

Request for Proposals

City of Olean Comprehensive Development Plan

February 13, 2023

Department of Community Development
101 East State Street
Olean, NY 14760

The City of Olean is soliciting the services of a planning consultant to create a twenty year Comprehensive Development Plan. The purpose of this process is to continue to foster vision and leadership and chart a fresh course for sustainable economic growth. Olean is a brave, can-do city that has borrowed from role models to the point where we could now become THE role model for rural revitalization and master transitioning a small city's economy from agriculture & manufacturing to knowledge and choice with a dynamic and sustainable economy.

We want to undo mistakes of the past by remaking our streets in favor of residents, not commuters. We recognize that our population lost still lives a mile or two outside of the City limits and we need to attract them back and convince current residents to stay and invest while attracting new populations.

I. OVERVIEW AND BACKGROUND

This project is being funded by the New York State Department of State (NYSDOS) Environmental Protection Fund Smart Growth Program, Empire State Development, Cattaraugus County Municipal Match Grant and the City of Olean.

The City of Olean is the largest city in Cattaraugus County and serves as its financial, business, transportation and entertainment center. It is one of the principal cities of the Southern Tier region of Upstate New York. The population estimate as of July 1, 2021 is 13,786 (U.S. Census Bureau).

The City last updated its Comprehensive Development Plan in 2005 and the Common Council adopted the plan in August 2005. In the nearly 20 years since the current plan was initiated, it has not been updated or revised; however, Olean has continued to plan and execute:

1. Walkable Olean A Vision for Union Street (September 2011)
2. Comprehensive Development Plan 2005-2025
3. Northwest Quadrant Revitalization Plan Nomination Study (BOA) (October 2015)
4. Downtown Olean Form-Based Zoning Code (December 30, 2015)
5. Fair Housing Plan (September 2017)

6. Allegheny River Public Access & Recreation Plan (November 2017)
7. Title VI Plan (June 2018)
8. Market Rate Upper Story Housing Demand Analysis (2015 & an update in 2019)
9. Community Forest Management Plan (October 2021)

All of these documents may be found on the City's website under the Department of Community Development <https://cityofolean.org/departments/community-development/>

II. SCOPE OF WORK

The Comprehensive Development Plan will provide a blueprint for the development, preservation and enhancement of residential, commercial and industrial neighborhoods as well as public facilities, infrastructure and greenspace. This plan, with a year 20 horizon, will incorporate visions, ideas, and foresight, and provide recommendations and an implementation plan. The study must consider certain trends and activities outside the City including but not limited to those contained in the above-referenced adopted documents in order to properly develop the Plan. It is imperative that it be inclusive and equitable to all populations.

City Departments, and the CDP Task Force Committee (derived of City, County, local officials & citizens) will participate in the preparation of the Comprehensive Development Plan (CDP). The consultant shall confer with all of these stakeholders and conform to the NYSDOS – Work Plan identified as ATTACHMENT A. The consultant shall also adhere to the Requirements for Smart Growth Principles outlined in Section VI of the NYSDOS Environmental Projection Fund Smart Growth Program Request for Applications. The document can be found online at: https://dos.ny.gov/system/files/documents/2022/07/2022_sgcp_rfa_final_revision.pdf

Final Products to Be Produced

1. NYSDOS Required Community Participation Plan derived from Community Visioning Workshops (as outlined in Work Plan).
2. NYSDOS Required Community Survey from Stakeholder Interviews (as outlined in Work Plan).
3. NYSDOS Required Findings Report of Local & Regional Planning Efforts (as outlined in Work Plan).
4. NYSDOS Required Community Profile (as outlined in Work Plan).
5. Coordinate the review of the Draft Comprehensive Development Plan by the Olean Common Council, City Zoning Board of Appeals, City & County Planning Boards and compile/report comments/recommendations and incorporate them into the final CDP (as outlined in Work Plan).
6. Comprehensive Development Plan including topical items, supporting maps and other graphics (as outlined in Work Plan). Text and maps shall be provided in a digital format compatible with the County's GIS system.

7. An executive summary.
8. SEQR materials necessary to approve the Comprehensive Development Plan.
9. Implementation Approach outlining the: Strategy; Goals and Objectives; Leadership/Legal Action; Existing/Proposed Programs; and Capital Projects.
10. NYSDOS required Status Reports, M/WBE Reporting and Payment Requests.

SCOPE OF SERVICES:

TASK 1 Project Initiation and Current Plans and Conditions

Kick-off the project and secure information on existing plans, recognize issues and ideas for the future. Map, describe and analyze current and existing conditions as a baseline from which to predict the future.

1.1 Launch: Meet with the City's CDP Task Force Committee to establish a project schedule, become familiar with the City organization and discuss our interfaces and communication policies.

1.2 Current Plans, Issues and Ideas: Review existing completed plans and on-going activities, identify issues/problems and explore ideas for the future through personal meetings with City Officials, City Department Heads, Common Council members, the public, key stakeholders, Greater Olean Area Chamber of Commerce, Olean Business Development Corporation, Service Clubs, Southern Tier West Regional Planning & Development, Cattaraugus County Officials, Cattaraugus Allegany Workforce Development, Jamestown Community College Workforce Development, St. Bonaventure University, Regional NYS DOT, Empire State Development, New York State Department of State, New York State Office of Parks Recreation and Historic Preservation and the New York State Department of Environmental Conservation, etc. Obtain pertinent plans; prepare an initial list of ideas and apparent issues. Summarize the information secured at each meeting in memo copies of which are distributed to all of the parties attending such meetings.

1.2.1 Public Information Meeting: Coordinate a public information meeting to educate the public about the Comprehensive Development Plan initiative. The City's website and local media should be used to provide notification and to share resources and findings.

1.3 Existing Conditions and Analyses: Examination of where the City is today and analyses to support subsequent tasks. Review and, where possible, utilize information from Department Heads, various City Advisory Boards and the County's GIS system.

1.3.1 Socio-economic and Demographic Analysis: Based on year 2020 and prior census data from all available sources, evaluate values and trends of population, age, income, occupation and other parameters for individual City neighborhoods. Particular attention should be given to population trends including City population loss, household size/income trends, vacancy numbers and rates.

