

Village of Alden



**REQUEST FOR PROPOSAL FOR
PROFESSIONAL PLANNING/ENGINEERING
SERVICES
FOR THE 2040 COMPREHENSIVE PLAN UPDATE**

**VILLAGE OF ALDEN
ATTN: VILLAGE CLERK
13336 BROADWAY
ALDEN, NEW YORK 14004**

VILLAGE OF ALDEN
REQUEST FOR PROPOSAL

I. INTRODUCTION

A. General Information

The Village of Alden is requesting Proposals from qualified firms of professional engineers/planners to facilitate the update to the Village of Alden's 2040 Comprehensive Plan.

There is no expressed or implied obligation for the Village of Alden to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Questions regarding this Request for Proposal or the engagement should be emailed to Sue Galbraith, Village Clerk, at smgalbraith@rochester.rr.com or by calling 716-937-9216 ext. 110.

To be considered, one (1) original copy and two (2) copies of the proposal must be received by the Village Clerk, Village of Alden, 13336 Broadway, Alden, New York 14004 **by 10:00 A.M. on March 22, 2024**. The Village reserves the right to reject any or all proposals submitted.

During the evaluation process, the Village reserves the right, where it may serve the Village's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Village, firms submitting proposals may be requested to make presentations as part of the evaluation process.

The Village reserves the right to retain all proposals submitted and to use any ideas in the proposals regardless of whether that proposal is selected. Submission of the proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village of Alden and the firm selected.

It is anticipated the selection of a firm will be completed by **April 2024**.

B. Term of Engagement

The term of engagement will be for the completion of the 2040 Comprehensive Plan, with a completion date on or before **February 28, 2025**.

C. Subcontracting

No subcontracting will be allowed without the express prior written consent of the Village of Alden.

II. NATURE OF SERVICES REQUIRED

A. General

The Village of Alden is soliciting the services of qualified firms of professional engineers/planners to facilitate the update to the Village of Alden's 2040 Comprehensive Plan.

B. Scope of Work to be Performed

The Village of Alden desires a complete update to the 2015 Village of Alden comprehensive plan. This updated plan will provide a blueprint for the development, preservation, and enhancement of residential, commercial, and industrial neighborhoods as well as Village municipal owned facilities and infrastructure. The 2015 comprehensive plan will be updated for a 2040 horizon and will incorporate the various edits from the Village's annual review of the 2015 Comprehensive plan as well as the visions, ideas, and recommendations from this update. The tasks will be further defined as follows:

TASK 1 Project Initiation and Review of the 2015 Comprehensive Plan

- 1.1 Kickoff and Project Initiation: Establish a Comprehensive Plan Review Committee and management plan for community outreach and engagement via Village social media, website, etc.
- 1.2 Review Current Plans, Issues, and Ideas: Review existing completed plans and ongoing activities, identify issues/problems, and explore ideas for the future through personal meetings with Village officials, Village department heads and Village committees, the public, and other key stakeholders. Obtain pertinent plans, prepare a list of apparent issues and collect ideas.
- 1.3 Summarize background information and existing conditions analysis in meeting minutes.

Task 2 Community Profile

Develop a community profile that includes the following elements:

- 2.1 Existing Conditions and Analyses: Examination and analysis of where the Village is today and will include an assessment of:
 - Demographic characteristics (population and growth trends, age distribution, household size, household income)

- Local and regional economic characteristics (unemployment rates and trends, work force characterization, dominant business sector type, major employers and industries, economic trends, and jobs range)
- Housing characteristics (the age, type, and condition of structures, tenure, vacancy rates, the extent and availability of low income housing, assessment of housing opportunities and choices, housing trends and access to jobs)
- Current land use. Zoning and other relevant local development controls, and the extent to which these are consistent throughout the Village.
- Agricultural and forest lands
- Community Facilities (accessible and used by the residents) Review locations of libraries, fire, schools and health care facilities.
- Economic Development
- 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.
- Environmental and natural resources (air quality, watercourses, wetlands, floodplains, aquifers, forests/tree cover, steep slopes, soil types, and rare plant and animal habitats)
- Transportation systems, walkable/bikeable areas, public transit, connectivity with areas outside jurisdictional lines, distance to jobs
- Health and emergency services and facilities.
- Parks and public spaces, recreation facilities, range of passive and active recreation, capacity and maintenance, accessibility etc.
- Other community facilities
- Historic, cultural, and scenic resources
- Recreational resources and public access
- Fiscal resources

