

REQUEST FOR PROPOSAL (RFP) & QUALIFICATIONS
to prepare a
VILAGE OF RYE BROOK, N.Y. COMPREHENSIVE PLAN
Issued July 24, 2012

I. Project Introduction:

The Village of Rye Brook is interested in receiving Proposals from professional and experienced Planning Consultants to prepare its first municipal Comprehensive Plan. This project is a unique and exciting opportunity for Rye Brook, Westchester County, and the consultant firm that is selected.

In 2008 the Village of Rye Brook issued a Request for Proposals (RFP) for a consultant to prepare a Comprehensive Plan. Unfortunately, the economic conditions changed significantly and the Village did not feel that it would be prudent or fiscally responsible to proceed at that time until the Village examined the impacts of this economic downturn.

What has changed in 2012? The Village has continued to strengthen its belief that it is essential that it have a comprehensive plan established as a policy guide for future planning in Rye Brook. Despite the national economic downturn, Rye Brook has remained fiscally sound and has been able to sustain providing quality services to the residents. However, the most important factor for being able to proceed at this time is the Village's strengthened relationship with Westchester County and its Planning Department staff as a partner in this project. The Village has also formed a relationship with the *Center for Governmental Research (CGR)* to work with a planning consultant and administer the public outreach and coordination services for this project.

Westchester County has prepared an exciting county-wide document called Westchester 2025 which provides great tools for regional planning. This is a non-traditional, "living" comprehensive plan that can be modified and re-addressed as needed. The implementation process has been transparent with significant public outreach in a web-based format (<http://westchester2025.westchestergov.com/>). It is the polar opposite of a traditional printed comprehensive plan that is placed on a shelf for periodic review.

II. Westchester 2025 and Rye Brook: A New Synergy:

While Westchester 2025 is a county-wide regional plan, there is interest in working with local municipalities in the county to bring regional planning to a more local level and vice versa. If these plans are more closely synergized and information shared, the result will be better planning for the local municipalities and the county.

The County of Westchester has decided to work with the Village of Rye Brook as a pilot project to demonstrate how the County and Village comprehensive plan documents can support each other through the use of shared resources and cooperative efforts. It is also expected to result in a better and more flexible Comprehensive Plan at a reduced cost to the Village.

The goal is to use the data and platform from Westchester 2025, as well as additional information about existing conditions in Rye Brook prepared by the staff of the Westchester County Planning Department so that the selected consultant can primarily focus on the following items:

1. Public outreach support (see Section V);
2. Future visioning;
3. Writing the final plan; and
4. SEQRA Compliance.

Westchester County has prepared for the Village a comprehensive report titled “*Village of Rye Brook Planning Base Studies: A detailed study of existing conditions*” (the “Existing Conditions Report”) that is currently available at www.ryebrook.org and should be closely reviewed by any consultant prior to the submittal of a proposal. This Existing Conditions Report is the result of months of preparation by the county working with Village officials, and is meant to provide valuable information and resources, reduce costs, and to focus the consultant on future planning, public outreach and final report preparation rather than data collection and mapping.

All consultants interested in submitting a proposal will be required to attend a Pre-Submission Conference at the offices of the Westchester County Planning Department located at 148 Martine Avenue (4th Floor, Room 420), White Plains, N.Y. on Monday, August 20, 2012 at 10:00 A.M. All consultants planning to attend this Conference are requested to notify and provide contact information to Shari Melillo in the Village Administrator’s Office at smelillo@ryebrook.org no later than Thursday, August 16, 2012. The purpose of this Pre-Submission Conference is to review the Existing Conditions Report and answer any questions about this document or the type of informational support available from the county for this project.

The Selected Planning Consultant is *NOT* expected to prepare any of the Existing Conditions information or mapping for this project, *EXCEPT* any documents that are part of or the result of any future visioning sessions. Documents prepared by Westchester County will also be made available to the consultant for use only for the Rye Brook Comprehensive Plan.

The Selected Planning Consultant will be asked to meet and report to a Comprehensive Plan Steering Committee, selected by the Village Board, that represents a cross-section of Village residents, key stakeholder and professional groups, and members of various Village committees and professional staff.