In addition, an analysis should be conducted on the following:

- Regional population
- Rural sprawl
- Out migration of the middle class leaving a social and financial burden while the City is still the center of a large regional population
- Concentration of poverty in City neighborhoods including age ranges

1.3.2 Environment: Identify regional and local assets, potential risks, and opportunities with regard to: development and infrastructure; natural resources; flooding and erosion hazards; greenhouse gas emissions; resiliency; public access and recreation; historic and scenic resources; agricultural and forest lands; energy-including opportunities to develop solar and other clean energy at a variety of scales; water and air resources and other social, cultural, economic and environmental interests. Map and describe environmental, historic and cultural features. Include public open space, passive and active recreational facilities, parks, waterfront access points, boat liveries, eco-tourism sites, streams and creeks, wetlands, multi-purpose trails, protected refuges, wildlife management areas, nature sanctuaries, flood plains, waste sites, brownfields, and limiting soil conditions. Review plans and initiatives of local and regional environmental organizations impacting the Allegheny River. Define watershed boundaries within the City and consider ways to enhance and improve water quality utilizing best practices. Include consideration of agricultural uses, storm water phase 2 requirements, regulatory requirements pertaining to historic, cultural, natural resources and sensitive environmental areas.

The Comprehensive Development Plan can set a course for clean, affordable and reliable energy and transportation; safe and energy efficient businesses; protection of farmland and forestlands to avoid conversion of lands; and overall healthy communities. The Comprehensive Development Plan should support Climate Act goals, Smart Growth Principles, the reduction of greenhouse gas emissions, asset risk assessments and incorporate and advance carbon reduction/abatement, energy efficiency and renewable energy strategies.

1.3.3 Land Use and Zoning: Smart Growth encourages community planning and development in priority development areas where water and sewer infrastructure are available, encourages redevelopment of existing community centers, protects important historic and natural resources, including water quality, and promotes the siting and development of community clean energy sources. The CDP should incorporate Smart Growth principles to make the most efficient use of

community resources, reduce the property tax burden and promote sustainable economic development.

Provide local organizational and legal structure, including the adoption of necessary zoning and land use regulations (i.e. ordinances, local laws). Map and describe current land uses and zoning including residences, businesses, parks, community facilities, sensitive environmental areas, environmental overlay districts, schools, grocery stores, hospitals, transportation and multi-use trail networks and law enforcement and firefighting facilities.

Determine appropriate land use to implement community goals and objectives.

1.3.4 Downtown Revitalization Initiative and Strategic Community Investment: Priority consideration will be given to proposals which demonstrate they will advance downtown revitalization and strategic place making through transformative housing, economic development, transportation and community projects that will attract and retain residents, visitors and businesses-creating dynamic neighborhoods where tomorrow's workforce will want to live work and raise a family. Projects should reflect the general principles of Smart Growth.

1.3.5 Housing and Neighborhoods: Evaluate existing housing and business building supply, resources, occupancy, condition, affordability and rehabilitation need/potential concentrating on current and projected future needs and potential blight areas. The consultant shall determine areas that may qualify for HUD Community Development Block Grant projects by virtue of census eligibility or survey work. A listing of potential CDBG eligible and appropriate projects shall also be prepared. Secure input from City Departments and realty and commercial professionals.

1.3.6 Transportation and Circulation: Identify multi-modal transportation options including complete streets, traffic calming measures, roundabouts, multi-use bicycle and pedestrian trail networks, bus and truck routes. We need to consider changing our system of roads in order to:

- 1.) Improve pedestrian and bicycle safety: "Vision Zero"
- 2.) Improve property value and tax base
 - a.) Commercial District - footfall and vitality
 - b.) Residential Districts - beauty, safety and ambiance
- 3.) Improve Sustainability
 - a.) Environmental Impact (Green Infrastructure)
 - b.) Cost of ownership ("less", "passive" & "permanent")

Provide recommendations for results of: smaller roads; fewer arterials; a better connected street grid; lower speeds for pedestrians; passive intersection controls; investment into sidewalks and side paths; less concern for commuters and more concern for residents; capital projects.

1.3.7 Utilities: Map and compile information on size, capacity, location and age of water, sanitary and storm sewer systems using department information. Identify available excess capacity relative to potential build-out needs. Identify for inclusion in the Plan, sanitary sewer overflow and storm water phase 2 accomplishments relative to current State and Federal requirements. Identify major electric, oil and gas lines and their corresponding rights-of-way including the potential use of those rights-of-way as multi-use trails, telecommunication and fiber optic installations and discuss areas of concern for the City.

1.3.8 Economic Development: Collect and analyze relevant data on City commerce and industry such as growth or decline, ownership status, tax delinquencies, vacancy rates, rental costs, investment, jobs history and project to plan horizon conferring with the Cattaraugus County Industrial Development Agency, Empire State Development, and the Department of State. Compare key parameters and trends with local, State and National data. Identify principal factors which need to be addressed. Olean is an economy in transition. Economic development is achieved via community development. The new paradigm: Attract people and the economy will take care of itself. Provide recommendations to achieve this result.

Analyze present and possible future locations of retail, commercial, industrial and tourism facilities with assessment of the balance between community character and quality of life versus needed community components. Identify potential service economy and tourism opportunities including the potential to cater to regional, interstate and out of State trail users following the Southern Tier Trail to Genesee Valley Greenway concept. List specific policies and strategies for improving the local economy in coordination with other plan topics.

1.3.9 Community Facilities: (as used personally by residents): With Department Heads and the CDP Task Force Committee identify existing facilities and services and evaluate adequacy for the future using census projections, municipal comparisons and other data.

Recommend future plans and locations, for passive and active recreational facilities, parkland, senior and childcare services, libraries, fire, law enforcement, schools and health care facilities.

TASK 2 Formulate Direction for Comprehensive Development Plan

Develop a description or vision of what the City seeks to be in year 2045. List goals, objectives and policies and refine issues.

2.1 Vision Statement, Goals and Objectives: Work with the City to formulate a preliminary "Vision for the Future" that takes into consideration the City character, appearance and content 20 years hence utilizing guidance and input from Department Heads, and the subject matter experts comprising the CDP Task Force Committee, stakeholders and the general public. Include a strong public participation process to develop public consensus on a vision for the future through community visioning, public meetings and workshops, focus groups, charrettes, etc. Use those materials and ideas to prepare marketing and branding materials that can be used online and in paper form. Prepare supporting goals, objectives and policy statements. There will be 2-4 public meetings (charrettes, workshops, etc.) and 4-6 CDP Task Force meetings (all open to the public) throughout the planning process.

