

**Request for Proposals
Professional Services to write a new Comprehensive Plan
For the Town & Village of Livonia.**

The Town of Livonia is interested in procuring consultant services to write a new Comprehensive Plan. The Town received a grant through the New York State Smart Growth Community Planning Program to complete the project. The total budget for the project is \$100,000. The selected consultant will be required to work with the Town to ensure the grant requirements are satisfied.

The Town & Village's Comprehensive Plan was last updated in 2004. As development continues to occur in the community, there is a need to update the Plan to reflect the community's common vision for the future – the quality of its residential and business areas; the places residents live, work, shop, and play; the way people and goods move about the community; and the treatment of natural and environmental features as development changes the rural landscape.

The selected consultant will be asked to meet and report to a Comprehensive Plan Committee selected by the Town Board.

The selected consultant must be prepared to provide outreach to residents, review the existing Plan and related regulations, and develop the new Comprehensive Plan within the guidelines of the NYS Smart Growth Community Planning Program and in accordance with NYS Town Law and Village Law. The Town is looking for an experienced firm with an innovative and state-of-the-art approach to apply in the development of the new planning document. Goals to include the preservation of agricultural lands and business development in a pattern that complement the goals of the Plan and desire of Town and Village residents. Consultants should have experience working on comprehensive plans for small, rural towns, comparable to the Town & Village of Livonia.

If you are interested in providing the services described, please submit one (1) electronic copy and seven (7) hard copies of your proposal and qualifications by **2:00 PM on March 31, 2025**, to:

Town of Livonia
Attention: Eric R. Gott, Town Supervisor
35 Commercial Street
PO Box 43
Livonia, New York 14487

Fax and email submissions will not be accepted.

TOWN & VILLAGE OF LIVONIA

Professional Services to write a new Comprehensive Plan for the Town & Village of Livonia

DESCRIPTION OF THE PROJECT

1. The Town & Village of Livonia are small rural communities located in the north-eastern part of Livingston County, New York.
2. The project involves the preparation of an up-to-date, long-range Comprehensive Plan for the Town & Village. The last update to its Joint Comprehensive Plan was in 2004.
3. The basic components of the project will be managed by the Town Board with assistance from a Comprehensive Plan Committee.
4. The geographic area involved in the project shall contain the entire Town & Village of Livonia with consideration to the surrounding Towns, Livingston County, and neighboring Ontario County.
5. A proposed schedule should anticipate the project being completed within an eighteen (18) month timeframe.

DESCRIPTION OF SERVICES REQUIRED

The hired consultant will develop the new Comprehensive Plan from start to finish. It is envisioned that a Comprehensive Plan Committee appointed by the Town Board will be selected to work with the hired consultant. However, the Town will leave it up to the hired consultant to develop a scope of work to meet the deliverables set forth in this Request for Proposals. The Plan will need to be developed according to the work plan agreed upon between the Town and the State. A copy is attached to this Request for Proposals for consultant information.

Generally, tasks include but are not limited to:

- Attending and assisting with committee meetings and workshops
- Drafting of the comprehensive plan and presentation to the Town Board
- Assisting with the comprehensive plan adoption process and community engagement activities
- Conducting the SEQR process in accordance with the NYS requirements
- Attending and presenting at all public hearings required for the adoption of the new Joint Comprehensive Plan
- Preparing for Town review the necessary progress and financial reports for NYS Department of State, as required in the grant award from the State.
- Prepare all required reporting.

PROJECT OBJECTIVES

The Town & Village of Livonia and its Comprehensive Planning Committee will prepare a Comprehensive Plan pursuant to Town Law § 272-a and 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 needs to 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.

PLAN COMPONENTS

The Plan needs to establish 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.
- Consideration of existing water infrastructure and potential improvements and expansion.
- Consideration of the need for broadband infrastructure and concerns related to lack of cellular services in the Town & Village.
- 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. Particular emphasis on revitalization and sustainability of hamlet areas and other areas determined suitable for additional commercial development.
- Consideration of the role of agriculture, farm operations and other related business operations and needs within the Town.
- 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, including but not limited to the Conesus Lake Watershed Management Plan and the Lakeville Corridor Strategic Plan.
- 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.

PROJECT PLANNING COMMITTEE

The Town will establish a Comprehensive Plan Committee that will meet on a regular basis during the planning process to advance the preparation, review, and approval of the Comprehensive Plan, and to work with the consultant on organizing and conducting community engagement events.