The Village is looking for a firm experienced with Best Practices for smart growth, and willing to incorporate new, innovative and state of the art approach to development of the Comprehensive Plan and future development of the Village. Demonstrated use of technology to outreach and regularly communicate with the community residents is extremely important. The final Comprehensive Plan should include a phased and prioritized implementation strategy.

If you are interested in providing the services described, please submit one printed and one electronic copy (.pdf) of your Proposal. The electronic Proposal should be e-mailed to cbradbury@ryebrook.org and the printed Proposal should be provided to Christopher J. Bradbury by 4:00 P.M. on Friday, September 14, 2012. The following is the contact information for Mr. Bradbury:

Christopher J. Bradbury, Administrator
Village of Rye Brook
938 King Street
Rye Brook, New York 10573
Telephone: (914) 939-0634
Fax: (914) 939-0242
E-Mail: cbradbury@ryebrook.org

Additional questions or clarifications regarding this RFP should be submitted in writing (paper, fax or e-mail) to Mr. Bradbury at least seven (7) business days prior to the submission date.

III. Comprehensive Plan Purpose:

Proper planning helps communities anticipate and respond to changing conditions. This is accomplished through sustainable development that balances both economic and environmental considerations. The Comprehensive Plan will become the official policy document for the Village of Rye Brook, and will be a guide when evaluating proposed projects and programs, or when considering amendments to Village policies or regulations. A Comprehensive Plan will also be used by:

- *Residents* to have a coordinated goal and vision for the Village's future and to evaluate how well the Village is responding to the goals and objectives in the Comprehensive Plan;
- *Federal, NYS, Westchester County and local government officials, agencies and organizations* when examining regional or local planning policies, smart growth and sustainability initiatives and to help determine whether or not to provide funding of a local project or program;
- *Large and small business owners and developers* to help in their decision whether or not to invest in the Village; and
- *Bond agencies* to see if the Village is using its resources wisely and in a coordinated fashion.

IV. Comprehensive Plan Goal:

The goal of the Comprehensive Plan is to maintain and/or improve the overall quality of life for Rye Brook residents by:

1. Promoting sustainable development;
2. Encouraging a stable and enduring economic base;
3. Providing for safety, health, and education;
4. Preserving the natural, cultural, recreational, and historic assets of Rye Brook;
5. Enhancing the design of the built and natural environment; and
6. Advocating for smart growth design principles in the planning process.

Simply put, the Comprehensive Plan will provide a document that will provide a basis for land use and other governmental decision-making over the next two decades.

V. Center for Governmental Research (CGR) to Administer Public Outreach and Coordination Services:

It is critically important to the Village that this comprehensive planning process be as open, transparent and engaging of the community as possible. Public participation is essential for the development of a Comprehensive Plan in Rye Brook. Alternate, varied, and unique methods of outreach to residents and other Village stakeholders is strongly encouraged. To ensure this comprehensive approach, the Village intends to engage the *Center for Governmental Research (CGR)* based in Rochester, New York as a separate organization to administer public outreach and coordination services in support of this comprehensive planning process. Dr. Joseph Stefko, Vice President and Director for CGR will be assigned as the primary Project Coordinator for these tasks, and is familiar with the Village of Rye Brook through their work on a different study. Services to be provided by CGR will include (but not be limited to) development and maintenance of the project website; publication of press releases as required; publication of monthly update newsletters; and planning, coordination and moderation of charrettes, workshops and community gatherings as required by the process. As such, the Selected Planning Consultant will not have primary responsibility for handling public outreach and coordination services. The Selected Planning Consultant will, however, be expected to work in conjunction with CGR as the Village's public outreach organization. The Selected Planning Consultant's assistance is expected to include providing periodic project updates for inclusion in newsletters and community briefings, and providing all substantive content for community charrettes / workshops, including relevant exhibits and planning staff to facilitate discussions. Specifically regarding charrettes, CGR will serve the role of event "moderator," but the Selected Planning Consultant will be expected to deliver substantive elements.

However, the Selected Planning Consultant shall also be prepared to demonstrate their experience and suggestions for a varied public outreach approach and must be comfortable coordinating their public outreach efforts in a supporting role to Joseph Stefko and CGR.