2.2 Issues: Prepare a refined list of challenges and issues, building on the preliminary input from Task 1.2, that warrant consideration in the Comprehensive Development Plan.

2.3 Review with Common Council: Participate in an interactive public workshop to discuss the vision, goals, objectives, marketing and branding materials.

TASK 3 Technical Investigations

The purpose of these tasks is to investigate specific high priority issues to provide input to the Comprehensive Development Plan, which will contribute to achieving the overall goals of the Plan. Develop conclusions and recommendations. The technical investigations list may be modified at mutual agreement of the consultant and the CDP Task Force Committee.

3.1 Neighborhood Revitalization: Identify means for addressing residence and business degradation such as incentives and County, State and Federal revitalization programs, property maintenance laws and actions found to be successful by other communities.

Environmental justice means the fair treatment and meaningful involvement of all people regardless of race, color, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. As we transition to a greener economy, it is imperative that no subject of the population be marginalized or left behind. Provide any information about how we can actively work to address these issues.

3.2 Major Thoroughfares: Suggest new best practices and break from post-World War II "roads to everywhere" ethos. Suggest specific recommendations and solutions on how to achieve this and how to shrink our asphalt acreage. Become a model City so others may follow in New York State.

3.3 Zoning: Examine zoning throughout the City, relative to satisfying plan goals and objectives and for consistency focusing attention on major thoroughfares, any potential un-zoned parcels, environmentally sensitive areas and business improvement district concepts.

Prepare a draft of recommended zoning revisions. Consideration must be given to zoning changes that have been adopted, specifically noting the City's Form Based Code.

3.4 Transportation: Adapt to best practices demonstrated by role models and make ready for future modes of transport. Help solve the current problems of depending upon personal vehicles or isolation of those who don't have and/or cannot afford a personal vehicle.

Make recommendations regarding critical intersections, lanes and signalization, roundabouts, pedestrian needs to accommodate safe and improved accessibility, multi-use trails, electric or alternative fuel stations, buses, and facilities. Opportunities for multi-modal connections to neighboring municipalities should be explored. Make recommendations relative to the items of Task 1.3.6.

3.5 Watershed-based Planning: Consider principles relating to the protection of water quality and sensitive aquatic habitat through the creation or protection of riparian buffer zones and open space, inventorying natural resources including trees along highway corridors, encouraging green infrastructure, reducing impervious paved surfaces, utilizing existing infrastructure, adjusting codes and regulations for climate resiliency, and adaptive reuse of buildings and parcels. The Comprehensive Development Plan should be consistent with the State's Smart Growth Public Infrastructure Policy Act (Environmental Conservation Law, Article 6).

3.6 Food Systems & Agricultural Planning: Make recommendations regarding efforts to advance food access and contributions to the regional food system, and efforts to preserve and enhance the local agricultural industry. Refer to food systems strategies and community composting.

3.7 Improving Access to Child Care: Despite record investments in child care, many New Yorkers still struggle to access high quality child care. The issue forces families to choose between quality child care and employment or place families in the position to use unlicensed child care providers. Research the current situations in the City and provide any information and solutions that work to improve access to proper child care. Identify the strengths Olean currently has with access to child care and help us market these strengths to attract people.

3.8 Requirements for Smart Growth Principles: The Comprehensive Development Plan should contain strategies/projects that will be consistent with the following general Smart Growth Principles, as required by the NYSDOS Environmental Protection Fund Smart Growth



Program. Identify how the Comprehensive Development Plan will incorporate each of these principles.

Mixed Land Uses: A mix of land uses can convey substantial fiscal and economic benefits by placing commercial uses near residential areas as a critical component of achieving viable places to live for those who use and are dependent upon the area's commerce.

Range of Housing Opportunities and Choices: Provide quality housing with efficient access to jobs, resources and amenities for people of all income levels, ages and races.

Development and Redevelopment in Existing Communities: Smart Growth directs development towards existing communities already served by infrastructure, seeking to utilize the resources that existing neighborhoods offer, and to conserve open space and irreplaceable natural resources on the urban and metropolitan fringe.


Distinctive, attractive Communities with a Strong Sense of Place: Smart Growth encourages communities to set standards for development and construction that respond to community values of architectural aesthetics, neighborhood-friendly design and human-scale planning, as well as expanded choices in housing and transportation.

Density: Specifically, square off against the problem of rural sprawl and advocate that the County Government should invest into compact municipalities, firstly, Olean.

Compact communities are more land and energy efficient; provide the critical mass for neighborhood retail, commercial development and mass transit; protect natural resources; and promote walkability. Concentrating and directing growth in designated centers reduces the demand for sprawling development of greenfields on the metropolitan fringe, thus saving open space and farmland and protecting natural resources. Growth in centers maximizes the use of existing infrastructure, avoiding costly municipal expenditures on the extension and maintenance of new infrastructure.

Clean Energy: The inclusion of clean energy siting and development into planning, zoning, building and infrastructure, including, but not limited to, solar, wind, geo-thermal and micro-grids.

Climate Change: Concentrating residential, commercial, office and recreational land uses provides the density and critical mass necessary to sustain mass transit, reduces automobile dependency, thus vehicle miles traveled and transport-based greenhouse gas emissions. Denser communities are also more energy-efficient.



Resiliency: Land use, development and infrastructure that is adaptive to climate change impacts and is resilient and resistant to extreme storm events.

Green Infrastructure: Smart Growth incorporates green buildings – energy conservation measures, renewable energy, sustainable site location and maintenance, locally produced materials and food – well maintained and well placed parks, trails, linked open spaces, child accessible, environment and ecological education areas, sustainable stormwater management and urban forestry.


Social Diversity and Integration: Communities designed on Smart Growth Principles allow people of diverse ages, incomes, races and physical abilities to interact more regularly, easily and safely by encouraging walkable communities, accessible public spaces and a variety of age, income and race/ethnic-integrated housing opportunities.

Regional Planning and Coordination: We conduct our daily lives on a regional, multijurisdictional basis - in many cases living in one local government, working in another and recreating yet another. Economic, ecological and transportation systems also operate regionally. It is therefore imperative that municipal planning also align and coordinate with regional objectives, systems and plans, as represented, for example, in NYSERDA Regional Sustainability Plans, REDC Strategic Plans, countywide plans and plans developed by Regional Planning Councils. It is vital to get Cattaraugus County to invest with us. Regional planning and coordination allow stakeholders to more effectively collaborate across jurisdictional lines to leverage resources and achieve mutual goals and objectives – environmental, social and economic.

