



# **REQUEST FOR PROPOSALS**

for the

**City of Lockport**

## **Comprehensive Plan Update & Zoning Code Amendment**

Published on June 9, 2020

Proposals due on July 24, 2020

## PART 1: INTRODUCTION

This Request for Proposals (RFP) is being issued by the City of Lockport to solicit qualified Consultants to assist the City in the preparation of an update to Lockport's Comprehensive Plan and Zoning Code. These updates are intended to contribute to a thoughtful decision-making framework that will improve the City's ability to attract investment and foster community development initiatives.

The City of Lockport, hereinafter referred to as the City, was incorporated in 1865 and serves as the county seat of Niagara County. The City comprises an area of 8.5 square miles and has an estimated population of 20,305 according to US Census estimates for 2019. The City's current comprehensive plan was completed in 1998. Its current zoning code (Chapter 190) was adopted in 1984 and has been amended numerous times since then.

The City has also completed a number of other planning and community development initiatives that will impact this project. These include, but are not limited to, the 2015 Tourism Focus Area Nomination Study and a successful Downtown Revitalization Initiative (DRI) grant application. The Lockport Tourism Focus Area Study represents Step 2 of the Brownfield Opportunity Area (BOA) process and is centered on downtown Lockport and includes Main Street, the Erie Canal, and the Eighteen Mile Creek corridor. In October 2018, Lockport was awarded a DRI grant by New York State. This funding will improve walkability and connectivity to the Erie Canal, redevelop underutilized property, and add housing options to the downtown area.

The documents referenced in this introduction can be viewed online at:

- 1998 Comprehensive Plan: <http://www.oneregionforward.org/plan/the-city-of-lockport-comprehensive-plan/>
- 1984 Zoning Code: <https://ecode360.com/9603277>
- 2015 Brownfield Nomination Study: [https://docs.dos.ny.gov/opd/boa/Lockport\\_BOA.pdf](https://docs.dos.ny.gov/opd/boa/Lockport_BOA.pdf)
- 2018 DRI materials: <https://lockportny.gov/lockport-downtown-revitalization-initiative-dri/>

## PART 2: PROJECT & SCOPE OF SERVICE DESCRIPTION

As previously stated, this project has two components: 1) a Comprehensive Plan Update, and 2) a Zoning Code Amendment.

1. **Comprehensive Plan Update** - The comprehensive plan update will provide a guide for future growth, development, redevelopment and public investment in a manner that enhances the character of the City in an environmentally, socially, and economically sustainable manner. It is also intended to be a foundational document for all other planning projects completed by Lockport, establishing a unified vision for the community and ensuring consistency with that vision across all efforts. The comprehensive plan update process will also serve as a means to identify necessary code changes to accomplish the goals of the plan.

It is expected that the comprehensive plan and the process used to develop it will be consistent with NYS General City Law §28-A (<https://www.nysenate.gov/legislation/laws/GCT/28-A>). The City will appoint a Comprehensive Plan Advisory Committee to oversee the planning process. This

Committee will meet the definition of a "special board," as it is referred to in the law and will hereafter be referred to as the "Committee" or "CPAC."

The exact contents of the plan will be dependent on the input and guidance received throughout the planning process from the public and CPAC. However, the final product is expected to contain, as a minimum, the following elements or their equivalents:

- Inventory of existing conditions;
- Community vision statement;
- Long term goals or strategies; and
- Action or implementation items.

The Plan should also include maps and graphics to illustrate key concepts and recommendations.

2. **Zoning Code Amendment** - The zoning code amendment will serve to implement the land use and development recommendations of the City's updated Comprehensive Plan. The zoning code revisions are expected to include one or more of the following code elements:

- Zoning map showing district boundaries;
- District use requirements;
- Building/lot area and dimensional regulations;
- Sign regulations;
- Design and building form standards; and/or
- Administrative and review procedures.

**State Environmental Quality Review (SEQR)** - The adoption of a comprehensive plan update and zoning code amendment is subject to NYS SEQR requirements. The selected consultant will assist the City in satisfying these requirements and guide the Council through the adoption process.

**Community Engagement** - Widespread community engagement throughout the development of the comprehensive plan update and zoning code amendment is expected to be included as part of both efforts. The City is seeking creative methods of informing and involving local residents, business owners, and stakeholders. The City also recognizes the potential impacts and constraints placed upon community engagement due to COVID. At a minimum the City expects these plan and code update efforts to include four (4) public meetings or other public outreach equivalents and two (2) public hearings.

