



## **REQUEST FOR PROPOSALS**

### **CITY PLANNER CITY OF BEACON, NEW YORK**

**COB RFP No. 2023-010**

**September 27, 2023**

**Submission Deadline:**

October 19, 2023 by 2:00 p.m.

**Please Address Proposals to:**

Christopher White, City Administrator

City of Beacon

1 Municipal Plaza, Suite 1

Beacon, NY 12508

Notice is hereby given that City of Beacon (the “City”) is requesting proposals for a City Planner (“Consultant”) to assist and support the City Council, Planning Board, Zoning Board, and staff on planning and zoning matters, including site plan approvals, SEQRA reviews, special use permits, subdivision applications, zoning code amendments, and general municipal planning services.

The Consultant will work with the Planning Board on a monthly basis and Zoning Board of Appeals (“ZBA”) on a requested basis on applications before the respective Boards. The Consultant will also work with the Mayor, City Administrator, and City Council on an as-needed basis when zoning, planning, and housing policy are considered. The Consultant will also work with the Building Inspector, City Attorney, City Engineer, and other staff, as needed. The Consultant services shall begin on January 2, 2024 and end on December 31, 2024 and may be extended for up to four additional one-year terms with the mutual agreement of the City and Consultant.

In recent years, the City Planner has had an average workload of between thirty (30) and fifty (50) hours per month. Workload is dependent upon the volume of applications to the land-use boards and/or the requests for planning assistance for various City Council deliberations and projects. The current City Planner has worked with Beacon for many years and will be retiring at the end of 2023.

#### **I. Qualifications:**

The City is seeking a qualified firm or individual for City Planner services with experience in all aspects of municipal planning services in New York State, with an emphasis on urban planning and design. The individual(s) assigned to this role should be familiar with all aspects of

municipal planning and have a demonstrated history of similar municipal work, including plan review, land use board support, State Environmental Quality Review (“SEQR”), and implementation of the City’s Comprehensive Plan. The respondent should have experience with urban planning and design, historic preservation codes, green buildings and sustainable practices, stormwater practices, and affordable housing. Certification by the American Institute of Certified Planners is preferred, but not required. The successful Consultant should demonstrate a history of municipal work in communities of similar size and complexity, as well as the ability to complete project reviews in a timely manner.

## **II. Scope of Services:**

The Consultant, at a minimum, will perform the following work:

- Review applications for subdivision, site plan, special use permits, rezoning petitions, and zoning variances when requested by the ZBA;
- Assist the Planning Board with SEQRA reviews and determinations;
- Advise the Planning Board on all procedural requirements, including federal, State, and City regulations;
- Provide the Planning Board and its consultants with written reports regarding:
  - Soundness of the proposed development activity
  - Siting of buildings, structures, parking, etc.
  - Lighting
  - Landscaping and buffers
  - Aesthetic considerations, including architectural appropriateness
  - Potential planning issues / concerns
  - Alternate planning options and best planning practices to consider (including graphics and alternative design approaches)
  - Potential mitigation approaches for areas of concern;
- Meet with the Planning Board and City staff to discuss applications and findings;
- Meet with applicants and their consultants;
- Attend Planning Board meetings:
  - Participate in discussions with the applicants
  - Present findings, conclusions and recommendations;
- Meet with City departments and committees to discuss potential projects;
- Provide technical assistance to City officials on special planning and zoning projects for the City Council, include drafting proposed amendments to Zoning Ordinances;
- Provide services to the Planning Board, including studying and reporting on current development matters and applications (e.g., subdivisions, site plans, special use permits, rezoning petitions, and other normal planning matters);
- Provide services to the Zoning Board when requested;
- Coordinate project reviews with City staff;
- Evening meetings (1x per month for Planning Board meetings, as needed for Zoning Board meetings and as needed for City Council meetings); and
- Maintain and Update City Zoning Map.