Walkable/Bikeable/Rollable Neighborhood Design: Walkable/bikeable/rollable communities make pedestrian & rolling activity possible by mixing land uses, building densely and connecting streets in a gridded pattern, thus expanding transportation options and creating streetscapes that better serve a range of users, including rollers, pedestrians, bicyclists, transit riders, and automobiles.

Variety of Mobility Choices: Provide people with efficient and varied mobility choices – rolling, walking, biking, public transit – fostering greater community opportunities for housing, shopping, and jobs compliant with Smart Growth Principles. Make us “future ready”.

Well Planned and Well Placed Public Spaces: The public realm plays a prominent role in the Smart Growth paradigm. Smart public spaces increase walkability, social interaction, livability, a sense of place and neighborhood aesthetics. Let’s build some extraordinary, durable civic assets. So far we’re only reinvesting in the civic spaces laid down by fore fathers. Let’s create



signature assets such as “Lake Olean”, a waterfront park in Olean Creek, a parkway system, etc. Let’s do something for the ages.

Community and Stakeholder Collaboration in Planning: Collaborative efforts can lead to creative resolutions of development issues and greater community understanding of the importance of good planning and investment which results in great places to live, work, shop and play.

3.9 Topics Recommended for Future Study: These topics shall be those recommended to be carried out to implement the Comprehensive Development 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. Technical contributions shall be solicited from City Departments.

TASK 4 Draft Comprehensive Plan

4.1 Draft Plan: Prepare a draft of the Plan, extending to 2045, building on the comments of Task 2.1 conferring with the CDP Task Force Committee and Department Heads and incorporating materials from all tasks.

4.2 Implementation: Include a section on implementation, which identifies tasks and recommended strategies to be carried out following adoption of the Plan directed to achieving the Plan’s long-term goals. Where subsequent studies are recommended, include information described in Tasks 3.7 and 3.8. Illuminate this section with role models and best practices. Pictures, maps and graphics representing other communities’ success stories should be provided to help us put planning themes into action.

TASK 5 Final Steps

5.1 Draft Review: Review the draft Plan with the Common Council, at a public meeting with limited organizations selected from the list in Task 1.2 and CDP Task Force Committee.

5.2 Final Comprehensive Plan Report: Based on comments received from meetings of tasks and direction from the CDP Task Force Committee prepare the final Plan document.

5.3 Generic Environmental Impact Statement: Prepare the GEIS and other materials necessary for carrying out the SEQR process for the Plan.

III. BUDGET & EXPENSE INFORMATION

- i. Please note that payment will be made to the consultant(s) as each task is completed and approved. If a task is labor-intensive and comprises a significant portion of the budget, the consultant may subdivide the task.
- ii. Please note that the budget for “contractual services” on this project may not exceed \$100,000. The City reserves the right to authorize all or part of the work requested in this RFP.

IV. MINORITY AND/OR WOMEN-OWNED BUSINESS ENTERPRISES AND SERVICE DISABLED VETERAN OWNED BUSINESS ENTERPRISES

Pursuant to NYS Executive Law Article 15-A and 5NYCRR Parts 140-145 of Title 5, for the purposes of this procurement, the NYS Department of State establishes an overall goal of 30% for M/WBE participation (15% Minority-Owned Business Enterprise; 15% Women-Owned Business Enterprise on the total amount of State funds incorporated into the project). The consultant must describe how it will help the City meet its M/WBE participation goals as either a certified M/WBE itself and/or through the use of sub-consultant(s).

Article 17-B of the Executive Law, enacted in 2014, authorized the creation of the Division of Service-Disabled Veterans’ Business Development to promote participation of SDVOBs in New York State. The NYSDOS strongly encourages grantees to make every effort, to the maximum extent possible, to engage certified SDVOBs; therefore, a 6% SDVOB participation goal was placed on the total amount of State funds incorporated into the project. The consultant must describe how it will help the City meet its SDVOB participation goal as either a certified SDVOB itself and/or through the use of sub-consultant(s).

V. ADDITIONAL INFORMATION

- a) Periodic meetings (4-6) will be held with the CDP Task Force Committee, appointed by the Mayor to provide direction, policy decisions, guidance and approval. These meetings will be open to the public to attend.
- b) Public participation is a vital ingredient. The consultant will be responsible for creating a project website or link and updating the information accordingly during the planning process. The consultant shall hold a meeting early on followed by a more formal session(s) to receive comment on the plan. The consultant shall conduct 2-4 public meetings. Creative approaches to public input including meetings, round table discussions, charrettes and/or social media, etc. should be considered and implemented.

- c) Establish regional context. The Plan shall endeavor to be compatible with Plans for adjacent municipalities, overall Cattaraugus County, Regional and New York State goals.
- d) Extensive GIS information is available from the County for the consultant's use.
- e) Deliverables shall include electronic documents for all of the Comprehensive Development Plan and SEQR text and graphics (formatted for spiral binding) all in a format with the County GIS System. The Consultant will produce all hard copies for final report distribution. All materials must comply with NYSDOS Project Attribution requirements as described in the Work Plan.
- f) Respondents are encouraged to recommend modifications to the above scope, which will produce a better product.
- g) A detailed narrative progress report will be required to be submitted with all billing.
- h.) The consultant will be required to enter into an agreement with the City of Olean.

VI. SUBMISSIONS REQUIREMENTS AND SELECTION PROCESS

A. Proposal Requirements

Firms and/or teams are required to submit one (1) signed original, four (4) copies and an electronic copy of materials that demonstrate the firm's capabilities and experience. To get this out to all of the involved parties the file size should be something that can be moved via email as an attachment or as an attached zip file.

The RFP submission shall be limited to no more than 30 double-sided pages (min. 12 pt. font).

Your submittal should include the following information in the format outlined below and include:

Section 1. Description of Firm

- a. Professional Capabilities.
- b. Proof of Authorization to do business in New York State.
- c. Staffing Level/Organization Chart.
- d. Project Mix/Client Mix for most recent projects.

Section 2. Project Team

- a. Services to be provided.
- b. Sub-consultants required to perform work.
- c. Team Organization, including project role/function chart.
- d. Total relevant human resource availability throughout agreement, particularly for the project manager and key personnel.
- e. Design experience as a team and as individual firms.

