integrate housing, shopping, and recreation areas
- Protect natural spaces, while encouraging responsible development practices
- Articulate development allowed under existing and proposed development regulations
- Create an interactive online mapping platform for understanding proposed code changes
- Integrate updated land use and building codes into the existing regulatory framework

Project Attribution and Number of Copies

The consultant must ensure that all materials printed, constructed, and/or produced acknowledge the source of funding for the project. All final and public facing materials must include the City of Jamestown logo and the following acknowledgment:

"This [document, report, map, etc.] was prepared with funding provided by the American Rescue Plan Act."

Unless otherwise specified in the Work Plan tasks, the consultant shall submit products in the following formats:

- Draft products: one digital copy of each product must be submitted in Microsoft Word and Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution.
- Final products: one electronic copy of each product must be submitted in Microsoft Word, PDF (20 MB maximum, per PDF), created using 300 dpi scanning resolution. In addition, one paper copy of each final product (including reports, designs, maps, drawings, and plans) must be submitted.
- Electronic data for all Geographic Information System-based mapping products and associated spatial data must be submitted in either ArcGIS format, or similar product acceptable to the City, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the City), as well as in JPG format.
- Photographs and images must be submitted in JPG format with a minimum resolution of 300 dpi, must be dated and captioned with the location and a brief description of the activity being documented, and include any associated metadata (including the photo's GPS location where available).



Project Components

Task 1: Project Initiation Meeting

The consultant, the City, and any partners responsible for managing the project, shall hold an initial meeting to review and agree upon the project scope and schedule, project requirements, budget, roles and responsibilities, the selection process for procuring consultants, State Environmental Quality Review Act (SEQRA) compliance requirements, MWBE requirements, the number of public meetings and techniques for public involvement proposed for the project, and any other information which would assist in project completion. In addition, the composition and role of the Zoning Advisory Committee shall be discussed during the project initiation meeting. The consultant, or a designated project partner, shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements reached at the meeting. Work on subsequent tasks shall not proceed prior to City review of the proposed approach as outlined in the meeting summary.

Products: Project initiation meeting held with appropriate parties. Written meeting summary outlining agreements reached.

Task 2: Zoning Advisory Committee

Under the guidance of the consultant, the City will establish a Zoning Advisory Committee to oversee all aspects of the project in cooperation with municipal officials and the project consultant (if applicable). The Committee shall have at least one member from the planning board and zoning board of appeals and shall include representatives from a large range of ethnic, social, and cultural backgrounds and a diverse range of stakeholders, such as residents, civic leaders, business owners, elected officials, environmental experts, neighborhood association representatives, and municipal board members.

The members of the Zoning Advisory Committee shall conduct and oversee the development of the Zoning Code and participate in Committee meetings. The Committee will generate ideas and build consensus, provide the consultant team with relevant information reflective of the community's current conditions and regulatory environment, review materials prepared by the consultant team (if applicable) and provide constructive feedback. The Committee will also support each of the public participation and outreach efforts, assist the consultant team in integrating the Zoning Code into the existing municipal code, and set the stage for the adoption of the completed Zoning Code.

Products: List of proposed members of Zoning Advisory Committee. Written description of Zoning Advisory Committee role and engagement included in Community Participation Plan. Project advisory committee established.

Task 3: Zoning Advisory Committee Meetings

The Zoning Advisory Committee shall meet on a regular basis during the planning process to advance the preparation, review, integration, and approval of the Zoning Code and to organize and conduct community participation events.

During the first meeting, the Zoning Advisory Committee will review project requirements, roles, and responsibilities, transfer necessary information to the consultant(s), if applicable, and identify new



information needs, and next steps. The Zoning Advisory Committee or the Consultant (if applicable), will prepare and distribute a brief meeting summary clearly indicating the understandings reached at the meetings. All subsequent meetings will advance the preparation of the Zoning Code, and assess the evolution of the project, identify new information needed, changes in roles and responsibilities, and next steps.

Products: Minutes from Zoning Advisory Committee meetings, presentation materials, and/or maps/infographics related to the Zoning Code.

Task 4: Community Participation Plan

Prepare a Community Participation Plan that describes the public outreach and participation efforts that will be conducted during the development of the Zoning Code, pursuant to the local and State statutes. At a minimum, the Community Participation Plan shall include (in-person or virtual) interviews with local and regional stakeholders, a community tour, a public information meeting, one or more public workshops, one or more public hearings, and a webpage with links to announcements, presentations and documents prepared during the planning process. The Community Participation Plan shall identify key individuals, organizations, and entities to be involved, and shall identify roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of the proposed public outreach and participation efforts.