COMMUNITY ENGAGEMENT PLAN

Community members are in support of a new Comprehensive Plan that provides a fresh vision for the Town & Village of Livonia – one that accurately reflects the voice of Livonia's residents and is the guiding document for shaping the community over the next decade.

The consultant is encouraged to propose an innovative community engagement plan that includes methods for engaging with hard-to-reach populations, such as low- and moderate -income individuals, seniors, veterans, and military families. It is important to use a variety of outreach methods to ensure that all residents can share their unique perspectives on what makes Livonia great and how it can evolve to be even better. The Town & Village of Livonia and consultant will encourage all residents to share their voice in many ways, ensuring that those who are unserved, underserved, and underrepresented will have the opportunity to increase their involvement in the plan development process.

The consultant will be required to conduct a Community Survey and Stakeholder Interviews 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.

The consultant will conduct at least four public workshops that will inform the public about the findings of the planning process, 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. In addition, the consultant will be responsible for presenting at meetings and workshops.

The consultant will be responsible for preparing all advertisements, meeting flyers, and other public information necessary to promote public outreach. The consultant will be responsible for coordinating with the Town on contacts and will be responsible for crafting messaging for the Town's distribution to media outlets. The consultant will be responsible for submitting both a draft and final Community Engagement Plan to the Town, as well as meeting materials and summaries.

PROJECT DELIVERABLES

The consultant 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, 10 paper copies 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 Town. 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).

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.

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.

Review by Local Municipal Board

Submit the draft Comprehensive Plan to the local municipal boards, for review, comments, and recommendations. The comments received from the local municipal boards 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.

State 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 Long Environmental Assessment Form for relevant referrals. The local municipal board shall declare to be the Lead Agency for the action of adopting the new or amended comprehensive plan.

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.

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.

Public Hearing and Local Adoption

Conduct a public hearing prior to adoption of the comprehensive plan. Consultant will draft all advertisements, social media and notices of public hearing for the Town to publish. The consultant will prepare materials for and attend the public hearing.

PROPOSAL CONTENT

Proposals should provide the following items:

- Scope of work
- Project timeline, major project milestones and key deliverables
- A detailed project budget including milestones, estimated hours to complete each milestone and payment schedule
- Names and resumes of proposed key staff members who will be assigned to the project.
- An organizational chart with all team members/subconsultants, including Women and Minority-Owned Business Enterprises
- A table showing the estimated number of hours for each staff member assigned to this project
- Description of five similar projects that the firm has completed in the past five (5) years. Please include reference names, email addresses, and telephone numbers for the clients.
- A description of any considerations that make the firm particularly well suited or well qualified for this project.
- Any additional background or other supporting information that the respondent feels necessary.

Additional information or modifications to proposals may be requested from any prospective firm.

ADDITIONAL INFORMATION

A copy of the current Comprehensive Plan is available on the Town's website.

<http://livonianyny.com/Comprehens.PDF>

PROJECT CONTACT

If there are questions pertaining to this RFP, they must be sent in writing to:

Julie Holtje
Zoning Compliance Assistant
Town & Village of Livonia
PO Box 43
Livonia, New York 14487
Bz2@livonianyny.org

Responses to any questions will be made in writing and will be posted on the New York State Contract Reporter website. It will be the responsibility of the consultant to check the website for answers to questions and new information.

EVALUATION CRITERIA

Proposals will be evaluated based on technical approach, relevant experience, qualifications of the project team, familiarity with the geographic area, and MWBE utilization.

Qualified State certified MWBEs are encouraged to submit proposals.

The total MWBE utilization goal for this project is 30% (\$13,500 MBE (15%)/\$13,500 WBE (15%)).

Other firms are encouraged to partner with qualified state certified MWBEs to achieve the utilization goal. Qualified State certified MWBE firms can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>).

The Town reserves the right to reject any or all Proposals or accept what is, in its judgement, the proposal which is in the Town best interest. The Town may choose to interview the top candidates prior to determining contract award.

DIRECTIONS FOR SUBMISSION

Please submit one (1) electronic copy and seven (7) hard copies of your proposal and qualifications **by 2:00 PM on March 31, 2025, to:**

**Town of Livonia
Attention: Eric R. Gott, Town Supervisor
35 Commercial Street, PO Box 43
Livonia, New York 14592**