Section 3. Qualifications and Experience

a. Personnel

- ☐ Principal in Charge
- ☐ Project Manager, including relevant project management expertise, experience, credentials, and communication skills
- ☐ Key technical personnel, including available licensed engineers/architects
- ☐ Experience (as related to this project)

b. Technical Experience

- ☐ Proposers shall demonstrate specific technical experience and competence in providing high quality public design for each of the following areas:
 - Master Planning
 - Architectural Design
 - Engineering
 - Cost Estimating
 - Code Review
 - Recreation
 - Sustainable Design and Environmental Expertise
 - Project coordination with multiple public and private agencies, owners, and stakeholders
 - Community Engagement
 - Smart Growth Principles

Section 4. Project Management Methodology

- a. Overall project management approach and methodology
- b. Schedule, quality, and cost control procedures
- c. Project tracking and performance monitoring procedures
- d. Project progress reporting procedures

Section 5. Technical Approach

Describe your approach to the Services that clearly demonstrates your understanding of the Scope of Services and your ability to manage and complete multiple projects in a timely and cost-efficient manner. The submittal must include a detailed statement of your approach and ability to provide the required Services and Work Products including, but not limited to a schedule for completing all aspects of the services.

Section 6. References

- a. List representative experiences for the past three years.
- b. List three (3) references to which you provided services of a similar nature. Indicate scope of work, total compensation paid, points of contact and term of contract.
- c. List any previous work experience for the City of Olean as either a prime or subconsultant.

d. Provide your information in the following format:

- Project name and description
- Your firm's scope of work or role on project
- Client name, address and telephone number
- Client contact (Full Name and Title)

Section 7. Cost Proposal

Design Teams are asked to provide a cost proposal for each Task outlined in, “Section II. Scope of Work”.

Proposals must include, at a minimum, the following items:

1) Provide itemized list of services offered.

i. Fee Proposal for each Task listed in “Section II. Scope of Work”

ii. Hourly Billing Rates (provide the hourly billable rates for all positions, including, but not limited to, the following: Principal-in-Charge, Project Manager, Project Engineer, Project Designer, Contract Administrator – submit for consultants and all sub-consultants.)

A fully loaded resource schedule broken down by task and classification – submit rates and hourly projections.

iii. Typical Cost/Persons – hours per task

iv. Total Projected cost to complete the Project.

VII. SELECTION PROCESS

A. Scoring

A maximum of three (3) proposers will be selected for interviews. Selection for interviews will be based on an independent evaluation based on a point system of 100 total points. The submitted proposals will be evaluated using the following criteria:

☐ **Project Understanding:** demonstrates understanding of the project’s objectives and potential for achieving objective, including but not limited to: knowledge of the work which has been completed to date; clarity, feasibility, cost-effectiveness and innovation of the site-specific plan; role of consultants and sub-consultants – 20 points.

☐ **Experience on Similar Projects & Outcomes of Previous Planning Efforts:** including municipal comprehensive development plans, particularly in fully built out communities. – 10 points.

☐ **Project Management:** including but not limited to resources, experience and qualification of project personnel specifically committed to the project, estimated time schedule, and the reasonableness of the estimated time to complete each task.

The location and availability of personnel and the firm’s experience in conducting this type of work will also be considered – 20 points.

☐ **Work Plan:** including but not limited to the soundness of the technical approach and comprehensiveness of the plan in addressing the City’s identified scope of work – 30 points.

☐ **M/WBE Participation:** All proposers must put forth a good faith effort to meet the New York State goals of 15% MBE and 15% WBE participation – 5 points.

☐ **Service-Disable Veteran-Owned Business Participation:** All proposers must put forth a good faith effort to meet the 6% participation goal – 5 points.

☐ **Consultant Fee:** 10 points

Final selection will be based on the above factors, as well as interview performance. The City of Olean reserves the right to award the contract to other than the proposer presenting the lowest overall cost. The contract resulting from this RFP will be awarded to the qualified proposer whose proposal the City of Olean determines to be the most advantageous to the City based on the evaluation of the criteria outlined above. The RFP and attachments will become an attachment to the agreement. Any scope, program or schedule changes differing from these documents require written mutual approval of the City and the consultant(s).

B. Time & Place of Submission

Respondents are required to submit one (1) original and four (4) copies and an electronic copy (via email to kkerper@cityofolean.org) of their submittal prior to **March 13, 2023 at 4:00 P.M.** Responses shall be firmly sealed in an envelope or box, and contain the Respondent’s name and return address. Please be advised that under no circumstances will the City of Olean obligate itself to consider a response, which is received after the deadline or does not include the basic items described above.

Responses shall be delivered to:
Keri Kerper, Program Coordinator
City of Olean
Department of Community Development
101 East State Street, Room 209
Olean, New York 14760
kkerper@cityofolean.org

The City of Olean reserves the right to reject a submittal if any document or item listed in this RFP is incomplete, improperly executed, indefinite, ambiguous, and/or is missing.

Additionally, factors such as, but not limited to the following may also disqualify a respondent without further consideration:

- ☐ Evidence of collusion among Respondents;
- ☐ Any attempt to improperly influence any member of the evaluation panel;
- ☐ Discovery that a Respondent purposely misled or knowingly provided false or inaccurate information in a submittal;
- ☐ A Respondent's default under any type of agreement, which resulted in the termination of that agreement;
- ☐ The City of Olean reserves the right to reject any and all submittals and to waive any informalities or irregularities in procedure.

C. Questions or Requests for Information

Any questions or requests for additional information or documents will be accepted via email or letter **no later than 4:00 p.m. on March 6, 2023** to:

Keri Kerper, Program Coordinator
City of Olean
Department of Community Development
101 East State Street
Olean, New York 14760
kkerper@cityofolean.org

ATTACHMENT A – NYSDOS WORK PLAN

City of Olean Comprehensive Development Plan

1. Project Description

The City of Olean (Contractor) and its Comprehensive Planning Committee will prepare a Comprehensive Plan pursuant to General City Law § 28 / Town Law § 272-a / Village Law 7-722. The Comprehensive Plan will establish the objectives that the community wants to achieve, and will guide future sustainable growth within the municipality, enhance the local cultural identity, and protect natural and cultural local resources.