All public outreach and participation efforts will be publicized in the community through press releases, announcements, individual mailings, digital media and any other appropriate means. Public access must be provided to each public meeting or workshop. Outreach efforts should encourage participation from populations who are frequently underrepresented in this process, including immigrants, refugees, and minorities. A summary of each public outreach and participation efforts will be made available to the public in written form and through other appropriate means, such as websites.

Products: Draft and final Community Participation Plan.

Task 5: Community Tour and Stakeholder Interviews

Organize and conduct a community tour to obtain an on-the-ground understanding of local conditions and issues. The purpose of the tour is to provide contextual understanding of the municipality to the consultant team (as applicable)/ZAC and ground truth desktop analyses. Following completion of the tour, identify a set of topics that shall be discussed with stakeholders to obtain additional relevant information and elicit stakeholder reactions and suggestions.

Products: Community tour photos and a summary of interview findings.

Task 6: Public Information Sessions

Conduct at least two public information sessions, as identified in the Public Participation Plan. The purpose of the two public information sessions is to identify Smart Growth oriented solutions to current issues. The first public information session will be held after the conclusion of the Community Tour and Stakeholder Interviews. The first session will introduce the zoning code update to the public, provide an overview of the planning process, and will describe findings from the



Community Tour and the Stakeholder Interviews. The second session will take place after the conclusion of the draft regulations. It will provide the public with the opportunity to provide input on the draft regulations. The consultant may choose to hold additional public information sessions as needed.

Products: Public Information sessions held. Minutes/summary of meeting prepared including any presentations or handouts and submitted to the City.

Task 7: Local Regulations Assessment and Recommendations Report

The purpose of the Local Regulations Assessment and Recommendations Report is to evaluate the applicability of Smart Growth Principles to the existing regulatory, natural, and built environment. The report may include, as applicable, but is not limited to: an analysis of existing development regulations, prior and current planning and zoning efforts, the physical details of the community, including its current and historic built patterns and architecture, natural resources such as prime agricultural lands, soil types, floodplains, topography, aesthetic resources, Critical Environmental Areas, current road network, blocks and lots, building types, public spaces, neighborhoods, and building form. The analysis shall also include an examination of existing land uses, density, and community design elements like setbacks, building height, and street width.

The Report shall include tangible, implementable recommendations for changes to the Zoning Code based on Smart Growth Principles, and the findings from analyses conducted in this section. The Zoning Advisory Committee shall work with the consultant team (if applicable) to collect best practices that could be used by the community and to articulate the best local approach to achieve the vision reflected in the Comprehensive Plan and other adopted planning documents. The Advisory Committee shall review the report before submitting it to the City. The Draft Report shall be submitted to the City for review and comment. City comments shall be incorporated into the final report.

Products: Draft and final report published online and submitted to the City.

Task 8: Proposed Local Regulations

Draft Zoning Code, based on the local regulations assessment and recommendations report. The Zoning Advisory Committee shall review the content of the new or amended local regulations before submitting them to the municipal board for review and comments. The Zoning Advisory Committee shall work with the consultant(s), if applicable, to integrate the Zoning Code into the municipality's existing code while ensuring the Draft Code is consistent with the municipality's adopted Comprehensive Plan, the Smart Growth Principles, and other state statutes. The Draft Zoning Code shall be reviewed by the Zoning Advisory Committee before being submitted to the City.

Products: Draft Zoning Code submitted to the City, Planning Commission, Zoning Board of Appeals and to the Zoning Advisory Committee

Task 9: Municipal Board Review

Submit the proposed local regulations to the municipal board for review, comments, and recommendations. The comments received from the board shall be addressed by the Zoning



Advisory Committee and the consultant (if applicable) before the initiation of the SEQRA compliance process. The proposed local regulations shall be made available for public review on the municipal website. The recommendations of the municipal board shall be reviewed by the Advisory Committee before being submitted to the City.

Products: Comments received from the municipal board and revised proposed local regulations submitted to the City.

