



REQUEST FOR PROPOSALS

Village of Hilton

Zoning Code Update

RFP #01-2023

PURPOSE

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified planning consultants and consultant teams, who are interested in coordinating the update to the Village's Zoning Laws. The Zoning Code Update will reflect the vision, values and guiding principles of the recently adopted Comprehensive Plan Update (2020), which was awarded the NY Zoning Federation Comprehensive Plan Award Best in State for 2022. The Plan was branded “Envision Hilton 2030” in an effort to engage the public and advance a thoughtful conversation to define a future for the community in 2030.

The Comprehensive Plan Update is based on five overarching principles: Livability, Service, Innovation, Sustainability and Community. It was the first recommendation in the plan to update zoning and development regulations to implement key plan concepts, and to promote increased predictability in the development review process.

A Zoning Update will assist the Village Board and the Zoning Board in codifying the policies and recommendations that are outlined in the Comprehensive Plan Update.

PROJECT ADVISORY COMMITTEE

Preparation of the plan will be undertaken through consultant(s) procured by the Village of Hilton and overseen by a Project Advisory Committee. At a minimum, the Project Advisory Committee will include one member from the Village Board, the Mayor, and two members from the Zoning board and shall include representatives from a large range of ethnic, social, and cultural backgrounds and a diverse range of stakeholders, such as residents, business owners, elected and appointed Village Officials.

SCOPE OF THE PROJECT

The Village is seeking the services of a consultant to work with Village staff and Advisory Committee as a team to implement the project. The tasks provided below are general requirements for the Village Zoning Ordinance Update to reflect changes in local laws adopted in recent years. Furthermore, a number of zoning updates will address goals and objectives that were

outlined in the 2020 Comprehensive Plan. It is expected that the chosen consultant will provide the Village with more specific recommendations for approaches, tasks and deliverables based on their experience and expertise from past work on similar Zoning Code updating projects. Upon selection of a consultant, a more formal scope including schedule, tasks and deliverables will be developed by the consultant and Village.

The Village of Hilton has been awarded funding through the New York Department of State (NYSDOS) Smart Growth Community Planning and Zoning Grant Program. The consultant shall assist the Village in ensuring that requirements of this program are met, as described in the attached workplan.

Cost Proposal

Submit a not-to-exceed cost breakdown and proposal of the Zoning and Subdivision Update process, including travel and material expenses, for the work identified by the consultant in the Methodology and Approach and Timeframe sections of the proposal submittal. The costs should be broken out with separate amounts provided for completion of 1) Task 1: Community Engagement; 2) Task 2: Zoning Update Preparation; 3) Task 3: Zoning Laws Final Format and 4) Task 4: Zoning District Map. The cost proposal shall include hourly not-to-exceed rates for each category of staff involved. A separate fee for each Task shall be provided so the Village can evaluate all responses comparatively.

A. Project Initiation/Kickoff

Conduct a meeting between the Village, the Consultant, and the Advisory Committee, to initiate work on the project. This first meeting should accomplish the following:

- Confirm the scope of work tasks and deliverables.
- Confirm roles and expectations.
- Review the project schedule, including the schedule for future meetings.
- Review the Community Outreach plan as described below, discuss the use of the Village website for keeping the public informed on the progress of the plan, and select dates and locations for the first stakeholders' and public meetings.
- Establish/discuss a preliminary list of issues and opportunities, as well as a vision for the code update plan.

Products: A revised and finalized project scope and schedule. Finalized project scope shall incorporate comments made by the Advisory Committee and the NYSDOS.

B. Community Outreach Plan

Prepare a method and process to encourage community participation in the development and implementation of the Code Update. The outreach plan shall:

- Identify key individuals, organizations, and entities to be involved.
- Outline the visioning process and define community supported vision, goals, objectives, and policy statements.
- Describe and delegate the roles and responsibilities in coordinating the entire outreach process and

logistics.

- Provide a proposed schedule of public meetings.
- Identify other public engagement activities such as social media, workshops, charrettes, etc. to be used throughout the process.

At a minimum, the Community Participation Plan shall include interviews with local and regional stakeholders, a community tour, two public information meetings or workshops, one or more public hearings, and a webpage with links to announcements, presentations and documents prepared during the planning process.

All public meetings will be advertised in the community through the West Side News Paper, digital media, municipal website postings, and any other appropriate means. Meetings and public engagement shall be scheduled in a manner that maximizes attendance and participation from all interested community members. 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 session will be made available in written form and through other appropriate means, such as on a website or social media platforms.