The Comprehensive Plan must address the following general Smart Growth principles, in addition to the elements suggested by the New York State statutes:

- Promote mixed land uses in focus areas.
- Create an adequate range of housing opportunities and choices.
- Promote development and redevelopment where infrastructure is adequate and sustainable.
- Build on traits that make a distinctive and attractive community with a strong sense of place.
- Promote well-planned and well-placed public spaces
- Promote sustainable compact neighborhoods
- Increase mobility and circulation within jurisdictional lines and improve connectivity with areas outside jurisdictional lines.
- Promote sustainable mass transit that reduces the local levels of greenhouse gas emissions
- Promote walkable/bikeable neighborhood designs
- Promote and integrate clean energy resources and related incentives.
- Improve green infrastructure and resident's participation to this effort
- Increase resiliency to extreme weather events.
- Encourage social diversity and integration.
- Expand planning and implementation efforts across jurisdictional lines, to increase effectiveness, sustainability, and resiliency.
- Promote community and stakeholder collaboration in planning

The Contractor will use the funding/grant for consultant services necessary for the coordination of the planning process and preparation of the Comprehensive Plan.

2. Project Attribution and Number of Copies

The Contractor must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project. All final and public facing materials must include the Department of State logo and the following acknowledgment:

"This [document, report, map, etc.] was prepared with funding provided by the New York State Department of State Environmental Protection Fund."

The contributions of the Department must also be acknowledged in community press releases and other notices issued for the project, including web site postings and other forms of digital distribution. Project press releases and other notices shall be submitted to the Department for review and approval prior to release, to ensure appropriate attribution.

The Contractor must submit to the Department all required products, clearly labeled with the NYS Comptroller's contract number as indicated on the Face Page of this Contract and where applicable, the related task number from this Work Plan.

Unless otherwise specified in the Work Plan tasks, the Contractor shall submit products in the following formats:

- Draft products: one digital copy of each product must be submitted in Microsoft Word and Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution.
- Final products: one electronic copy of each product must be submitted in Microsoft Word, PDF (20 MB maximum), created using 300 dpi scanning resolution. In addition, one paper copy of each final product (including reports, designs, maps, drawings, and plans) must be submitted.
- Electronic data for all Geographic Information System-based mapping products and associated spatial data must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Department), as well as in JPG format.
- Photographs and images must be submitted in JPG format with a minimum resolution of 300 dpi, must be dated and captioned with the location and a brief description of the activity being documented, and include any associated metadata (including the photo's GPS location where available).

3. Compliance with Procurement Requirements

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that applicable provisions of General Municipal Law were fully complied with.

4. Smart Growth Comprehensive Planning Training

As part of the Smart Growth Planning Grant Program, the Contractor will participate in a virtual training session or sessions focused on developing smart growth strategies. The purpose of this training session is to build knowledge and provide support to community leaders to advance smart growth planning efforts and advance grant priorities.

5. Project Components

Task 1: Project Initiation Meeting

The Contractor, the Department, and any partners responsible for managing the project, shall hold an initial meeting to review and agree upon the project scope and schedule, project requirements, budget, roles and responsibilities, the selection process for procuring consultants, State Environmental Quality Review Act (SEQRA) compliance requirements, MWBE requirements, the number of public meetings and techniques for public involvement proposed for the project, and any other information which would assist in project completion. In addition, the composition and role of the Comprehensive Planning Committee shall be discussed during the project initiation meeting. The Contractor, or a designated project partner, shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements reached at the meeting. Work on subsequent tasks shall not proceed prior to Department review of the proposed approach as outlined in the meeting summary.

Products: Project initiation meeting held with appropriate parties. Written meeting summary outlining agreements reached.

Task 2: Comprehensive Planning Committee

Establish a Comprehensive Planning Committee, as a special municipal board (if applicable), to conduct/oversee the development of the Comprehensive Plan in cooperation with municipal officials, other municipal boards, and the project consultant(s), if applicable. The Comprehensive Planning Committee shall have at least one member from the planning board and shall include representatives from a large range of ethnic, social, and cultural backgrounds and a diverse range of stakeholders, such as residents, civic leaders, business owners, elected officials, environmental experts, municipal board members.

The members of the Comprehensive Planning Committee (CPC) conduct/oversee the planning process and the development of the Comprehensive Plan, participate in meetings, generate ideas and build consensus, provide the consultant team with relevant information reflective of the community's current condition and needs (including a list of completed and ongoing local planning efforts and initiatives), review materials drafted by the consultant team and provide constructive feedback, support each of the proposed public participation and outreach efforts, and set the stage for cooperation and the plan's implementation.

Products: Draft and final list of proposed members of Comprehensive Planning Committee. Project advisory committee established.

Task 3: Procurement of Consultant (if applicable)

Prepare a Request for Proposals (RFP) or similar instrument (if applicable) including a complete project description with site conditions, expected final results, a schedule for completion, MWBE requirements, and criteria for selecting a preferred proposal. Consultant services requested shall include all applicable tasks, activities and responsibilities outlined in the "Project Components" section of this work program.

The Contractor must actively solicit bids for contracts and subcontracts from qualified State certified MWBEs which can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>). The Contractor must retain records of the procurement process including direct solicitation to MWBEs; results; and any actions that its subcontractors have taken toward meeting MWBE contract participation goals. To demonstrate good faith efforts to achieve MWBE contract goals the following should be retained:

- Evidence of outreach to MWBEs: mail, email, phone calls and follow-up.
- Written responses by MWBEs to the grantee/vendor's outreach.
- Copies of search(es) of the directory and advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications.
- Attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the grantee with MWBEs including dates and location.
- Description of how the scope of work maximizes opportunities for MWBE participation.
- Description of how non-MWBE subcontractors' have engaged MWBEs to undertake part of the project's work or to procure equipment/ materials/supplies.

NYS Department of State requires a licensed professional engineer, architect or landscape architect licensed to practice in New York State for preparation and certification of final designs and construction documents, and for supervision of construction.

Submit the RFP or similar instrument to the Department for review and approval prior to release for solicitation of proposals.

Products: Approved RFP or similar instrument released through advertisement in local papers, the New York State Contract Reporter, or other appropriate means. Documentation of procurement including direct solicitation to MWBEs and actions taken toward meeting MWBE contract participation goals.

Task 4: Subcontract and Compliance with Local Procurement Requirements

Prepare the draft subcontract(s) to conduct project work with the selected consultant(s). The subcontract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of product completion, a payment schedule with payments tied to receipt of products, and project costs.

