



VILLAGE OF OSSINING

REQUEST FOR PROPOSAL

**VILLAGE OF OSSINING
COMPREHENSIVE PLAN
UPDATE**

October 17, 2019

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I. Project Overview

A. Purpose

The Village of Ossining (“Village”) is interested in retaining a highly creative and qualified professional planning consultant team to update our current Comprehensive Plan. This Request for Proposal (RFP) is intended to help the Village select a qualified and experienced consultant to prepare a Comprehensive Plan Update of its 2009 Comprehensive Plan, a complete evaluation of existing zoning and potential update with Form Based Code and/or overlays, and guide the Village through the environmental review process for each as required by the New York State Environmental Quality Review Act.

Of primary importance is the creation of a plan that builds on the existing strengths and lays out a streamlined pathway for economic growth and development while also addressing community needs, environmental sustainability and the preservation of Ossining’s socioeconomic, racial and ethnic diversity. This will require innovative and creative solutions that will promote community wellbeing by:

- Driving inclusive economic development and increase tax base
- Enabling the construction of multifamily housing in places where there already is a prevailing pattern of multi-family housing supporting transit oriented development and walkability
- Addressing parking, transportation and mobility
- Preserving and developing quality, affordable housing options in conjunction with market rate development

B. Background and History

Like other Hudson River towns in Westchester County, the Village of Ossining is transforming into a more vibrant diverse community while under ever increasing development pressures. Because of this interest in the Village, it becomes even more important that the Village update its 2009 Comprehensive Plan to meet current needs.

The Village was established in 1813 when it was known as Sing Sing and the name was changed to Ossining in 1901. The Village has a unique sense of place, which developed around the most iconic prison in the world, Sing Sing Prison. The Village fronts on the Hudson River about 35 miles north of Manhattan, is 3 square miles with a diverse population of approximately 25,000 people and contains many of the amenities of a large city. The Village is served by MTA Metro-North commuter rail, N.Y. Waterway Ferry and the Westchester County Bee-line Bus, ConEdison, municipal sewer and water.

The Downtown's exceptional, intact historic streetscape of 19th-century Italianate style buildings placed it on the State and National Registers of Historic Places and contains numerous shops, restaurants, and businesses. The topography affords beautiful views of the Hudson River and Palisades, and scenic pedestrian trails cross through the Downtown. The walkability is complemented by singular restaurants and ethnic retail, and a growing local craft business focus.

The Village of Ossining has limited vacant privately-owned parcels. In several instances privately held vacant parcels remain undeveloped in critical locations. A majority of development interest is focused in the downtown central business district and waterfront. Development activity is also noted along the Rte 9 and Croton Ave corridors. Privately held parcels which host uses inconsistent with surrounding context [antiquated/underutilized use], abandoned buildings and parcels transitioning from past uses in ‘for sale’ status represent an important element for Comp Plan analysis.

A cache of institutional land either developed, partially developed, underutilized or vacant is also a significant factor in our current built environment fabric. Village owned parcels fall into this category.

Residential districts of single family, two-family and mixed infill multi-family are also experiencing transitional factors relating to lot subdivision, conversions or remolded/renovation expansions. Ossining enjoys a robust fabric of neighborhood pocket commercial nodes. These nodes are also under consideration for expanded or revisited development opportunities. Examining these unique areas is critical to comprehensive Village land use analysis and update.

The Village desires to identify strategies and mechanisms to activate, incentivize or otherwise guide positive and forward-thinking land use trajectories within the wide range of existing Village built environment fabric.

Ossining is blessed with a racially and economically diverse community. However, like many communities in the Hudson Valley, the combination of global economic restructuring and the decline of the manufacturing sector has hampered the growth of new employment generators within the Village. Consequently, Ossining's tax revenues are disproportionately comprised of residential property tax revenue. Meanwhile, service sector jobs offer only limited opportunities for economic mobility and social benefits. The effect of the Village's limited economic development has meant that lower economic residents have few opportunities to find better paying jobs within the Village and therefore continue to struggle to meet rising housing costs. Meanwhile, homeowners are confronting rising residential property taxes without sufficient relief from commercial tax revenue.

