

# COMMON COUNCIL OF THE CITY OF PORT JERVIS

## REQUEST FOR QUALIFICATIONS

The Common Council of the City of Port Jervis is soliciting sealed proposals from qualified planning consultants or firms having experience in providing services as outlined in the SCOPE OF SERVICES section of this request.

### 1. Objective

The City of Port Jervis is a small City located on the west edge of Orange County New York. The City has a population of approximately 8,500.

The Common Council of the City of Port Jervis seeks to revise the existing zoning law to modernize planning and zoning procedures and to further the quality of residential life in the City, support its tourism businesses, and maximize its commercial and industrial opportunities, and at the same time protect its heritage, environment, and natural resources.

The City of Port Jervis seeks to engage an independent planning consultant or firm to be hired by the Common Council to direct the review and revision process and to provide professional expertise and oversight. Securing outside assistance will be critical to the success of this process. A third-party consultant will be able to provide a level of technical expertise and experience that most municipalities do not have. More importantly, a third-party contractor will help to ensure that the process remains objective, fair and credible in the eyes of the public. In order to insure such full public participation, fairness and objectivity the Common Council has determined that it is in the best interests of the City to solicit qualifications for an independent planning consultant or firm.

This project is supported in part with funding provided by the New York State Department of State under Title 11 of the Environmental protection Fund for Local Waterfront Revitalization Programs. The proposed project is an implementation step in the 2009 Delaware River Waterfront Revitalization Plan for the City of Port Jervis.

### 2. Scope of Services

The City is seeking to retain independent planning consultants or firms for professional services to direct the City's review and revision of the Comprehensive Plan and Zoning Law and Land Use Regulations and to provide professional expertise and oversight in connection with the drafting of a public participation plan and subsequent local law, which should clearly outline how and when the public will be engaged in order to provide input to the zoning laws and land use regulations, including, but not limited to a series of City-wide public meetings, targeted focus groups, as well as the development of an extensive survey tool to fully assess and gauge the public's opinions regarding a variety of relevant issues. The services of the consultant shall be to concurrently update the Comprehensive Plan and Zoning Law and Land Use Regulations in

a way that is in conformity with the Laws of the State of New York and for the continued developmental benefit of the City of Port Jervis.

### 3. Compensation

The City desires to enter into a professional services agreement. Unless otherwise agreed for a specific project. Compensation for services rendered will be based on time and material in accordance with the submitted hourly fee schedule. The fee schedule shall be itemized and identify time spent on the Comprehensive Plan and the Zoning Law and Land Use Regulations of the City of Port Jervis. The hourly fee schedule shall include multiple staff classifications. The City may request a fixed fee or a not-to-exceed fee on any given project, subject to any conditions and exceptions agreed to by the parties.

The final project budget will be determined by specific negotiation with likely candidates. This amount may be awarded to one or more than one successful candidate depending on proposed scope of services. As this is a professional service being procured by the City, the City will make its award bid(s) based on the candidate or candidates offering a scope of service(s) most appropriate to the City's needs as determined by the City board after review of proposals, not solely on 'low bid'.

### 4. Term of Agreement

It is intended that his agreement will be for duration of one (1) year with the possibility of extension. The agreement will provide for annual review of compensation and evaluation of performance.

### 5. Professional Liability Insurance

The Consultant shall, at its sole expense, acquire, continuously maintain during the period in which the Consultant is performing services, and provide the City with acceptable proof of professional liability insurance coverage. The Consultant shall agree to maintain in full force and effect during the term of the contract Workers Compensation Insurance.

In addition, the Consultant agrees to indemnify and save harmless the City against all liabilities, claims and demands for personal injury or property damages or other expenses suffered or arising out of or caused by any negligent acts or omissions of the Consultant, its subcontractors, agents, or employees incurred in the performance of its services.

### 6. Experience and Qualifications

- a. Expertise of the firm shall be demonstrated by proof of past contract successes providing similar serves as described in Section 2. The proposals will be evaluated on knowledge, experience and success of these similar services. Candidates are expected to have background and understanding in matters pertaining to small cities in the State of New York, demonstrated success analyzing municipal issues and incorporating input from a

variety of sources, including the incorporation of significant and substantive public participation in the process.

- b. The following information shall be provided on your firm:
  - i. Brief History of your firm including the length of time your firm has been providing environmental review and local land use planning services.
  - ii. Statement of experience and qualifications.
  - iii. Description of work performed and services provided by your firm.
  - iv. List of completed municipal projects with a brief description of the project including costs, dates and references.
  - v. List of employees to be utilized for City of Port Jervis services including job title and hourly billing rate for each employee.
- c. The firm selected will be required to comply with all applicable federal and state laws and regulations.
- d. Consultants shall make and document a good faith effort to provide opportunities for Women and Minority Owned Business Enterprises to provide goods and services toward the completion of the work outlined in the RFQ. The candidate selected to provide the City with services will be required to submit quarterly reports regarding the provision of the contract opportunities and work force reports to the City and the Department.

## 7. Conflicts of Interest

As part of your submission, please list any potential conflicts your firm might have due to work being done for outside parties. This should include but not be limited to private developers working in the City of Port Jervis or other work being done by your firm with others doing business in the City.

## 8. Proposal Submission Information

The Consultant shall submit one (1) original and two (2) copies by 4:00 P.M., on the 3<sup>rd</sup> day of February, 2017. All proposals shall be submitted to:

PORT JERVIS CITY CLERK TREASURER  
20 Hammond Street  
Port Jervis, New York 12771

All proposals shall clearly mark the submittal with the title of this RFP and the name of the responding firm. Only those RFP responses received prior to or on the submission date and time will be considered.

## 9. Rejection of Proposals

The City reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this request for proposals:

- a. to exercise at its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals and the negotiation and award of any contract;

- b. to make the selection based on the proposals as submitted or, if it chooses, to conduct oral interviews with the highest ranked firms prior to final selection;
- c. to issue additional solicitations for proposals and/or amendments to this RFP;
- d. to waive irregularities in proposals received after notification to candidates affected;
- e. to select any proposal as the basis for negotiations of a contract; and to negotiate with candidates for amendments or other modifications to their proposals;
- f. to conduct investigations with respect to the qualifications of each candidate;
- g. to enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals;
- h. to select the proposal that best satisfies the interests of the City, and not necessarily on the basis of price or any other single factor; and
- i. to reject any and all proposals