Incorporate the Department's comments on the subcontract work plan, or scope of services, prior to execution of the final subcontract(s).

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that the Contractor fully complied with applicable provisions of General Municipal Law and with local procurement procedures. A procurement certification form will be supplied by the Department.

The Contractor's procurement record and consultant selection are subject to approval by the Department.

The Contractor remains responsible for the legal sufficiency of the subcontract in accordance with the requirements in the Master Grant Contract and Attachment A-1.

Products: Consultant(s) selected and approved by the Department. Executed subcontracts and written certification of compliance with procurement procedures.

Task 5: Comprehensive Planning Committee Meetings

The Comprehensive Planning Committee will meet on a regular basis during the planning process to advance the preparation, review, and approval of the Comprehensive Plan, and to organize and conduct community participation events.

During the first meeting, the Comprehensive Plan Committee will review project requirements and roles and responsibilities, transfer necessary information to the team of consultants (if applicable), and identify new information needs and next steps. The Comprehensive Plan Committee or the consultant (if applicable) will prepare and distribute a brief meeting summary clearly indicating the understandings reached at the meeting.

All subsequent meetings will advance the preparation of the Comprehensive Plan and assess the evolution of the project, the new information needed, changes in roles and responsibilities, and next steps.

Work on subsequent tasks shall not proceed prior to Department review.

Products: Meetings held with appropriate parties. Written meeting summaries outlining what has been discussed and understandings reached and identifying the participants to the meeting.

Task 6: Community Participation Plan

Prepare a Community Participation Plan that describes the public outreach and participation efforts that will be conducted during the development of the Comprehensive Plan, pursuant to the local and State statutes. At a minimum, the Community Participation Plan shall include (in-person or virtual) interviews with local and regional stakeholders, a community survey, a public information meeting, one or more public workshops, one or more public hearings, and a webpage with links to announcements, presentations and documents prepared during the planning process. The Community Participation Plan shall identify key individuals, organizations, and entities to be involved, and shall identify roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of the proposed public outreach and participation efforts.

All public outreach and participation efforts will be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means. Public access must be provided to each public meeting or workshop. Outreach efforts should encourage participation from populations who are frequently underrepresented in this process, including immigrants, refugees, and minorities. A summary of each public outreach and participation efforts will be made available to the public in written form and through other appropriate means, such as websites.

Products: Draft and final Community Participation Plan.

Task 7: Community Survey and Stakeholder Interviews

Develop a relevant and realistic community survey about current local conditions and issues. The survey should be made available to the public as hard copy and online. In addition, identify a set of topics that shall be

discussed with stakeholders to obtain additional relevant information and elicit stakeholder reactions and suggestions. Following the completion of the survey, develop a summary of results and analysis.

Products: Draft and final Community Survey. Draft and final list of topics to be discussed during the stakeholder interviews. Summary of survey and interviews responses and analysis.

Task 8: Review Local and Regional Planning Efforts and Ongoing Initiatives

Identify and review existing local and regional planning documents and ongoing initiatives. This review process will also include consultation with community leaders and with neighboring communities, if applicable, to identify common issues and assess if Smart Growth principals are the basis for addressing those issues.

The Comprehensive Planning Committee and the consultant(s), if applicable, shall develop a written findings report describing and assessing existing planning documents and the issues and opportunities identified by community leaders.

Products: Written findings report.

Task 9: Community Profile

Draft a Community Profile consisting in an inventory and analysis of existing conditions, including narrative, maps, and relevant data. The inventory will be used to assist in the identification of local issues and potential opportunities. The analysis of the local conditions and issues will be conducted from a Smart Growth perspective and identify potential solutions to existing issues and potential opportunities. A chart of smart growth principles will be provided to be included in the comprehensive plan which will summarize the opportunities and challenges to addressing each principle. The inventory and analysis of existing conditions may include the following, at a minimum:

- History of the municipal jurisdiction and boundaries.
- Description of previous comprehensive plan development and adoption processes.
- Demographic characteristics (population and growth trends, age distribution, average household size, ethnic composition, average household income, social diversity and integration, demographic trends).
- Local and regional economic characteristics (unemployment rates and trends, work force characterization, dominant business sector type, major employers and industries, sales tax information, property tax rates, economic trends and jobs range.
- Housing characteristics (the age, type, and condition of structures, type of occupancy - renters versus owners, vacancy rates and trends in the community and length of residency - percentage of residents five years in home, the extent and availability of low-income housing throughout the community and in identified neighborhoods, assessment of housing opportunities and choices, housing trends and access to jobs).
- Local and regional economies and development trends (including housing, commercial, industrial and agricultural development).
- Land use and smart growth focus areas.
- Agricultural and forest lands, uses, and districts.
- 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.
- Transportation systems, local levels of greenhouse gas emissions, levels of mobility and circulation, walkable/bikeable neighborhood, connectivity with areas outside jurisdictional lines, distance to jobs.
- Natural resources and climate (air quality, watercourses, wetlands, floodplains, aquifers, forests/tree cover, steep slopes, soil types, and rare plant and animal habitats, precipitations, winds, temperatures, etc.).
- Extreme weather events, flooding, erosion hazards, and local resiliency.
- Health and emergency services and facilities.

- Parks and public spaces, recreation facilities, range of passive and active recreation, capacity and maintenance, accessibility etc.
- Historic, cultural, and scenic resources.
- Waterfront resources and public access.
- Zoning and other relevant local development controls.
- Fiscal resources.

The draft Community Profile shall be submitted to the Department for review before being used to design workshop activities and prepare materials needed to conduct community visioning workshops or to draft the Comprehensive Plan.

Products: Community Profile report, including a comprehensive inventory and analysis in the form of relevant data, narrative, maps, and graphics.

Task 10: Community Visioning Workshops

Conduct at least two public workshops that will inform the public about the findings of the planning process conducted up to this point, present a clear assessment of how Smart Growth policies are integrated in the municipality's planning efforts, governmental decisions, and ongoing initiatives, and will solicit public input on existing resources, community character, and future growth. The workshops are also intended to identify Smart Growth solutions to current issues and future growth.

Each workshop shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation. The site of the workshops must be accessible to the public.

Products: Published workshops announcements and fliers. Materials prepared for each public workshop. Workshops held.