Task 10: Environmental Quality Review

Prepare materials necessary for compliance with the State Environmental Quality Review Act (SEQRA). The adoption of a new or amended Comprehensive Plan is classified as a Type I action, pursuant to the State Environmental Quality Review Act (SEQRA) and 6 NYCRR Part 617. The Comprehensive Planning Committee or the consultant(s) shall comply with SEQRA requirements and, if appropriate, prepare the Generic Environmental Impact Statement (EIS) to provide a review of land use actions proposed in the comprehensive plan. The local municipal board shall declare to be the Lead Agency for the action of adopting the new or amended comprehensive plan.

The City recommends the following resource:

- Department of Environmental Conservation's SEQR Handbook available at <https://www.dec.ny.gov/permits/6188.html> for guidance on the use of SEQR in the planning process. Copies of all SEQR documents shall be submitted to the City, Planning Commission, Zoning Board of Appeals and to the Zoning Advisory Committee.

Products: SEQRA documents

Task 11: Public Hearing

Following completion of the new and amended zoning code, conduct a public hearing to solicit comments on the new or amended regulations. The new or amended zoning code shall be made available in hard copy form in the municipal offices, the municipal website/project website and other key locations throughout the community. The public hearing will be publicized in the community through press releases, announcements, individual mailings, online posting on the municipal website, and any other appropriate means at least ten days prior to the date of the public hearing. The minutes of the public hearing shall be reviewed by the Zoning Advisory Committee before being submitted to the City.

Products: Published announcements and the minutes of the public hearing submitted to the City, Planning Commission, Zoning Board of Appeals and to the Zoning Advisory Committee.

Task 12: County Planning Board Review

The municipal board or the consultant shall submit the revised local regulations to the County Planning Board for review and recommendations, pursuant to the required referral under General Municipal Law §239-m of the New York State General Municipal Law. The Steering Committee and the consultant shall address the comments received from the County Planning Board before the public hearing.



Products: Comments received from the County Planning Board and revised proposed local regulations submitted to the City, Planning Commission, Zoning Board of Appeals and to the Zoning Advisory Committee.

Task 13: Final Proposed Local Regulations and Local Adoption

Address all of the received comments and recommendations and produce the final version of the proposed local regulations for the local adoption by the municipal board and subsequent filing with the Town/Village/City Clerk and in the office of the Secretary of State. The municipal board shall adopt the proposed local regulations pursuant to § 7-706 of the New York State Village Law/§16-264 of the New York State Town Law/§83 of New York State General City Law.

Products: Adopted local regulations and copy of the resolution of adoption submitted to the City, Planning Commission, Zoning Board of Appeals and to the Zoning Advisory Committee.

Task 14: Project Status Reports

Submit monthly project status reports, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products: Completed project status reports submitted during the life of the contract.

Project Responsibilities

The consultant shall execute a contract with the City and ensure the completion of work in accordance with the approved Work Plan and budget, and

- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and sub consultants.
- will receive approval from the City for any and all consultant subcontracts before beginning project work.
- will be responsible for submission of all products and payment requests.
- will be responsible for coordinating participation and soliciting comments from local government personnel, project volunteers, and the public.
- will be responsible for ensuring that all public engagement communications and opportunities are made accessible to underrepresented communities (e.g., meeting materials, meeting notices, plan documents)
- will keep the City informed of all important meetings for the duration of this contract.

ADDITIONAL INFORMATION

☐ No Gratuities

- Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purpose of influencing the selection.
- Any attempt by a respondent to influence the selection process by any means, other



- than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process
- Accordingly, contacts with members of the Staff Evaluation Panel, which are outside of the established process, should not be initiate
- ☐ Verifiable information
- By submitting a response, respondents represent and warrant to the City that all information provided in the response submitted shall be true, correct and complete.
 - Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents presented to the City for consideration in the selection process may be excluded.
- ☐ Interviews
- After the initial evaluation of the statements of qualifications, respondents will be notified by e-mail of their status in the selection process
 - Respondents who are "short-listed" will be contacted by both phone and e-mail.
 - They will be invited to participate in interviews that will focus not only on the respondent's application, their project approach, and an appraisal of the planning professionals who would be directly involved in the project.
- ☐ Inquiries
- Do not contact the Mayor and City Council or the Staff Evaluation Panel to make inquiries about the progress of this selection process.
 - Respondents will be contacted by the Department of Development when it is appropriate to do so. Inquiries related to this RFP may be directed to Ellen Shadle, Principal Planner – shadle@jamestownny.gov; 716-483-7657.
- ☐ Cost of Responses
- City is not responsible for the costs incurred by anyone in the submission of responses
- ☐ Contract
- This RFP is not to be construed as a contract or as a commitment of any kind.
 - To ensure that the appropriate staff is assigned to the project, the City intends to make the inclusion of a "key persons" clause a part of the contract negotiations.
- ☐ No Obligation - The City reserves the right to:
- Evaluate the responses submitted
 - Waive any irregularities therein
 - Select candidates for the submittal of more detailed or alternate proposals
 - Accept any submittal or portion of submittal
 - Reject any or all respondents submitting responses, should it be deemed in the City's best interest
 - Cancel the entire process.
- ☐ Professional Liability Insurance
- The respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of New York.