Consultants interested in learning more about CGR are encouraged to visit their web site at www.cgr.org. For an example of one of their project websites involving a study of governance and service options for the Town of Rye, Village of Rye Brook and Village of Port Chester, please visit www/cgr.org/ryetown.

VI. Scope of Work:

The Selected Planning Consultant is NOT expected to prepare any of the information or mapping contained within the Existing Conditions Report for this project, except any documents that are the result of any future visioning sessions or that the county cannot perform for the Village's plan. The consultant is expected to review and be familiar with the Existing Conditions Report and prior planning studies available on the project web site. The Selected Planning Consultant is expected to perform the following tasks or analyze the following topics, issues or areas.

1. **Information Analysis.** The Selected Planning Consultant is expected to be familiar with the following existing documents and reports (available at www.ryebrook.org) in developing the public outreach sessions and building upon future planning analysis:
 - a. Existing Conditions Report prepared by Westchester County, 2012;
 - b. Affordable Housing Discussion Paper, 2011;
 - c. Open Space Zone Study, 2010;
 - d. Byram Ridge Zoning Study/Byram Ridge Task Force Report, 2006;
 - e. King Street Interchange Traffic Study, 2005;
 - f. Hazard Mitigation Plan, 2005;
 - g. Scenic Road Overlay District (SROD) Additions Study, 2005;
 - h. Upper Lincoln Avenue Property Analysis and Report, 2005;
 - i. Vision Plan Implementation Task Force Report of Findings, 2004;
 - j. Conservation Easement Study, 2004;
 - k. Large Lot Subdivision Study (includes study for SROD), 2004;
 - l. Residential Bulk Regulations Study, 2003;
 - m. Village of Rye Brook Vision Plan, 2000;
 - n. Byram Ridge Zoning Study, 1994;
 - o. Hawthorne Zoning Study, 1994; and
 - p. All zoning district regulations in Section 250 of the Village Code.
- 2) **Current Demographics and Growth Trends:** The Selected Planning Consultant should utilize the information available in the Existing Conditions Report and the public outreach sessions to discuss the impacts of growth patterns and projections.
- 3) **Transportation:** The Selected Planning Consultant should utilize the information available in the Existing Conditions Report and the public outreach sessions to identify traffic circulation and problem areas for vehicular and pedestrian circulation. Adequate off-street parking and use of commercial parking lots shall also be evaluated to determine the capacity to accommodate these parked vehicles. Study areas include traffic patterns and intersections on main and local roadways including Ridge Street, King Street, Betsy Brown Road, Bowman Avenue, and Westchester Avenue. The traffic pattern impacts of the Hutchinson River Parkway and I-287 should also be examined for their impact on Rye Brook. Recommendations should also focus on public transportation and routes, bicycle accommodation, train station access, and other alternative transportation modes. Increased pedestrian activity and its accommodation is to be encouraged and planned for future consideration. The consultant is not expected to prepare new traffic or pedestrian studies, but rather identify areas of concern and potential future study areas and recommendations.
- 4) **Housing and Residential Development:** The Selected Planning Consultant should utilize the information available in the Existing Conditions Report and the public outreach sessions to discuss the impacts of overcrowding & illegal housing, the need for additional building improvement standards in the Village's existing Planned Unit Development (PUD) and conservation subdivision developments; the need for available transitional housing so people stay in the

municipality through different stages in life and the need for additional affordable housing; the proliferation of home occupations; and the long-term viability of commercial and not-for-profit properties and their potential re-use as residential development.