Task 11: Draft Comprehensive Plan

Assemble the draft comprehensive plan that addresses each of the Smart Growth policies and establishes a long-term strategy for future growth and protection of resources, and may include the following topics commensurate with the community's needs and vision for future actions:

- Goals, objectives, principles, policies, and standards upon which proposals for the immediate and long-range enhancement, growth, and development of the community.
- Consideration of regional needs and the official plans of other government units and agencies within the region.
- The existing and proposed location and intensity of land uses.
- Consideration and recommendations for the protection of agricultural and forest lands, historic and cultural resources, natural resources, and sensitive environmental areas.
- Consideration of population, demographic and socio-economic trends and future projections.
- Location and types of transportation facilities that reduce the local levels of greenhouse gas emissions.
- Existing and proposed general location of public and private utilities and infrastructure, including clean energy generation.
- Existing housing resources and future housing needs, including affordable housing.
- The present and potential future general location of educational and cultural facilities, historic sites, health facilities, and facilities for emergency services.
- Existing and proposed recreation facilities and parkland.
- The present and potential future general location of commercial and industrial facilities.
- Specific policies and strategies for improving the local economy in coordination with other plan topics.
- Proposed measures, programs, devices, and instruments to implement the goals and objectives of the various topics within the comprehensive plan.
- All or part of applicable plans of other public agencies.

- Any and all other items which are consistent with the orderly growth and development of the community.

A detailed strategy implementing the community's policies, concepts, projects, and programs shall be identified in the plan. This includes phased implementation approach (short-term, mid, and long-term), as well as anticipated costs, and priorities.

Submit the draft Comprehensive Plan to the Department for review and approval and incorporate the Department's comments in the final plan.

Products: Draft Comprehensive Plan, including relevant data, narrative, maps, and graphics.

Task 12: Review by the Local Municipal Board

Submit the draft Comprehensive Plan to the local municipal board, for review, comments, and recommendations. The comments received from the local municipal board shall be addressed before the initiation of the SEQRA compliance process.

The comments and recommendations prepared by the local governing board/local legislature shall be addressed and incorporated into the final plan and prior to making the draft available for public review.

Products: Comments and recommendations received from the local municipal board submitted to the Department.

Task 13: Environmental Quality Review

Prepare materials necessary for compliance with the State Environmental Quality Review Act (SEQRA). The adoption of a new or amended Comprehensive Plan is classified as a Type I action, pursuant to the State Environmental Quality Review Act (SEQRA) and 6 NYCRR Part 617. The Comprehensive Planning Committee or the consultant(s) shall prepare the Generic Environmental Impact Statement (EIS) to provide a review of land use actions proposed in the comprehensive plan. The local municipal board shall declare to be the Lead Agency for the action of adopting the new or amended comprehensive plan.

Copies of all SEQR documents shall be submitted to the Department.

Products: SEQRA documents

Task 14: County Planning Board Review

Submit the draft Comprehensive Plan to the County Planning Board for review and recommendations pursuant to Section 239-m of the New York State General Municipal Law. Comments received from the County Planning Board shall be addressed in the final version of the Comprehensive Plan that will be locally adopted.

Comments received from the County Planning Board shall be submitted to Department.

Products: Comments and recommendations prepared by the County Planning Board.

Task 15: Final Comprehensive Plan

Address all comments and recommendations received from the public and involved local, regional and State agencies and incorporate into the Final Comprehensive Plan and schedule a public hearing and the local adoption of the plan.

The final Comprehensive Plan and the date of the public hearing and local adoption of the plan shall be submitted to Department.

Products: Final Comprehensive Plan ready for local adoption.

Task 16: Public Hearing and Local Adoption

Conduct a public hearing prior to adoption of the comprehensive plan. Notice of the public hearing shall be published in a newspaper of general circulation in the community at least ten calendar days in advance of the hearing. The proposed comprehensive plan shall be made available for public review during said period at the office of the municipal clerk and public library and shall be posted on the municipal website. The public hearings may also be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means.

Copies of the public hearing minutes and the local adoption resolution shall be submitted to the Department.

Products: Minutes from the public hearings and record of decision submitted to Department.

Task 17: MWBE Reporting

Comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form C - Workforce Employment Utilization to report the actual work force utilized for this contract broken down by specified categories (every March 31, June 30, September 30 and December 31).
- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYSCS).

Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the “Contact Us & Support” link.

Products: Ongoing reporting through NYSCS during the life of the contract. Form C submitted on a quarterly basis and Form D submitted as necessary.

Task 18: Project Status Reports

Submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products: Completed project status reports submitted during the life of the contract.

Task 19: Final Project Summary Report and Measurable Results

Submit the Final Project Summary Report and Measurable Results electronically at: <https://forms.office.com/g/eZERFeEeKM>.

Products: Final Project Summary Report and Measurable Results submitted to the Department

5. Project Responsibilities

The Contractor shall administer the grant, execute a contract with the Department, and ensure the completion of work in accordance with the approved Work Plan and budget.

The Contractor:

- will be responsible for conducting all project work in conformance with the Work Plan included in the executed contract with the Department.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and sub consultants.
- will certify to the Department that the procurement record for project consultants and subcontractors complies with the applicable provisions of General Municipal Law.
- will receive approval from the Department for any and all consultant subcontracts before beginning project work.
- will be responsible for submission of all products and payment requests.
- will be responsible for coordinating participation and soliciting comments from local government personnel, project volunteers, and the public.
- will keep the Department informed of all important meetings for the duration of this contract.
- will receive approval from the Department before purchase of any equipment.
- will secure all necessary permits and perform all required environmental reviews.
- will ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project.
- will ensure that all products prepared as a part of this contract shall include the NYS Comptroller's contract # as indicated on the Face Page of this contract.
- will ensure the project objectives are being achieved.
- will ensure that comments received from the Department and the project advisory committee, or other advisory group, are satisfactorily responded to and reflected in subsequent work.
- will recognize that payments made to consultants or subcontractors covering work carried out or products produced prior to receiving approval from the Department will not be reimbursed unless and until the Department finds the work or products to be acceptable.

The Department:

- will review and approve or disapprove of subcontracts between the Contractor and consultant(s) and any other subcontractor(s).
 - will participate in project initiation meeting and attend meetings that are important to the project.
 - will review all draft and final products and provide comments as necessary to meet the objectives.
- must approve or disapprove any and all design, site plan, and preconstruction documents. Department approval must be obtained before construction may begin.