APPENDIX 3- MUNICIPALITY PROCUREMENT REQUIREMENTS

SAMPLE INSURANCE REQUIREMENTS

City of Jamestown
200 E. Third Street, Jamestown, New York 14701
AMBULANCE AND EMS SERVICE Insurance Requirements

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the Ambulance/ EMS Service, herein referred to as the Provider, hereby agrees to effectuate the naming of the City of Jamestown, herein referred to as the Municipality, as an additional insured on the Ambulance/ EMS Service Provider's insurance policies, with the exception of Volunteer Fireman's Benefits, N.Y. State Disability and professional liability insurance. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract.
2. The policy naming the Municipality as an additional insured shall:
 - a. Purchase an insurance policy from an A.M. Best rated "Secure" insurer, licensed to do business in New York State. A New York State admitted insurer is preferred. The decision to accept specific insurers lies exclusively with the Municipality.
 - b. The certificate of insurance must state that the Provider's coverage shall be primary and noncontributory coverage for the Municipality, its Board, employees and volunteers.
 - c. Additional insured status shall be provided by standard or other endorsements that extend coverage to the Municipality for both on-going and completed operations.

The decision to accept an endorsement rests solely with the Municipality. A completed copy of the endorsements must be attached to the certificate of insurance.
 - d. At the Municipality's request, the Provider shall provide a copy of the declaration page of the liability policies with a list of endorsements and forms. If so requested, the consultant will provide a copy of the policy endorsements and forms.
3. The Provider agrees to indemnify the Municipality for any applicable deductibles and self-insured retentions. To the fullest extent permitted by law, the Provider agrees to defend, indemnify and hold harmless The City of Jamestown, its officers, directors, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable legal fees and costs arising in whole or in part and in any manner for acts, omissions, breach or default of the Provider, in connection with performance of any work by the Provider, its officers, directors, agents, and employees.



4. Required Insurance:

a. **Commercial General Liability Insurance**

Bodily Injury & Property Damage:

\$1,000,000 per occurrence/ \$2,000,000 aggregate

b. **Automobile Liability**

Bodily Injury & Property Damage: \$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles

c. **Personal Injury and Advertising Liability:**

1. \$1,000,000 per occurrence/\$2,000,000 aggregate

ii. Contractual Liability with no non-standard exclusions

iii. State that the organization's coverage shall be primary and non-contributory coverage for the Municipality, its Board, employees and volunteers.

iv. The Municipality shall be listed as an additional insured by using endorsement CG 2026 or equivalent. A completed copy of the endorsement must be attached to the certificate of insurance.

v. Waiver of Subrogation

vi. Policies must include a 30 Day Prior Written Notice to The City of Jamestown in the event of cancellation or non-renewal

d. **N.Y.S. Disability**

Statutory N.Y.S. Disability Benefits Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the DB120.1 form for NYS Disability Benefits. ACORD certificates are not acceptable.

e. **Medical Malpractice Insurance**

\$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the Provider performed under the contract for the Municipality. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. If this coverage is provided in the General Liability proof of coverage must be indicated on the certificate of insurance.

f. **Excess Insurance**

\$2,000,000 each occurrence and aggregate. Excess coverage shall be on a follow-form basis.

5. Provider acknowledges that failure to obtain such insurance on behalf of the Municipality constitutes a material breach of contract. The Provider is to provide the Municipality with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of services. The failure of the Municipality to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the Municipality.