Products: Draft and final community outreach plan. Summaries of public outreach opportunities and engagements. A finalized community outreach plan shall incorporate comments made by the Advisory Committee and the NYSDOS.

C. Community Tour and Stakeholder Interviews

Organize and conduct a community tour to obtain an on-the-ground understanding of local conditions and issues. The purpose of the tour is to provide contextual understanding of the municipality to the consultant team/Advisory Committee and ground truth desktop analyses. Following completion of the tour, identify a set of topics that shall be discussed with stakeholders to obtain additional relevant information and elicit stakeholder reactions and suggestions.

Products: Community tour photos and a summary of interview findings.

D. Public Information Sessions/Workshops

The consultant must conduct at least two public information sessions or workshops, as identified in the Community Outreach Plan. The purpose of these two public sessions is to identify Smart Growth oriented solutions to current issues. The first public session will be held after the conclusion of the Community Tour and Stakeholder Interviews. The first session will introduce the zoning code update to the public, provide an overview of the planning process, and will describe findings from the Community Tour and the Stakeholder Interviews. The second session will take place after the conclusion of the draft regulations. It will provide the public with the opportunity to provide input on the draft regulations. The consultant may choose to hold additional public information sessions as needed, in consultation with the Advisory Committee.

Products: Public sessions or workshops held. Minutes/summary of meeting prepared including any presentations or handouts and submitted.

E. Review of Existing Zoning/ Local Laws and Recommendations

The Zoning Code 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 of jurisdictional lines.
- Promote sustainable mass transit that reduces the local level 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.
- Redefining the Village districts to align with the current character of the neighborhood, as well as what the vision of the Village.
- Identifying and incorporating uses that are not included in the current code, such as "Mixed-use" and "Patio Homes."
- Consider the establishment of a Planned Unit Development district as an overlay to allow for unique and creative development proposals that do not fit the standard zoning framework.
- Creating a zoning map that is consistent with standard land use practices.

The Zoning Code Update will include revisions and additions to the entire 275 Zoning Chapter with the following articles including, but not limiting to:

1. General provisions
2. Definitions
3. Zoning Districts
4. Supplemental Regulations
5. Development Review
6. Signage
7. Design standards
8. Nonconformities
9. Administration and enforcement
10. Subdivision
11. Zoning Maps

Products: An analysis and assessment of local zoning regulations will be submitted, along with recommendations that incorporate the elements listed above. A draft and final version of the report will be submitted, with the final version incorporating comments from the Advisory Committee and the NYSDOS. As the project progresses, the Village expects full draft versions submitted to the advisory committee, the Village Board and Attorney, NYSDOS and any other appropriate personnel. Presentations as needed to the Village Board, Advisory Committee, public, etc.

F. Proposed Local Regulations

Based on the assessment and recommendations provided, a draft code will be submitted. The Advisory Committee shall review the content of the new or amended local regulations before submitting them to the Village Board for review and comments. The Advisory Committee shall work with the consultant(s), if applicable, to ensure the Draft Code is consistent with the municipality's adopted Comprehensive Plan, the Department's Smart Growth Principles, and other state statutes.

Products: Draft zoning code submitted to the Advisory Committee and NYSDOS.

G. Village Board Review

After reviewed and approved by the Advisory committee, the draft code will be presented to the Village Board for review, comments, and recommendations. Comments, concerns, and recommendations should be provided back to the Advisory Committee prior to the initiation of the SEQRA compliance process. The proposed local regulations shall be made available for public review on the project website.

Products: Summary of comments from the Village Board shall be submitted to the Village Board. Revised proposed local regulations shall be submitted to the Advisory Board and NYSDOS.

H. Environmental Quality Review

Prepare materials necessary for compliance with the State Environmental Quality Review Act (SEQRA) and related documents and procedures.

Products: SEQRA Documents

I. County Planning Board Review

The consultant shall submit the proposed local regulations, after revisions incorporating comments by the Village Board have been made, to the County Planning Board for review and recommendations, pursuant to the required referral under General Municipal Law §239-m of the New York State General Municipal Law. The Advisory Committee and the consultant shall address the comments received from the County Planning Board before the public hearing.

Products: Comments received from the County Planning Board. The consultant will submit revised proposed local regulations based on the discussion of the comments with the Advisory Committee. Revisions will be submitted to the NYSDOS.

J. Public Hearing

Following completion of the new and amended zoning code, the consultant will assist in leading a public hearing to solicit comments on the new or amended regulations. The new or amended zoning code shall be made available in hard copy form in the municipal offices, the municipal website/project website and other key locations throughout the community. The public hearing will be publicized in the community through press releases,

announcements, individual mailings, online posting on the municipal website, and any other appropriate means at least ten days prior to the date of the public hearing.

