

REQUEST FOR PROPOSALS

OPEN SPACE INVENTORY

Town of Rochester
50 Scenic Road
Accord, NY 12404
Ulster County

Posted: 6/8/15
Submittal Due: 6/29/15, 4 pm

The Town of Rochester issues this Request for Proposals (RFP) to assist in selection of a qualified consultant to develop the first phase of the Town's Open Space Plan: an Open Space Inventory.

PURPOSE:

The purpose of the project is to conduct open space resource research in order to identify and map these resources in an updatable database for the Town's use as it proceeds through the open space planning process. The dual goals of the Open Space Plan are to assist the Town in preserving the open space and scenic beauty of Rochester for its residents and visitors; and to protect the Town's environment for the health and benefit of its residents in a way that conforms to the principles identified in the Town's Comprehensive Plan and the 2006 Natural Resources Inventory. The results of a 2004 community survey by the neighboring town of Wawarsing that informed their Comprehensive Plan indicated that "open space, natural resources, and the Shawangunk Ridge" were the highest priorities on a list of "things to be protected or preserved."

In the face of development pressure, it is important to have an Open Space Plan in place for the benefit of all who enjoy and depend upon the natural environment of Rochester. The Open Space Plan, once adopted, will become a component of the community's Comprehensive Plan.

CONSULTANT ATTRIBUTES:

The selected consultant will have experience providing planning and mapping services for municipalities in their master plan, open space, farmland preservation, and recreation planning. Potential consultants shall provide proof of these qualifications as well as examples of work completed. The consultant must be able to lead the Town's Environmental Conservation Commission through meetings required to complete the project and supply proper documentation in compliance with the regulations of the funding agency for this project.

DELIVERABLES:

I. The consultant will provide resource mapping layers to include at a minimum:

- a. natural settings;
- b. working and agricultural landscapes;
- c. historic, cultural, and heritage resources;
- d. recreational resources including existing and potential trailheads, bike and pedestrian trails and paths, picnic areas, parks and boat launches;
- e. existing preserved land;
- f. land with potential for preservation;
- g. connectivity corridors between the Catskill and Shawangunk mountain ranges;
- h. hydrological resources;
- i. unique resources;
- j. ecological communities;
- k. vegetation;
- l. soils;
- m. slope and aspect;
- n. scenic resources;
- o. land ownership;
- p. existing town zoning;
- q. other layers as determined by process.

These layers will be provided in paper, GIS, and pdf formats.

II. The consultant will lead the Town's Environmental Conservation Commission through a minimum of five meetings, held at approximately two-week intervals. The meetings will inform the members and build consensus for the project. The consultant will prepare and circulate notes and agendas for these meetings.

III. The consultant will deliver summary reports in paper, pdf, and disk formats. The reports will summarize findings and process and make recommendations for next steps in developing the Town's Open Space Plan.

IV. The consultant will provide all documentation necessary to achieve compliance with the grant agency's requirements for project funding, and assist in writing final reports and updates to the grant agency as required.

V. All work is to be completed within three months of awarding the contract.

SELECTION PROCESS/ ANTICIPATED TIMELINE:

- 6/8/15- Town of Rochester issues RFP
- 6/29/15- Proposals due: 4 pm at Town Hall
- 7/30/15- Town Supervisor, Town Board, and ECC Selection Committee make final selection
- 7/31/15- Email notification to selected consultant
- 8/7/15- Sign contract and begin work
- 10/30/15- Completion of Open Space Inventory

Interested firms must submit 6 sealed copies of their proposals to the Town Clerk's office no later than 4pm on June 29, 2015.

Town Clerk
Rochester Town Hall
50 Scenic Road
Accord, NY 12404

Based on review of the RFP responses, the selected firm will receive notification to proceed to contract via email in accordance with the anticipated timeline above.

For any additional information, please contact **Carl Chipman** Town of Rochester Environmental Conservation Commission, via email:

CMC 10 2988@yahoo.com

Bid Item _____

Date of Issue: _____

NON- COLLUSIVE BIDDING CERTIFICATION

In accordance with the provisions of section 103-d of the General Municipal Law as amended, the following "Non-Collusive Bidding Certification" is and shall become a part of this proposal: A. By submission certifies, and, in the case of a joint bid, each party there to certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief; 1.the prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose 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 been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to openings, directly or indirectly, to any other bidder or to any competitor; 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 restriction of competition.

In accordance with the provisions of section 103-a of the General Municipal Law the following clause is hereby inserted to provide;

" That upon refusal of a person, when called before a grand jury to testify concerning any transaction or contract with the State, any political subdivision thereof, a public authority or with any public department, agency, or official of the State or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract, A. such person, and any firm, partnership or corporation of which he is a member, partner, director or officer shall be disqualified from there-after selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or any public department, agency, or official thereof, for goods, work or services, for a period of five years after such refusal, and to provide also that B. any and all contracts made with any municipal corporation or any public department, agency, or official thereof, since the effective date of this law, by such person, and by any firm, partnership, or corporation or terminated by the member, partner, director, or officer may be cancelled or terminated by the municipal corporation with out incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid."