

Town of Poughkeepsie

Planning & Zoning

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Poughkeepsie, NY 12603

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February 25, 2013

Request for Qualifications for Planning Review Services

The Town of Poughkeepsie Planning Board is charged with primary responsibility for administration of Chapter 135, "Lot Line Revisions", Chapter 177, "Subdivision of Land", and Chapter 210, "Zoning", of the Town of Poughkeepsie Code. The Planning Board also has shared or secondary responsibility for administration of Chapter 97, "Erosion and Sediment Control"; Chapter 113, "Flood Damage Prevention"; Chapter 116, "Aquatic Resource Protection"; Chapter 126, "Historic Preservation"; Chapter 173, "Stormwater Management"; and Chapter 215, "Waterfront Consistency Review".

The Department of Planning is the planning Staff for the Planning Board as well as the Town Board and the Zoning Board of Appeals. Department Staff assists each of these boards in the review of land development applications as well as development of amendments to the Town Code and Town Comprehensive Plan, along with other special projects.

While the Department maintains a small staff of professional planners, from time-to-time the number and type of applications for lot line revision, subdivision, site plan, special use permit, area and use variance, and zoning amendment approvals is such that there is a need to retain a qualified person or firm to conduct planning reviews of such applications. Accordingly, the Department is soliciting qualifications from persons or firms to assist in the work of Staff.

The work involves the following primary tasks:

1. Review of applications for lot line revision, subdivision, site plan, special use permit, area and use variances, and zoning amendments for compliance with Town Code requirements, and evaluation of such applications under SEQRA.
2. Preparation of review memorandum, resolutions, and findings.
3. Coordinating review work with Town departments and staff, including other consultants retained by the Town.

4. Attendance at meetings with Town planning Staff including, among others, the Staff of the Building, Engineering, Zoning, Law, Water, and Sewer departments, at Town Hall.
5. Attendance at meetings with applicants at Town Hall.
6. Attendance at field meetings.
7. Attendance at meetings with the Town Board, Planning Board, and Zoning Board of Appeals, at Town Hall.
8. Other tasks as may be assigned on an as-needed basis and with due consideration for the qualification of the person or firm selected.

The person or firm must have a thorough knowledge of New York State subdivision, planning, and zoning laws including the relevant sections of the Town Law, General Municipal Law, and the Environmental Conservation Law. This would also include specialized knowledge of the substantive and procedural requirements of the State Environmental Quality Review Act. Strong writing and public speaking skills are essential. The person or firm shall also demonstrate an ability to work interactively with Town Staff, elected and appointed officials, citizens, and the corporate and development community.

The selected person or firm will report directly to and at the direction of the senior-most Planner in the Department of Planning, with ultimate reporting responsibility to the Director of Municipal Development.

Qualified persons and firms are encouraged to submit qualifications for the work as specified, and are encouraged to identify any specialized skill(s) or knowledge of relevance to the work as outlined herein.

Responders are discouraged from submitting excessively long resumes and biographical materials that do not add substantively to the RFQ or otherwise assist the Department in understanding the qualifications of the person or firm.

In order to assist the Department with the evaluation of proposals that are received each proposal shall use the following format:

1. Statement of Qualifications

A brief description of the qualifications of the person or firm submitting the proposal,

including: full business name, legal status (corporate, partnership or sole proprietor), number and type of employees, specialties, and longevity. A responding firm shall also identify the person(s) who would be assigned to perform the work, along with his or her qualifications.

2. Project Team Members (Curriculum Vitae)

List any specialties or strengths that make the personnel assigned to this project uniquely suited to the task of performing the work as outlined in this RFQ. Provide an organizational chart of the employees proposed to work on this project, including the Project Manager who would be assigned to this project and who shall be the Department's main point of contact. This shall include a listing of each individual's relevant project experience in regard to the tasks and responsibilities they would perform in this project. It is very important to include project management experience for the proposed Project Manager.

3. Cost & Expenses

Provide the hourly billing rate for any personnel who would be assigned to perform the work as outlined herein. A rate for each type of expense, such as mileage, printing expenses, etc. shall also be specified.

4. Submittal

Hardcopy submissions shall consist of one (1) original and four (4) copies and shall be delivered no later than 12:00 noon EST on Tuesday, March 19, 2013. The hardcopy response shall be sent to the attention of Neil A. Wilson, Director of Municipal Development, Town of Poughkeepsie, One Overocker Road, Poughkeepsie, New York 12603 either by U.S. Mail, overnight delivery, or hand delivery.

Electronic submissions shall be in a pdf, jpeg, tiff, or other suitable write-protected image format capable of being opened and viewed using any standard Windows based software and shall be delivered no later than 12:00 noon EST on Tuesday, March 19, 2013. The electronic response may be delivered via email to cbarone@townofpoughkeepsie-ny.gov, or may be submitted on a Compact Disc or flash drive to the attention of Neil A. Wilson, Director of Municipal Development, Town of Poughkeepsie, One Overocker Road, Poughkeepsie, New York 12603 either by U.S. Mail, overnight delivery, or hand delivery.

5. Selection Process

Department Staff shall review each response received for compliance and completeness with respect to the criteria as outlined herein. The written proposals shall be evaluated in relation to the following criteria:

1. Organization, completeness, and responsiveness to this RFQ.
2. The consultant firm's experience with communities with attributes similar to the Town of Poughkeepsie.
3. The relevant experience of the individuals proposed to perform the work.
4. Competiveness of the stated hourly rates and costs.

The Department may select one or more firms to be interviewed. It is anticipated that interviews would be conducted during the week of March 25, 2013. At the conclusion of the interview process, the Department will make a recommendation to the Planning Board.

6. Questions

Questions regarding this RFQ must be submitted in writing to the attention of Neil A. Wilson, Director of Municipal Development, Town of Poughkeepsie, One Overrocker Road, Poughkeepsie, New York 12603 by U.S. Mail, overnight delivery, or via email to cbarone@townofpoughkeepsie-ny.gov. All written questions must be received no later than March 14, 2013. Each written question and a reply will be posted on the Town web-site at <http://www.townofpoughkeepsie.com/planning/index.html>. It shall be the responsibility of each consultant replying to this RFQ to check the Town web-site for such questions and replies. Questions and comments that are not in writing will not be accepted and will not receive a reply. The Town reserves the right to extend the time period for receipt of qualifications in order to respond to one or more written question(s) and to provide adequate time for responding consultants to consider the reply(s) to such question(s).

7. Special Note

The Town reserves the right, among other options, to reject any and all proposals, to reissue the RFQ, interview or negotiate scope and fees with one or more responding Consultants or firms, request additional information from one or more Consultants or firms, or withdraw the RFQ.