- 5) **Parks, Recreation and Open Space:** The Selected Planning Consultant shall utilize the information available in the Existing Conditions Report and public outreach to evaluate the Village's current and future parks and recreational program and facility needs for all ages. Major study areas include the possibility of the need for a new community center, possible re-use or redevelopment of existing large lots or undeveloped property, and the consideration of recreation zones for parks and recreation purposes.
- 6) **Large Commercial Development and Tax Base:** The Selected Planning Consultant shall consider the impacts of demographic and economic trends in the region and the Village as identified in the Existing Conditions Report and public outreach sessions. An analysis on the sustainability of the Village's tax base is a key component of this subject area. Major study areas include the Village's large commercial properties and shopping centers.
- 7) **Downtown/Central Business District Development:** The Selected Planning Consultant shall evaluate the demographic and economic trends in the region and the Village as it relates to the sustainability of the downtown/central business area and their relationship to the surrounding residential properties. Major study areas include the impacts of home occupations as well as any potential for expansion and diversification of the current commercial district (retail, office, etc.).
- 8) **Natural and Historical Resources:** The Selected Planning Consultant shall use the Existing Conditions Report and public outreach sessions to evaluate any resources that may have significant natural or historical value to the Village of Rye Brook. Major study areas include water quality issues along properties on the Blind Brook, methods of encouraging greener development that is more environmental responsible, and an identification of properties already identified as well as any that should be considered for historic preservation.
- 9) **Public Infrastructure/Private Utilities:** The Selected Planning Consultant shall use the Existing Conditions Report and public outreach sessions to evaluate the current and any future locations of public and not-for-profit facilities. The efficiency and appropriateness of other impacts of emergency response areas and routes, and the availability of local emergency facilities should also be discussed. Utility companies servicing the Village shall also be discussed, as well as the need for all current and any potential communication facilities (e.g. cellular, wi-fi).
- 10) **Stormwater Management:** The Selected Planning Consultant shall evaluate current studies, the Existing Conditions Report and public outreach sessions to identify areas where flooding and stormwater quantity and quality are a concern. Major impacts identified include housing densities, impervious surface laws, and

stormwater water impacts between neighborhoods, as well as the county stormwater legislation enacted in 2011 to address the capital needs of the region.

It is noted that the Selected Planning Consultant is not expected to perform any additional engineering studies of flooding or stormwater as part of the Comprehensive Plan. The Selected Planning Consultant shall seek to identify and document the findings of prior studies as part of an overall plan for addressing flooding and stormwater concerns.

- 11) **Impact of Surrounding Municipalities & Facilities:** The Selected Planning Consultant shall review and consider existing documents that examine the impacts of the neighboring municipalities on Rye Brook, including Port Chester, Rye City, Harrison (Purchase), Greenwich, and the Westchester County Airport. Potential major study areas include anticipated traffic impacts from the Hutchinson River Parkway, planned traffic improvements along I-287, development trends in Port Chester, development opportunities in Greenwich in upper King Street, the Village's relationship to higher education in the area (Purchase College, Manhattanville College, etc.), and impacts from the Westchester County Airport as well as NYC airport flight paths.
- 12) **Community Character:** Utilizing the results and findings of the other tasks, the Selected Planning Consultant shall draft a listing and visualization of the characteristics that define each of the Village's neighborhoods and commercial areas, as identified by the plan. This analysis shall be used for community outreach/public participation and, as then refined, used as one means to test the effectiveness of current and proposed land use regulations.

VII. Identify Long-term and Short-term Action Items:

The Selected Planning Consultant is expected to provide a Comprehensive Plan that has practical implications and be results-oriented. The Final Report should include prioritized implementation items, projects and programs based upon its findings. An action plan should be developed that identifies both short-term and long-term actions that need to be taken, the responsible agencies, funding strategies, and any estimated costs for implementation items. While the drafting of new ordinances is not expected in the initial comprehensive plan, the Selected Planning Consultant should specifically identify and make specific recommendations for any zoning amendments, with any sample legislation if available. A narrative and time-line showing a phased-implementation of any recommendations shall be provided in the Final Report.

VIII. Comprehensive Plan Public Meetings:

The Selected Planning Consultant would meet with a Comprehensive Plan Steering Committee, consisting of approximately ten (10) members that are representatives of the Village of Rye Brook. For budgetary purposes, the Consultant should anticipate that this committee would meet every 4-6 weeks in a public meeting. In addition, approximately 4-6 public visioning sessions should be included in the total cost to prepare the Comprehensive Plan, as well as a Final Report at a Village Board meeting. The Selected Planning Consultant's primary point of contact will be the Rye Brook Village Administrator, who will coordinate the meetings with the Committee Chair and CGR project coordinator and distribute any Consultant-provided information to committee

members. The Selected Planning Consultant would be responsible for working with CGR to provide information and facilitate any public meetings, deciding on meeting content, preparing the public meeting agendas, preparing documents for distribution, and preparing draft and final meeting minutes.