Products: Published announcements and the minutes of the public hearing submitted to the Advisory Committee and the NYSDOS.

K. Final Zoning Code Adoption

After all received comments and recommendations have been addressed, produce the final version of the proposed local regulations for the local adoption by the Village Board and subsequent filing with the Town/Village/City Clerk and in the office of the Secretary of State. The Village Board shall adopt the proposed local regulations pursuant to § 7-706 of the New York State Village Law.

Products: The final code will be prepared and delivered to the Village via digital format, hard copies, graphic files and GIS files. The Code must be prepared and coordinated with General Code and the E-Code format. Adopted local regulations and copy of the resolution of adoption submitted will be submitted to NYSDOS.



1. RFP SCHEDULE

1. RFP Advertised:	Thursday, September 28, 2023
2. RFP Questions Due:	Thursday, October 12, 2023 (4:00 PM EST - will be posted on website)
3. Proposals Due:	Thursday, October 26, 2023 (2:00 PM EST)
4. Interviews (up to 3 firms):	Months of November and December 2023
5. Award Contract:	Tuesday, January 2, 2024 (at Village Board meeting)

The Contract Term is expected to begin in January 2024 and end in June 2025.

PRESENTATION BY PROPOSERS

Presentations will be conducted for the three highest scoring proposals.

The presentations will be made to provide the Village and the Advisory Committee with an opportunity to obtain an understanding of:

1. The extent of the firm's depth of knowledge of the subject matter of the RFP.
2. Define the methods and resources that will be used by the firm in performing services to achieve the project goals and objectives are appropriate and cost effective.
3. The firm's ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project.
4. To evaluate the public presentation skills of the proposers

The presentation format is left to the discretion of the proposers (can be virtually or in person). Presentations will be limited to a one-hour period per respondent, which includes questions. All key managerial personnel, as well as key personnel working on the project, must attend the proposal presentation. Consultants having the technical capability and necessary experience to perform the services as outlined in this RFP within the time frame required will be considered.

SELECTION CRITERIA

The selection of a consultant for this effort will be based on the following criteria:

1. Technical Proposal: Proposals will be evaluated based on their quality, clarity, and demonstrated understanding of the project objectives. The proposal must include a plan outlining how each item in the Scope of Work will be addressed.
2. Relevant Experience: The Proposer must provide a list of all projects similar in scope and nature completed in the last five years. The Proposer must demonstrate experience with New York State-based land use and watershed planning, local laws, and regulations. The projects listed will be used to determine the proposer's expertise, experience, and knowledge. Submission of sample reports or products from previous projects is encouraged.
3. Implementation schedule: Proposals will be evaluated based on their ability to complete the project within a twenty-four-month time frame. The proposal must include an implementation schedule that lists all milestones for the development and implementation of project deliverables.
4. Cost Proposal: A Cost Proposal Outline organized to follow the outline of Scope of Work and assign a detail of cost for the action including personnel costs and reimbursable expenses.
5. Team Composition and Resumes: The Proposer must provide a list of all person(s) who will be assigned work pursuant to this RFP (including subcontractors), as well as their resumes showing qualifications, educational background, training and expertise.
 - a. Team members will be evaluated based on relevant education, work experience and professional.
 - b. accreditation.
 - c. The Proposer must designate an individual as the Project Manager who will be directly responsible for all activities of the organization and provide their resume showing qualifications, educational background, training and experience. The project manager must have managed the implementation of at least one other project of similar scope and nature. A description of the project must be submitted with the resume.
6. Presentation Skills: The Proposer will be evaluated based on their knowledge of the subject material, their ability to relay the message in a clear, concise, and timely fashion and their ability to field questions posed to them. The Proposer will also be evaluated on the form and format of their presentation, its professional nature, and the ability to captivate the audience and keep their attention. The Proposer may be asked to demonstrate their presentation skills, both written and oral, by providing samples of previous presentations and written material.
7. Location of Office: The Proposer will be evaluated based on their proximity to the community to ensure a physical presence when necessary throughout the process of this project.

Evaluation Criteria

Project Team Resumes	15%
Firm experience	20%
Work examples	25%

Proposed Methodology and Approach	10%
Understanding of Hilton	5%
Working with MWBE Firms	5%
Cost Proposal	20%
Total	100%



SUBMITTAL REQUIREMENTS

The consultant shall submit five (5) copies and one (1) digital copy of the proposal. The Village encourages the use of recycled paper products and double-sided print.