INVESTIGATION AUTHORIZATION - COMPANY

The undersigned organization, a prospective proposer to provide emergency advanced life support ambulance service for the City of Jamestown, recognizes that public health and safety requires assurance of safe, reliable, cost-efficient ambulance service. That assurance will require inquiry into aspects of company operations deemed relevant by the City of Jamestown, or its agents. The company specifically agrees that the City of Jamestown or its agents may conduct an investigation into, but not limited to the following matters:

1. The financial stability of the company, including its owners and officers, any information regarding potential conflict of interests, past problems in dealing with other clients or cities where the company has rendered service, or any other aspect of the company operations or its structure, ownership, or key personnel which might reasonably be expected to influence the City of Jamestown's selection decision.
2. The company's current business practices, including employee compensation and benefits arrangements, pricing practices, in-service training programs, means of competing with other companies, employee discipline practices, public relations efforts, current and potential obligations to other buyers, and general internal personnel relations.
3. The attitude of current and previous customers of the company toward the company's services and general business practices, including patients or families of patients served by the company, physicians or other health care professionals knowledgeable of the company's past work, as well as other units of local government with which the company has dealt in the past.
4. Other business in which company owners and/ or other key personnel in the company currently have a business interest.
5. The accuracy and truthfulness of any information submitted by the company in connection with such evaluation.



This authorization shall expire one year from the date of signature.

AUTHORIZATION FOR SUCH INVESTIGATION IS HEREBY EXPRESSLY GIVEN BY THE COMPANY:

Company Name

Date

By: Signature (authorized representative)

Name & Title Printed

State of: _____

County of: _____

On this _____ day of _____ 2020 before me, the undersigned,
date month

_____ a Notary Public in and for the said County and State,
name (printed)

personally appears.

To me known to be the person described herein and who executed the foregoing statement, and acknowledged that s/he executed the same as her/his free act and deed. Witness my hand and Notary Seal subscribed and affixed in said County and State, the day and year above written.

Notary Public (signed)



**CERTIFICATION PURSUANT TO
SECTION 103-G OF THE NEW YORK STATE**

General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law. Such list can be found on the website of the office of general services, <http://ogs.ny.gov/default.asp>."

Print

Signature

Title

Date

Company Name

On January 13, 2012, Chapter 1 of the Laws of New York for 2012 was signed into law by Governor Andrew M. Cuomo. The law is known as the "Iran Divestment Act of 2012" (the "Act") and can be found at § 165-a of the NY State Finance Law. The Act became effective on April 12, 2012. The Act imposes limitations on "persons" that are determined to be engaged in investment activities in the Iranian energy sector, as defined in the Act.

On July 17, 2012, Governor Cuomo signed into law Chapter 106 of the laws of 2012, which extended the Iran Divestment Act to State and local public authorities, the State University of New York, and the City University of New York.



NON-COLLUSIVE BIDDING CERTIFICATION

Required by Section 139-D of the State Finance Law

By submission of this bid, bidder and each person signing on behalf of bidder certifies, and in the case of joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

[1] The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

[2] Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

[3] No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A BID SHALL NOT BE CONSIDERED FOR AWARD NOR SHALL ANY AWARD BE MADE WHERE [1], [2], [3] ABOVE HAVE NOT BEEN COMPLIED WITH; PROVIDED HOWEVER, THAT IF IN ANY CASE THE BIDDER(S) CANNOT MAKE THE FORGOING CERTIFICATION, THE BIDDER SHALL SO STATE AND SHALL FURNISH BELOW A SIGNED STATEMENT WHICH SETS FORTH IN DETAIL THE REASONS THEREFORE:

[AFFIX ADDENDUM TO THIS PAGE IF SPACE IS REQUIRED FOR STATEMENT.]

Subscribed to under penalty of perjury under the laws of the State of New York, this _____ date

day of _____, 20_____ as the act and deed of said corporation of partnership.
month year

IF BIDDER(S) (ARE) A PARTNERSHIP, COMPLETE THE FOLLOWING:

NAMES OF PARTNERS OR PRINCIPALS

LEGAL RESIDENCE

_____	_____
_____	_____
_____	_____
_____	_____



IF BIDDER(S) (ARE) A CORPORATION, COMPLETE THE FOLLOWING:

NAMES

LEGAL RESIDENCE

President

Secretary

Treasurer

Identifying Data:

Potential Contractor: _____

Street Address: _____

Telephone: _____ Title: _____

If applicable, Responsible Corporate Officer Name

Title

Signature

Joint or combined bids by companies or firms must be certified on behalf of each participant:

Legal name of person, firm or corporation Legal name of person, firm or corporation

By _____ By _____
(Name) (Name)

Title

Title

Street Address

Street Address

City and State

City and State