



## Request for Proposals

### Village of Greenwich Streetscape Code Revisions

The Village of Greenwich, in Washington County, New York, has requested that the Adirondack/Glens Falls Transportation Council direct transportation planning resources towards updating the Village's local land use codes to be consistent with the 2019 Main Street Streetscape Plan, including Complete Streets policies and ADA regulations. These updates to the zoning code and/or map may include, but not be limited to:

- Curb cut/access management regulations: The Zoning Ordinance does not include curb cut regulations, such as location and size limitations, which has resulted in multiple large curb cuts throughout the Main Street corridor. This negatively impacts the pedestrian experience and creates potential pedestrian and vehicle conflicts.
- Parking lot regulations: The Zoning Ordinance does not have design requirements for off-street parking lots, resulting in a lack of landscaping, shade trees, or pedestrian amenities.
- Parking requirements: The Zoning Ordinance allows flexibility in meeting minimum parking regulations for commercial uses, but has strict regulations for off-street parking regulations for residential uses, discouraging new downtown residential uses, which is a pillar of mixed-use Complete Streets policies. This inflexibility has been an issue with several recent developments, which have had to seek waivers from the Zoning Board of Appeals.
  - The Zoning Ordinance does not require the provision of ADA parking, in combination with the presence of multiple rights-of-way that do not comply with Title II of the ADA.
  - The Zoning Ordinance's minimum parking requirements have not been reevaluated or updated based on new Institute of Transportation Engineers (ITE) parking demand rates.
- Bicycle parking: The Zoning Ordinance does not require or incentivize the provision of bicycle parking.
- Mixed-use buildings: The Zoning Ordinance does not allow for a mix of commercial and residential uses on the ground floor along Main Street. This is an issue that has been raised by several downtown building owners, who are prohibited from having the mix of uses promoted by Complete Streets policies.

These updates may take the form of direct revisions to existing code and/or amendments which may be incorporated by reference. Please note this project is intended to identify targeted specific revisions, not a full update of the entire zoning code. The selected consultant team will work closely with A/GFTC staff and Village officials to complete this project. The final deliverable will include the relevant revisions/amendments, SEQR Environmental Assessment Form, as well as any required documentation.

#### **Approach and Management**

##### Study Advisory Committee

Staff from A/GFTC will establish and lead a study advisory committee to provide guidance to the consultant during the progression of this study. The committee will include representatives from the Village of Greenwich, A/GFTC staff and interested committee members, Washington County, and NYSDOT. A/GFTC staff will direct the project overall and serve as the point of contact between the committee and the consultant. The consultant will organize and facilitate any necessary meetings with the study advisory committee in addition to conducting public/stakeholder outreach. Consultants are encouraged to highlight experience with non-traditional, digital, and/or remote methods to conduct meetings and outreach. Additionally, the consultant will communicate with

A/GFTC staff on a more frequent basis to report on progress and clarify other issues that may occur. Bi-weekly written updates from the consultant to the A/GFTC Project Manager will be required. The project will conclude with submittal of all project deliverables sufficient to enable adoption of proposed code revisions by the Village.

### Sample Approach

The following outlined approach is provided as an illustration of the potential range of services that could be necessary for the successful execution of the requested analysis. Responding consultants are encouraged to provide alternatives to this outline as warranted or beneficial to the overall work effort.

- Task 1 – Review Existing Code and Kick-off Meeting The consultant will meet with the Steering Committee to review and confirm the scope, schedule, outreach methods, and objectives of the requested project, as well as identify relevant issues. The project consultant should be familiar with the existing code prior to this meeting to facilitate active exchange of ideas.
- Task 2 – Draft Code Preparation and Review: The consultant will prepare revisions and amendments to the zoning code and map as appropriate to meet the goals of the project. These materials will be presented to the Advisory Committee for review and discussion.
- Task 3 – Public/Stakeholder Outreach: Pending the revisions identified in Task 2, the consultant will present the draft code revisions to the public and/or relevant stakeholders. This could take the form of an in-person meeting (if conditions permit) or other method, including facilitating online/social media postings, digital meetings, email/phone outreach to stakeholders, or other methods identified by the consultant and approved by the committee in Task 1. A summary of the resulting outreach and proposed changes to the code revisions (if any) will be circulated to the committee for discussion.
- Task 4 – Final Code Revisions and SEQR EAF Documentation: Pending changes identified in Task 3, the consultant will finalize the proposed code revisions and/or amendments. The consultant will also prepare a Short or Full Environmental Assessment Form, as well as provide any needed documentation, as appropriate.

### **Proposal Content And Selection Procedures**

#### Proposal Content

Proposals should demonstrate a thorough grasp of the project intent and include detailed descriptions of the approach that the firm will use to complete the project.

A summary of similar or related work completed by the firm over the previous three years should be included, as well as a summary of any projects that the proposing firm(s) will be managing concurrently with this project if selected. This summary should also contain the names and numbers of contact persons for each contract. In addition to the firm's background, the resumes of any staff to be assigned to the project should be included. Proposals should also provide the estimated amount of time that each assigned staff person (by name, not just job position) is likely to devote to the project, as well as a detailed project schedule that includes key milestones toward project completion. The proposed project manager should be clearly identified.

Firms should provide a detailed summary of their cost to complete the project in a separate document. All costs that can be identified should be listed. Fee and final scope of work will be negotiated with the selected consultant. Proposing firms should be aware that completion of this study is funded by the Federal Highway Administration (FHWA) and that the awarded contractor will be required to fully comply with all requirements and certifications that are imposed by federal funding sponsorship.

### Pre-Screening and Evaluation

Proposals will be screened by a consultant selection committee and a preliminary assessment will be made based upon the overall project approach, technical applications, relevant experience, past performance with locally-administered studies, assigned staff capacity/availability, demonstrated project management skills, and meaningful Disadvantaged/Women Business Enterprise (DBE/WBE) participation. Proposals that demonstrate meaningful and substantial participation of DBE/WBE of at least 10% or greater share of the overall proposal cost will have a competitive advantage in the evaluation process.

The following evaluation criteria will be used to score the proposals:

- the firm's demonstrated understanding of the study goals and overall approach to the project;
- the relevant experience of the firm and ability to commit resources within the desired timeframe of the proposal;
- the background and qualifications of staff to be assigned to complete the majority of the project tasks.

### Presentation and Consultant Selection

After pre-screening and evaluation by the Selection Committee, a firm may be selected. If a firm is not selected based upon the results of the pre-screening and evaluation, the firms submitting proposals that demonstrate the best study approach and experience will be interviewed by the Selection Committee. The Committee will then complete its final evaluation and selection recommendation. No more than three firms will be interviewed. Previous experience has shown that the presentation and interview performance have strongly influenced the eventual selection.

A/GFTC reserves the right to reject any and all proposals. If a low number of proposals are submitted, A/GFTC reserves the right to extend the deadline for proposal submittal. It also reserves the right to reject all proposals if determined to be in the best interest of involved parties.

### Standards of Conduct and Conflicts of Interest

Questions regarding this RFP are to be directed in writing to designated A/GFTC staff only. A/GFTC staff will not engage in private communications regarding this RFP. No contacts to A/GFTC committee members regarding this RFP are allowed during the solicitation and selection period. All contacts to A/GFTC staff regarding this RFP may be made only to the following designated staff member, and only in writing

Jack Mance, AICP, Senior Transportation Planner

[jack@agftc.org](mailto:jack@agftc.org)

Those questions that generate the need for technical clarifications to the RFP will be published in an updated RFP. Written questions to A/GFTC regarding this RFP will only be accepted up until ten days prior to the proposal deadline.

Proposers are required to contact A/GFTC staff to confirm the intent to respond in order to be included on any correspondence associated with addenda to the RFP. Please use the contact email address above to confirm your firm's interest in responding to this request and to receive a copy of our sample contract and required state and federal clauses.

Potential respondents shall screen their proposed personnel teams and subconsultants carefully to ensure that no individual proposed to be assigned to this project has any potential personal or financial interest in its

outcome, or any other source of external motivation that could compromise the objectivity of this analysis. A/GFTC reserves the right to terminate the contract should a conflict of interest be discovered.

#### Target Budget

A target budget of \$20,000 has been established for this project based upon the costs associated with the administration of previous consultant studies by A/GFTC. As this is a planning study and not an engineering or design study, A/GFTC reserves the right to eliminate from consideration any proposals that entail costs that are well in excess of this target, and to re-solicit for this project in the event that no acceptable proposals are received. It is anticipated that the approach for this project (including greater reliance on MPO staff for writing and final report development) will in turn yield a potential time savings as well as enhanced concentration of consultant effort towards technical analysis.

#### Proposal Due Date and Schedule of Work

Please use the following staff contact information to submit one written copy and one electronic copy of your firm's proposal and cost estimate by 3:00 PM, November 30, 2020.

Jack Mance, AICP, Senior Transportation Planner  
Adirondack / Glens Falls Transportation Council  
11 South Street, Suite 203  
Glens Falls, NY 12801  
Telephone: (518) 223-0086  
Fax: (518) 223-0584  
Email: [jack@agftc.org](mailto:jack@agftc.org)

#### Selection Timeframe and Contract Term

Consultant selection is anticipated by December 31, 2020. The final contract between the selected consultant and the Lake Champlain/Lake George Regional Planning Board (A/GFTC's host agency) will be drawn up at that time. Completion of the project is expected within 8 months of contract signature. The term of the contract will expire upon the successful and mutually agreed-upon completion of the study and will not exceed eight (8) months barring extension.