### **III. Fees and Reimbursement:**

- Hourly rates charged shall be for professional staff time and will not include secretarial and administrative staff time. Hourly rates shall be inclusive of all secretarial, clerical and administrative services, local telephone, postage, and other customary overhead expenses;
- Travel time and expenses will not be reimbursed;
- The Consultant will be reimbursed for work on project applications through the applicant's escrow account;
- For all City planning initiatives, the Planning Consultant will be reimbursed at the hourly rate noted in the Proposal;
- Proposals should include an itemized list of standard hourly rates for each staff member in the Proposal; and
- Invoicing must provide a detailed narrative of the work performed on a daily basis and not consist of block billing. All proposals submitted must include an example of a standard invoice used by the respondent.

### **IV. Rating and Selection Criteria:**

The contract will be awarded to the respondent whose proposal is determined to be the most qualified to work with the City of Beacon. Past experience and professional expertise will be used to evaluate the proposals and selection of the preferred consultant, and reasonableness of cost will also be considered.

### **V. Proposal Requirements:**

The proposal should demonstrate a thorough understanding of the nature of the requirements and detail Consultant's experience in the public sector. Each proposal received will be carefully evaluated for its technical merit and cost.

A description of the respondent's ability to perform the required services should be included. Names, titles, qualifications, and relative contribution of all the individual(s) who will be providing services should be given for evaluation. If more than one individual, please indicate how their combined qualifications/assignments enable them to competently complete the work. A lead individual from the company is expected to be the "City Planner."

Please provide references from organizations for which the respondent and the selected staff members provided similar services. Provide the following information for each reference and project: Name of client or organization, mailing address, contact person, email address, and telephone number.

Physical design capabilities and preparation of written reviews and reports are important for this position. The abilities to re-imagine, sketch out, and suggest alternative design options are crucial for good site plan reviews and zoning concepts. Please provide an example of a written review and design graphics/ alternatives analysis.

## **VI. Insurance Requirements:**

Prior to commencement of the services, the selected Consultant shall, at their sole expense, maintain the following insurance on its own behalf, and furnish to the City certificates of insurance evidencing the same and reflecting the effective date of such coverage as follows:

- 1) Worker's Compensation and Employers Liability Policy, covering operations in New York State.
- 2) Commercial General Liability Policy, with limits of no less than \$1,000,000 Each Occurrence/\$2,000,000 Aggregate limits for Bodily Injury and Property Damage.
- 3) Comprehensive Automobile Policy, with limits no less than \$1,000,000 Bodily Injury and Injury and Property Damage liability including coverage for owned, non-owned, and hired private passenger and commercial vehicles
- 4) Professional Liability, with limits no less than \$1,000,000.
- 5) Certificates shall provide that thirty (30) days written notice, by registered mail with return receipt requested, shall be provided to the City of Beacon prior to cancellation or expiration. Policies that lapse and/or expire during term of work shall be recertified and received by the City of Beacon no less than thirty (30) days prior to expiration or cancellation.

The Consultant shall furnish Certificates of Insurance as evidence of coverage prior to commencement of work and naming City of Beacon as an Additional Insured. The cost of furnishing the above insurance shall be borne by the firm. All carriers listed in the certificates of insurance shall be A.M. Best Rated A VII or better and be licensed in the State of New York.

## **VII. Exceptions**

All exceptions to the requirements of the RFP must be clearly identified and explained in writing. The City of Beacon RFP does not guarantee that a respondent will be selected. The City is not responsible to any respondent for the cost of their proposal preparation.

All submissions will be reviewed by a selection committee appointed by the City. Following a review of all submissions, respondents may be selected for interviews or be asked to submit a more detailed proposal.

The respondent selected will be expected to enter into a contract within 30 days of selection. The City reserves the right to reject all submissions. Notification of the City's decisions will be provided to all respondents.

Respondents must submit one (1) original plus four (4) hard copies, plus one (1) digital copy on USB drive, (as a single PDF document) of the Proposal.