However, within the past few years, Ossining has become a hub for entrepreneurial retail business. Investment in the Downtown within the last three years includes an award-winning coffee shop, highly rated Peruvian, vegan, Turkish and Jamaican restaurants, a craft brewery and taproom in a former manufacturing space, CrossFit gym, toy store, as well as newly opened co-working space on Main Street. The comprehensive plan update will set the stage to ensure these businesses thrive and to create an environment that will encourage and support new entrepreneurial enterprises. Over the past several years, Ossining is increasingly attracting luxury and market-rate mixed-use developments. Avalon's 169 units opened on North Highland Avenue in 2013, Ginsburg Development Companies' 188 rental units on the Hudson opened in 2016. Future developments ranging in size from 24 units to 189 units are in the pipeline with applicants actively presenting their proposals to land use boards. Additionally, the Village is working to identify a developer to create a mixed income, mixed use rental property at a current Village owned DPW site located by the train station, with a primary objective of providing affordable residential opportunities attractive to a range of income levels in the Village.

Ossining is committed to providing housing for people of all income levels to guard against the displacement of our residents and maintain the diversity of our population. The Village also has a goal to transform the downtown into a more active commercial business district that complements the Village's diverse character. The Village of Ossining would also like to capitalize on the tourism economy as a Historic Hudson River Town and the future Sing Sing Prison Museum.

C. Project Organization

The proposer shall provide a project management team experienced in the development of a Comprehensive Plan Update for all project tasks, activities, and reports.

D. Project Direction

The selected consultant will primarily interface with the Village through the Village's Planning Department and the Village Manager. The Village Manager, with support from the planning department, will be responsible for the direction, review, and approval of all work as well as the program administration of the

contract for compliance with, and interpretation of, scope, schedule, and budget.

In carrying out these functions, the Manager will utilize the various departments and personnel of the Village as required ensuring the project is consistent with Village policies, procedures, and experiences.

A Comprehensive Plan Steering Committee, representing citizens from diverse geographic, demographic, and economic backgrounds will serve to provide guidance and feedback throughout the Comprehensive Plan process.

E. Period of Performance

All proposals shall be predicated on a period of performance commencing upon award of the agreement to the selected consultant. It is anticipated that the project will be completed within 12 months.

F. Interview

Prior to selecting a consultant, a select number of proposers will be asked to come to the Village for an interview with the Village and representatives from the Steering Committee. The proposer may be expected to make a formal presentation on the content of its proposal.

II. Scope of Work

A. Existing Resources

The most recent Comprehensive Plan was adopted by the Village Board of Trustees in 2009 and utilizes traditional Euclidean zoning. In recent years it has become apparent that the 2009 Comprehensive Plan and the current zoning code do not adequately reflect the needs for the Village of Ossining or its need for creative and sustainable approaches to housing, environment, transportation, economic development, and community services. The Village is seeking a consultant to help develop goals and provide recommendations for immediate and long range growth and development. Much of the scope of work requested in this RFP will build upon, develop, complement, and further refine previous and on-going plans and efforts within the Village since the 2009 Comprehensive Plan. The following specific studies completed subsequent to the 2009 Comprehensive Plan must be incorporated or referenced in the update:

- Ossining Downtown Redevelopment Working Committee Final Report
- Housing Studies
- Market Square and Post Office Lot Community Input
- Downtown and Waterfront Access Trail Plan

Historical resources available provide insight into past planning policies (some of which had negative consequences) and their lasting impact on Ossining today:

- 1969 Comprehensive Development Plan, the 1971 Urban Renewal
- Plan for the Central Renewal Area, the 1975 Rehabilitation Feasibility and Historic
- Preservation Study of the Crescent-Main Street Area, the 1977 Waterfront Development
- Plan, the 1977 Village Center Planning Program Central Renewal Area

Additional studies/resources for the Comprehensive Plan update are available on the Village website here: <https://www.Villageofossining.org/comprehensive-plan-committee/pages/resources>

The Village is seeking to build upon these studies in updating the Comprehensive Plan, which will state the community's goals and policies regarding its future in terms of commercial vitality, residential and multifamily housing, open space, community facilities and services, and infrastructure. Transit Oriented Development is to be explored as an organizing theme to redevelopment, new development, and housing

issues with the MTA Metro-North Hudson Line Ossining train station serving as a major transit hub. Particular attention shall also be paid to ensuring the continuing viability of the Village's downtown and its "Main Street" approach to commercial and residential development with a walkable downtown. The Plan should:

- build capacity within the community to consider higher performing land uses;
- serve as a guide for orderly growth that improves the local economy and tax base;
- provide for broad range of housing options at various levels of affordability;
- evaluate transportation, modality, parking and traffic flows; and
- provide a rational basis for future planning and zoning decisions.

The Village of Ossining created a Comprehensive Plan Steering Committee that will help provide community input into the update of the Comprehensive Plan. The Village retained Pace University Land Use Law Center to develop a Strategic Community Engagement Outreach Plan. Using this plan, the consultant will be working with the Village, Manager, and the Comprehensive Plan Steering Committee to ensure community engagement throughout the process.