The deadline to submit proposals is no later than Thursday, **October 26, 2023 at 2:00 PM.**

The proposal submittal should be submitted in a sealed envelope labeled **“RFP: 2023 Zoning Ordinance Update Proposal”** and delivered to:

Village of Hilton
Attn: Shari Pearce

59 Henry St
 Hilton, NY 14468
 Shari@ hiltonny.org

PROPOSAL FORMAT AND REQUIREMENTS

Proposals should contain the following information:

1. **Title Page:** Provide the name of your firm, address, telephone and name of contact person on a title page.
2. **Letter of Transmittal:** Provide a complete statement regarding the understanding of the project and your interest in working with Hilton. The transmittal letter shall be signed by a duly authorized officer or agent empowered with the right to bind the consultant submitting a proposal for consideration.
3. **Firm Background:** Provide information on the size, location, available resources and brief discussion on past experiences related to preparing zoning law and subdivision regulations, and/or the specific task addressed in the proposal.
4. **Project Team:** Identify the project team (including sub-consultants and associates) and provide a statement of qualifications for each individual, including information such as: education, professional registrations, area of expertise and years of service in their respective field. Identify the project manager with overall responsibility for the effort and communication with the Village and include an organization chart.
5. **Work Samples:** List and provide in electronic format only (either a webpage link to the document or other electronic format) up to three (3) examples of Zoning and or

- Subdivision Regulations for communities similar to the Village of Hilton recently completed by the consultant. Identify the client and contact information. Examples shall reflect those where the consultant was the lead author of zoning law and subdivision regulations.
6. **Methodology and Approach:** Provide a description of the method and approach your firm intends to utilize in order to complete the Zoning and Subdivision Update (including proven community engagement techniques).
 7. **Understanding of Hilton:** Provide information that demonstrates your understanding of the Village of Hilton generally and the unique issues facing the Village specifically. Identify how the Village's background and issues will impact the methodology and approach to the regulations update. Identify experience in preparing Zoning and Subdivision regulations for municipalities in Home Rule states such as New York.
 8. **Schedule:** Include a detailed phasing and task list and estimated completion time of each task. The schedule shall include estimated duration for each proposed task. Provide an estimated start date and completion date, based on an estimated consultant selection date of December 31, 2023.
 9. **References:** Submit names, e-mails, and telephone numbers of five municipal officials that we may contact to verify performance on zoning law and subdivision regulation projects recently completed by your firm as identified under the Firm Background section of the proposal submittal. The Village of Hilton and the Project Advisory Committee reserves the right to obtain information from other sources.
 10. **Verify Firm Capacity:** Provide a statement verifying your ability to begin work on the Zoning and Subdivision Update and complete the tasks within the timeframes identified in the Methodology and Approach section of the submitted proposal based on your firm's current workload and capacity.
 11. **Supporting Information (Optional):** Provide other supporting information you feel may help us further evaluate your qualifications and fit for completing the Zoning Ordinance Update.

Minority and Women-owned Business Enterprise Utilization (MWBE) – as per NYS Executive Law Article 15-A and 5NYCRR Parts 142-144

The Village was awarded a grant from the NYS Department of State's Smart Growth Community Planning & Zoning Grant Program. The Village must meet NYS Contracting requirements including Minority and Women-Owned Business Enterprise (MWBE's) goals. The NYSDOS establishes an overall goal of 30% for MWBE participation. For purposes of meeting these participation goals, identify MWBE firms that will be included on the consultant team and demonstrate how the 30% MWBE goals will be met within the proposed budget. 

EVALUATION AND CONSULTANT SELECTION

Selection Process

The Village will follow the below process to select the consultant for the Zoning and Subdivision Regulations Update:

1. Each proposal submitted within the deadline will be reviewed to ensure whether all required materials have been submitted according to the guidelines set forth in this RFP. All proposals that do not meet minimum requirements will be rejected.
2. The Advisory Committee have been identified to review the submitted RFPs based on predetermined evaluation criteria, as identified previously. The qualifications of each consultant and all submitted materials will be evaluated for compliance with the requirements and conditions contained in this RFP.
3. After staff completes its evaluation of the submitted proposals, it will narrow down the proposals to a “short list” of consultants selected to take part in an interview process. This interview process will include a brief presentation by the consultant and a question-and-answer session led by the  Advisory Committee. All costs related to the interview process will be the responsibility of the consultants being interviewed.
4. The Advisory Committee will present the selected consultant to the Village Board for approval at a Village Board Meeting.