IX. Consultant Qualifications & References:

The Selected Planning Consultant shall describe how they would approach this project and describe why they are the most uniquely qualified firm to prepare a Comprehensive Plan for the Village of Rye Brook. The Village seeks a Consultant with significant experience in developing municipal Comprehensive Plans utilizing technology and preferably using web-based formats. Experience with implementing or updating Comprehensive Plans in Westchester County municipalities would be viewed favorably but is not essential. The Selected Planning Consultant shall identify all municipal comprehensive plans or similar documents that they have prepared over the past ten (10) years. The response shall include whether the firm was the principal firm on the project or whether they were a subcontractor together with a listing of responsibilities on each project. At least three (3) municipal references from different agencies must be provided for similar projects. A detailed history of the planning firm as well as the qualifications of all firm principals and staff to be assigned to this project shall also be provided in the Proposal.

X. NYS Environmental Quality Review Act (SEQRA):

The Selected Planning Consultant shall be responsible for the preparation, posting, and distribution of all SEQRA documents required for the implementation of a Comprehensive Plan. The Proposal should describe the firm's approach to SEQRA compliance on this project.

XI. Budget:

The Proposal shall include a lump sum fee as well as a detailed budget. The budget must include an hourly rate schedule and estimated number of hours to be performed by each staff members assigned to the project. If any work is to be subcontracted, the Proposal should reference the specific areas and costs. Any reimbursable expenses must be clearly indicated and an estimate provided. For budgeting purposes, a fee schedule shall be provided that includes an anticipated start date.

XII. Work Plan & Time-line:

A detailed work plan and schedule with milestones shall be provided in both a narrative and graph format for the work to be performed in developing a Comprehensive Plan. It is expected that the Comprehensive Plan will begin in Fall 2012 and the Plan will take approximately twelve (12) months to complete given the Existing Conditions Report and prior visioning reports currently available.

XIII. Sample Agreement:

The Proposal shall include a sample agreement to be entered into with the Selected Planning Consultant at the time of the award.

XIV. RFP Deliverables:

Interested Consultants shall deliver one printed and one electronic copy (.pdf) of their Proposal. The electronic Proposal should be e-mailed to cbradbury@ryebrook.org and

the printed Proposal should be should be provided to Christopher J. Bradbury, Village Administrator, Village of Rye Brook, 938 King Street, Rye Brook, NY 10573 by 4:00 P.M. on Friday, September 14, 2012. In lieu of submitting an electronic copy via e-mail, a disc may be provided with the printed proposal. Additional questions or clarifications regarding this RFP should be submitted in writing (paper, fax or e-mail) to Mr. Bradbury at least seven (7) business days prior to the submission date.

XV. RFP Review Procedure and Selection:

Since this is a Proposal for the receipt of professional services, the Proposal that may best serve the Village is not solely determined on the proposed fee alone. The Village will also consider all relevant and material factors that pertain to the qualifications of the planning firm.

The Village will undertake a review process of 30-45 days to select the Selected Planning Consultant. A review committee, selected by the Village Board, will review all responses and select the firms to be interviewed as appropriate. This review committee will then make a recommendation to the Village Board.

The Village Board reserves the right to reject any and all Proposals that they believe are not in the best interests of the Village of Rye Brook.

XVI. Comprehensive Plan Deliverables:

The Selected Planning Consultant should anticipate that the final document shall be available for viewing on a dedicated section of the Village's web site. In addition to the electronic version for the web site, five (5) printed copies of the final Comprehensive Plan shall also be made available for filing. It is emphasized that all Consultant report submissions, including all text, maps, tables and figures, shall be provided in a format that is compatible with existing Village Geographic Information System (GIS) and other computer programs and formats so that it is in a form that can be reproduced, modified, and updated by the Village over the long-term. The electronic submission must also be in a format that would be easy for the Village to update and modify and allow the Village to post it on the Village web site for public viewing.

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/CJB
July 24, 2012