### **PART 3: PROPOSAL CONTENTS & SELECTION PROCESS**

One (1) electronic copy (PDF format provided via email) of the response to this RFP shall be submitted to:

Paul K. Oates, City Clerk  
[poates@lockportny.gov](mailto:poates@lockportny.gov)  
(716) 439-6776

***Proposals must be received by the City no later than 4:00pm on Friday, July 24, 2020. The City will not return any information submitted by the consultant during this process.***

Each proposal shall not exceed 30, single spaced pages in length and is required to provide the following information:

1. **COVER LETTER** - Identify the prime consultant and describe proposed subcontract arrangements, if any. Please identify the person who is authorized to negotiate for the firm or team.
2. **GENERAL DESCRIPTION OF THE FIRM OR TEAM** - Provide a brief description of the firm(s), including size, organizational structure, number of full-time and part-time employees, area of practice, and number of years the firm(s) has been in the business of conducting the described services. Describe the firm(s) background, resources, and capabilities in the relevant areas. Please ensure to also provide this information for any sub consultants.
3. **ORGANIZATION AND MANAGEMENT** - Provide the names, positions, responsibilities, and resumes of key personnel, including sub consultants, involved in the project and hourly rates for each staff person assigned to the project. In addition, include an organizational chart of the project team.
4. **SCOPE OF SERVICES and SCHEDULE**- Describe your understanding and approach to the Scope of Services. The submittal must include a detailed statement of your anticipated services and task deliverables including a schedule for completing all aspects of the project. Include any "value added" or additional/optional services and/or deliverables that the Consultant believes may be of benefit to the City and project. Provide a proposed Schedule showing key meetings, public engagement workshops, and Task deliverables.
5. **FEE PROPOSAL** - Submit a proposed not-to-exceed fee with a detailed cost breakdown for each scope of service task with proposed number of hours to complete each task, assigned staff member(s), and billing rates. The City is open to the consideration of additional and/or optional work items that may be beneficial to the project. Please provide all associated costs for any additional or optional work items included in the proposal. These optional work items should not be included in the not-to-exceed fee total and do not need to be broken down by hours, assigned staff members and billing rates.
6. **SPECIFIC PROJECT EXPERIENCE** - Include a brief description of the project team's experience with similar projects that addressed issues or opportunities that may relate to the City's plan and code update. Projects included should be complete or at least 50% complete at the time of submittal.
7. **CLIENT REFERENCES** - Provide a list of at least three (3) references of past clients. Please include project title, name of contact person, phone number, and e-mail address. References may be contacted prior to contract award.

The proposal cover, cover letter, and any section dividers will not count towards the 30-page limit.

After the proposals have been received, designated representatives of the City will meet to review, evaluate, and rate the response of offers. Evaluations will be based on completeness of response, best value, and experience of consultant. The top three (3) "short listed" firms may be asked to give presentations related to the depth and experience of their team, understanding of the project, creativity and knowledge of the issues. Should the City request interviews, the presentations would be given to a selection committee and limited to one hour.

#### **PART 4: ADDITIONAL PROVISIONS**

The City reserves the right to award a contract to perform a part or all of the tasks in the RFP. It should be noted that this will not be a fee based selection process. The City reserves the right to negotiate an acceptable fee with the most qualified firm or team. If an agreement cannot be reached, the City anticipates negotiating with the next most qualified firm or team. In addition, the City reserves the right to:

- Investigate a Consultant's proposal and financial stability, and to contact the references provided;
- Request additional information deemed necessary for proper evaluation of a proposal;
- Waive or modify any informal or immaterial deficiency in a Consultant's additional information deemed necessary for proper evaluation of proposals;
- Reject any or all submissions that are not in compliance with the terms and conditions contained in this RFP;
- Reject any or all proposals, prior to selection of a Consultant, when it is in the best interest of the City to do so;
- Abstain from the selection of any of the Consultants; and/or
- Re-issue this RFP to obtain additional submissions.

Upon project award, the Consultant will be required to provide the following information:

1. **LACK OF CONFLICTS** - Indication that the organization and/or individual to be involved in the project, including subcontractors, do not hold business interests in any alternative technology, vendor, equipment manufacturer or related enterprises, or with the City of Lockport. An affidavit of disclosure will be required of the selected consultant.
2. **INSURANCE COVERAGE** - The Consultant will be required to provide adequate insurance coverage to be detailed in the Consultant Services Agreement.

It should be noted that there are no minimum M/WBE participation requirements for this project.