B. Anticipated Scope of Work

The following presents a minimum scope of work to be met by the consultant in updating the Village of Ossining's Comprehensive Plan. The consultant is encouraged to propose additional items if they believe those items are necessary to develop a high quality Comprehensive Plan. At a minimum the update must focus on ensuring greater predictability in the planning and development process through:

- analysis of emerging land use trends;
- suitability of existing land use and zoning regulations;
- building upon housing and downtown development studies completed since the 2009 Comprehensive Plan;
- Analysis of historical and current policies that have led to social and economic disparities that effect different races and ethnicities.
- An analysis of census/census tract data and racial and ethnic diversity as a driving demographic in Ossining over the years.
- addressing non-conforming lots and non-conforming land uses within each zoning district;
- evaluating development potential of Village-owned land and facilities;
- rectifying inconsistencies among current local ordinances, especially the Zoning and Subdivision chapters, with the objectives or the realities of the Village's current land use;
- allowing for existing parking, parking management and future needs;
- capabilities of Village infrastructure to meet the future needs of the Village; and costs, revenue streams and the financial capacities to meet the stated goals, to clearly identify the financial implications of the proposed vision to ensure that it does not conflict with the Village's financial policies and capacity;
- identification of issues critical to future planning and development that may require further study for specific strategic initiatives and action plans, including but not limited to:
 - Impact on Ossining Union Free School district (an overcrowded district) based on existing conditions, needs and projections
 - Inclusive economic development
 - Transportation, parking and mobility

The strategies should focus on:

- Ensuring a mix of housing types and affordability;
- Redevelopment of the business and waterfront districts, including existing large land parcels and Village

owned land.

- Optimizing traffic flows and transportation options and identifying parking solutions;
- Stimulating the local economy
- Promoting public health and wellbeing, particularly for people of color especially those who are low income, including economic opportunity, access to transportation, housing options, health and safety.

The consultant will potentially provide the following:

- evaluation of base study information, data inventory and analysis related to the Village of Ossining using current Geographical Information System information (The Village will utilize Westchester County Planning Department resources to access base maps, demographic and GIS information);
- additional detailed studies that may include but not limited to zoning analysis, economic development, school impact mitigation and transportation and parking studies.
- objectives for each of the subtopic areas that would include regulatory and non-regulatory techniques;
- implementation strategies to achieve the objectives; and
- public workshops and meetings with the Comprehensive Plan Committee including outreach to Spanish-speaking populations. (minimum of 6 workshops and meetings which may be held during evenings and/or on weekends, including Sunday's);
- A description of how the new comp plan will work with existing plans and how they complement each other to ensure consistency of planning.

The document must provide sustainable development and/or redevelopment, and historic and environmental preservation and conservation strategies that take into consideration future land use patterns and needs. Economic, social, and environmental impacts should be addressed as well. The plan needs to be action oriented and contain clearly defined implementation strategies.

The consultant shall:

1. Prepare a Comprehensive Plan, including, but not limited to:
 - an executive summary;
 - statement of the goals and objectives of the plan;
 - discussion and summary of data collected and analyzed for each of the subtopic areas;
 - summary of the public participation program, and;
 - recommendations with implementation strategies for each of the subtopic areas; and,
 - identification of projects that should be pursued to implement the goals of the plan and outline public or private programs that may be utilized to support and fund those projects.
2. Prepare Village Code updates that will potentially include form-based code and overlay districts as well as other ways to ensure that development supports the Village's goals and objectives.
3. Depending on the proposed planning and zoning, guide Village through the environmental review process for each as required by the New York State Environmental Quality Review Act and prepare any necessary documentation if a generic EIS is determined to provide substantial benefit.
4. The comp plan update must be written to flow directly into the zoning update process.

The Village will work with Westchester County Planning Department to access documentation and maps in a web-based format to be viewed on the Village website and digital format suitable for printing. Any GIS data layers used for the analysis or preparation of the Comprehensive Plan shall be provided to the Village Department of Planning.

C. Consultant Qualifications

The Village of Ossining is looking for a consultant with demonstrated knowledge and experience in the following planning areas:

- Comprehensive Planning;
- Affordable housing and housing assessments;
- Cultural Competence
- Community design practices and processes;
- Downtown revitalization;
- Form-based codes; [hybrid, comprehensive and/or overlay mechanisms]
- Sustainable development with emphasis on resiliency;
- Regional municipal planning as it relates to linkages and connectivity
- Environmental analysis;
- Socio-economic analysis;
- Information/data infrastructure and technology;
- Transportation planning.