2.2 Comprehensive Plan Mapping: All Village mapping will be developed based on available public information and formatted as GIS data for future implementation with Village GIS management program. Mapping will generally include but not limited to an updated Zoning Map, community land use mapping (i.e.: open space, agricultural, etc.), environmental resource mapping (i.e.: wetlands, floodplains, water and natural resources, etc.), Cultural resource mapping, municipal infrastructure mapping (i.e.: water, sewer system, storm, etc.), and public utility infrastructure (i.e.: gas, electric, communications).

Task 3 Community Engagement, Visioning, and Goal Setting

Utilizing the information collected and analyzed in Task 2, create a vision and establish goals for the Village of Alden moving forward. This task will be led by the Comprehensive Plan Committee. Efforts will seek to assess and understand the vision the community seeks over the next 15-20 years and develop attainable goals via policy recommendations. Recommendations will be based on an understanding of the technical and fiscal capacity of the Village.

3.1 Vision statement: Review the Goals and Objectives Work for the "vision for the future" of the Village's character, and appearance as projected out approximately 20 years. As part of this subtask, a Vision Map will be prepared that highlights any zoning change recommendations and other key

resource features for the Village.

- 3.2 Topics recommended for future study. The Committee will identify issues that may require future study and investigation. These topics shall be those recommended to be carried out to implement the comprehensive plan. For each topic address the need and purpose of the topic, description of the tasks that are recommended to be undertaken, approximate cost and duration of the study and potential funding sources.

Task 4 2040 Comprehensive Plan

- 4.1 Draft Plan: Prepare a draft Comprehensive 2040 Plan, conferring with the Committee and department heads, and incorporating material from tasks 1-3. The Comprehensive plan update will also incorporate an Implementation plan and schedule, which identifies tasks and recommended strategies to be carried out following the adoption of the 2040 Plan.
 - Review the draft plan with the Village Board, at a public meeting
- 4.2 SEQRA: The proposed action is consistent with a Type 1 Action and therefore, will complete the Long Form EAF and completion of the SEQRA process suitable for adoption of the updated Comprehensive Plan. A Public Hearing will be held as part of this task.
- 4.3 Final Comprehensive Plan: Based on comments received from prior meetings and direction from the Committee, prepare the final plan document.

III. DESCRIPTION OF THE VILLAGE

A. Name and Telephone Number of Contact Person

For the purposes of project work/completion, the firm's principal contact with the Village will be:

Joseph Czechowski, Code Enforcement Officer
jczechowski@rochester.rr.com
(716) 937-9216 ext. 121

B. Background Information

The Village of Alden is approximately 2.7 square miles and is located on the eastern border of Erie County approximately 20 miles east of Buffalo. Incorporated in 1869, the Village of Alden is a rural/residential community with a population of 2604 (per 2020 Census). The Village's fiscal year begins on June 1 and ends on May 31.

The Village has approximately 18 full time employees and 14 part time employees. The Village consists of a court system, Code Enforcement/Building Department, Department of Public Works and a Volunteer Fire Department.

C. Document Due Date

The final approved 2040 Comprehensive Plan shall be submitted to the Village of Alden on or before **February 28, 2025**. This deadline may be extended by mutual agreement of the Village and the firm.

Fifteen (15) complete, printed and bound copies of the final 2040 Comprehensive Plan must be delivered to the Village Clerk. In addition, the 2040 Comprehensive Plan, in Microsoft Word format, must be submitted on a flash drive or similar digital format. All maps must also be digitally included in digital format.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Submission of Notification of Interest

The Village is requesting a notice of intent to submit a proposal be emailed to smgalbraith@rochester.rr.com by **March 8, 2024**.

2. Inquiries

Inquiries concerning the Request for Proposal and the subject of the Request for Proposal must be made to:

Sue Galbraith, Village Clerk/Treasurer
Village of Alden
13336 Broadway
Alden, New York 14004
(716) 937-9216 ext. 110
smgalbraith@rochester.rr.com

3. Submission of Proposal

The following material is required to be received by **March 22, 2024** for a proposing firm to be considered.

a. One (1) original (so marked) of a Technical Proposal and two (2) copies to include the following:

i. Title Page

Title Page showing the Request for Proposal subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

ii. Table of Contents

iii. Transmittal Letter

A signed letter of transmittal briefly stating the responder's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer.

iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI(B) of this Request for Proposal.

- b. The proposer shall submit one (1) original and two (2) copies of a Dollar Cost proposal in a separate sealed envelope marked as follows:

RFP – 2040 COMPREHENSIVE PLAN, VILLAGE OF ALDEN

- c. Proposers should send the completed proposal to the following address:

Village of Alden
Village Clerk's Office
13336 Broadway
Alden, New York 14004

B. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the project in conformity with the requirements of this Request for Proposal. As such, the substance of the proposal will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the Request for Proposal (excluding any cost information which should only be included in the sealed dollar cost proposal). The proposal should be prepared simply and economically, providing a straight forward, concise description of the proposer's capabilities to satisfy the requirements of the Request for Proposal. While additional data may be presented, the following subjects, items numbered 1 through 3, must be included. They represent the criteria against which the proposal will be evaluated.

1. Firm Qualifications and Experience

The proposer should state the size of the firm, the location of the office from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed on this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

2. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, principals, managers, other supervisors and specialists, who would be assigned to the engagement.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Village. However, in either case, the Village retains the right to approve or reject replacements.

3. Similar Engagements with Other Municipalities

For the firm's office that will be assigned responsibility for the project, list the most significant engagements (maximum of 5) performed in the last three (3) years that are similar to the engagement described in the Request for Proposal.

Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

C. Sealed Dollar Cost Proposal

1. Total All-Inclusive Maximum Price

The sealed dollar cost proposal should contain all pricing information relative to completing the project as described in this Request for Proposal. The total-inclusive maximum price proposed is to contain all direct and indirect costs including all out-of-pocket expenses.

The Village will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost proposal. Such costs should not be included in the proposal.

The first page of the sealed dollar cost proposal should include the following information:

- a. Name of firm
 - b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the proposal, and authorized to sign a contract with the Village
 - c. A total all-inclusive maximum price for the proposed project.
2. Rates by partner, specialist, supervisory and staff level times hours anticipated for each.
 3. Manner of payment

Progress payments will be made on the basis of hours of work completed during the course of the project and out-of-pocket expenses incurred in accordance with the firm's dollar cost proposal.

D. Appendices

A certified copy of Appendices A and B should be submitted with each proposal.

By signing and submitting the guarantees in Appendix A, the proposer is guaranteeing that:

It can and will provide and make available, as a minimum, all services set forth in Nature of Services Required.

The entire request for proposal has been read, and the proposer agrees that the rights and prerogatives as detailed are retained by the Village of Alden; and

They will be bound by the contractual requirements delineated.

By signing and submitting the warranties in Appendix B, the proposer warrants that:

It is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

It will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Village of Alden.

All information provided by it in connection with this proposal is true and accurate.

VII. FINAL SELECTION

A. Board of Trustees

The Board of Trustees will approve a firm based upon the Request for Proposal taking into consideration the recommendation of the Mayor and other Village Personnel.

B. Notification of Firm Selection

It is anticipated that a firm will be selected in **April 2024**.

C. Right to Reject Proposal

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the firm selected.

The Village reserves the right without prejudice to reject any or all Proposals.

APPENDIX A

PROPOSER GUARANTEES

- I. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in Nature of Services Required.
- II. The proposer has read the entire request for proposal, and agrees that the rights and prerogatives as detailed are retained by the Village of Alden.
- III. The proposer agrees to be bound by the contractual requirements delineated.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX B

PROPOSER WARRANTIES

- I. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- II. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Village of Alden.
- III. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____