III. Proposal Requirements

A. Proposal Content and Format

This Request for Proposal is intended to provide interested consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the proposal should respond to information presented in this Request for Proposals. The proposal submission shall strictly adhere to the following format, including page limits, and is not intended to be an expensive or elaborate presentation. Any proposal that violates these requirements shall be judged non-responsive regardless of the remainder of its contents.

Proposal Format:

- Part A: A brief understanding of the project objectives and scope of work. This part is limited to five pages. The proposal must include a detailed description of the procedures, methods and studies that will be used to update the Comprehensive Plan and complete the tasks outlined in the Scope of Work.
- Part B: Detailed cost estimate for each component highlighted in Section II Scope of Work. The consultant shall provide a “not-to-exceed” lump sum fee for services required to complete the Scope of Work. The consultant shall provide a detailed budget breakdown of the lump sum cost. The detailed budget breakdown shall include an hourly rate schedule and number of hours for each of the project personnel assigned to each task; a cost allocation between the prime consultant and any subcontractor(s); costs for each documentation component; and a summary of non-labor costs and reimbursable expenses.
- Part C A listing of recent and relevant experience in writing Comprehensive Plans, preferably New York state municipalities, that includes the firm’s function during those projects (prime or sub-consultant, project cost, the firm’s share of total project costs, etc.). Please provide three references from the above list including a contact’s phone number and an address at the agency where the work was performed. This part is limited to three pages. [Examples of the proposer’s work is encouraged. Exhaustive or complete copies of past studies implemented are not desired. The Village is interested in reviewing thoughtful and relevant selected portfolio work which illustrates the proposer’s means, methods and skill sets utilized during the process and included in deliverables]
- Part D: One-page resumes of the key personnel of the consultant (principal, project manager and project designer only) and all sub-consultants (project manager only) that will be assigned to this project.

The resume shall indicate each employee's status with the firm (full-time, part-time, per diem, etc.) and length(s) of such employment.

Part E: A project work schedule must be provided which includes time frames for each major work element, target dates for public meetings and dates for completion of draft and final documents. The draft report should be completed within 8 months with final report completion within 12 months of the contract signing if no EIS is required.

In addition, after the proposals have been submitted to the Village, interviews with the most qualified responsive parties may be scheduled. Each party may be expected to make a formal presentation on the content of its proposal and its ability to undertake the required work.

B. Proposals to be in Effect

Each proposal shall state that it is valid for a period of one hundred eighty (180) calendar days from the date of submission.

C. Signature Requirements

Proposals must be signed by a duly authorized official(s) of the proposer. Consortia, joint ventures, or teams submitting proposals, although permitted, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for contract execution on behalf of the proposal team. Refer to additional relevant factors identified in IV F. relating to entity composition.

D. Proposal Submission

All respondents are required to submit proposals electronically and one hardcopy (1) original plus five (5) hardcopy copies. Any proposal that fails to meet this requirement may be judge non-responsive regardless of the remainder of its contents.

E. Proposal Delivery

Proposals and all attachments shall be submitted by all proposers in sealed envelopes. All proposals must be received no later than 3:00 p.m. on *Friday November 15, 2019*, and be addressed as follows:

Karen D'Attore, Village Manager
Village of Ossining
16 Croton Avenue
Ossining, NY 10562

Any materials received at a later time and/or date will be judged non-responsive. The Village is not responsible for any internal or external delivery delays that may cause any proposal to arrive beyond the stated deadline. To be considered, proposals must arrive at the place specified herein and be time stamped prior to the deadline.

F. Freedom of Information Law

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84-90, mandates public access to government records. However, proposals submitted in response to this request for proposals may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposer's competitive position or constitute a trade secret.

Proposers who have a good faith belief that the information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall

- a) Insert the following notice in the front of its proposal:

NOTICE

The data on pages of this proposal identified by an asterisk (*) contain technical or financial information which are trade secrets or information for which disclosure would result in substantial injury to the proposer's competitive position. The proposer requests that such data be used only for the evaluation of this proposal, but understands that the disclosure will be limited to the extent that the Village considers proper under the law. If the Village enters into an agreement with this proposer, the Village shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law.

- b) Clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page:

The proposer believes that this information is protected from disclosure under the state freedom of information law.

The Village assumes no liability for disclosure of information so identified, provided that the Village has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

The contents of the proposal, except portions "Protected from Disclosure", which is accepted by the Village may become part of any agreement resulting from this request for proposal.

G. Non-Collusion

The proposer, by signing the proposal, hereby warrants and represents that any ensuing agreement has not been solicited or secured, directly or indirectly, in a manner contrary to the laws of the State of New York and the Village of Ossining, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any Village employee, officer or official.

H. Avoidance of Conflict of Interest

All proposals shall contain an affirmation that the proposer, its employees, and sub-consultants, if any, will not seek to participate in this project, either directly or indirectly, except in accordance with the definitive terms of this Request for Proposal or those which may be sequel to it.

I. Proposer Certification

Proposals shall not be accepted unless the certification annexed hereto as Attachment E is fully executed by the proposing entity.

IV. General Provisions

A. Statement of Rights

The Village of Ossining reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this Request for Proposals:

1. to reject any and all proposals;
2. to issue additional solicitations for proposals and/or amendments to this Request for Proposals;

3. to waive any irregularities in proposals received after notification to proposers affected;
4. to select any proposal as the basis for negotiations of a contract, and to negotiate with proposers for amendments or other modifications to their proposals;
5. to conduct investigations with respect to the qualifications of each proposer;
6. to exercise at its discretion and apply its judgment with respect to any aspect of this Request for Proposals, the evaluation of proposals, and the negotiation and award of any contract;
7. to enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals;
8. to select the proposal that best satisfies the interests of the Village and not necessarily on the basis of price or any other single factor.

B. Use of Village Documents

During the project, any documents provided to the consultant by the Village, including, but not limited to, drawings, reports and maps, whether in hard copy or in electronic form, shall remain the property of the Village and shall be returned to the Village at such time as they are no longer necessary for the completion of those elements of the scope of work of this contract for which such documents are necessary, but in no case later than the final completion of the scope of work of this contract. The consultant shall use its best efforts to maintain the confidentiality of such documents.

The consultant shall only use such documents for the purposes contemplated in the scope of work of this contract and for no other purpose whatsoever. No information shall be provided to any third party without the prior written consent of the Village.

C. Inquiries

All inquiries regarding the Village and the proposal arising during the process of proposal preparation are to be made *in writing or e-mail* no later than one week prior to the proposal due date specified in Proposal Delivery, Section IV, G.

Inquiries are to be directed in writing to: Village
of Ossining

Karen D’Attore, Village Manager
Village of Ossining
16 Croton Avenue
Ossining, NY 10562

or e-mailed to: kdattore@Villageofossining.org

Any oral explanations or interpretations of instructions shall NOT be binding on the Village.

D. Addenda and Supplements to Request for Proposal

[In the event that it becomes necessary to revise any part of this request for proposals, or if additional information is necessary to enable the proposer to make an adequate interpretation of the provisions of this request for proposals, a supplement to the request for proposals will be provided to each proposer.]

The Village desires a dynamic interface with the selected consultant. Should the process reveal additional areas of emphasis, study or analysis, as identified by the Village or consultant, mechanisms to amend the scope of work and/or deliverables will be structured as an addendum via supplemental agreement.

E. Cost of Proposal Preparation

No reimbursement will be made for any costs incurred for preparation of proposals and/or interviews.

F. Contract

If the Village selects a proposal, a formal written contract shall be entered into between the Village and the successful proposer. The proposal, or any part thereof, submitted by the successful proposer, may be attached or become a part of the contract. The contract shall not become binding until signed by both parties and approved by the office of the Village Corporation Counsel.

Should significant factors within the proposer's entity structure change, evolve or otherwise become altered as it relates to the original submission qualifications, the Village reserves the right to terminate or re-negotiate the agreement. These factors include but are not limited to entity transitions of principal's, assigned staff, entity ownership, consolidations or relocation of entity locale.

V. Factors for Selection

A. General

Selection will be based upon the qualification of the proposer, its ability to satisfy the project requirements, schedule and approach as described in the proposal. The Village of Ossining reserves the right, at its sole discretion, to reject any and all proposals and to waive minor irregularities. The Village also reserves the right to select any proposal as the basis for negotiating a contract; to exercise its discretion and apply its judgment with respect to any aspect of this request for proposals; the evaluation of proposals and the negotiation and award of any contract; and to weigh its evaluation criteria in any manner it deems appropriate.

B. Proposal Evaluation

Proposals will be evaluated using the following criteria:

1. Responsiveness to the Request for Proposals.
2. Demonstrated understanding of the Project Objectives and Scope of Work.
3. Recent and relevant experience in similar projects.
4. Demonstrated reliability to perform and manage projects of the nature described herein.
5. Qualifications and relevant experience of the consultant team.
6. Cost-effectiveness of the proposal.
7. Schedule.

Evaluation criteria are not necessarily listed in order of importance. The Village reserves the right to weigh its evaluation criteria in any matter it deems appropriate.