



# VILLAGE OF BROCKPORT

127 Main Street · Brockport, New York 14420  
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Website: [www.brockportny.org](http://www.brockportny.org)

*The Victorian Village on the Erie Canal  
Preserve America Community  
Listed on the State and National Registers of Historic Places  
Certified Local Government  
Tree City USA Community  
Erie Canalway Heritage Award of Excellence  
NYS Climate Smart Community  
NYS Clean Energy Community*

## RFP for Planning Consultant Services

Issued March 12, 2018

### Request for Proposals (RFP) Specifications

The selected consultant will be determined by a selection committee, comprised of the Mayor, a Village Trustee, and the Deputy Clerk-Treasurer. The Village is expected to award a contract on or before May 1<sup>st</sup>, 2018. The Village of Brockport reserves the right to withdraw this Request for Proposals to reject any and all proposals; and to accept any proposal deemed to be in the best interest of the Village.

An original and 2 copies of the proposal are required for the non-price proposal requirements. One copy of the price proposal is to be submitted in a separately sealed envelope and should be clearly marked "Price Proposal" with the name of the consultant on the outside of the envelope. Proposals must be received at the Village Hall, 127 Main Street, Brockport, NY, 14420, no later than **noon on Wednesday, April 11<sup>th</sup>, 2018**. Any questions regarding these specifications should be directed to Erica Linden, Deputy Clerk-Treasurer, at [elinden@brockportny.org](mailto:elinden@brockportny.org).

To prevent opening by unauthorized individuals, your submittal should be identified on the envelope as follows:

PROPOSAL ENCLOSED TIMED MATERIAL

Village of Brockport

Erica Linden, Deputy Clerk-Treasurer

127 Main Street

Brockport, NY 14420

The Village participated in a Joint Comprehensive Plan with the Town of Sweden, last updated jointly in 2005. Although the history section of this plan will apply to a comprehensive plan unique to the Village, all new data gathering and analysis for the Village will be required.

Mayor Margaret B. Blackman  
Trustee/Deputy Mayor William G. Andrews  
Trustees Annette M. Crane, Katherine J. Kristansen, John D. LaPierre

**Non-Price Proposal Requirements:**

- A) Letter of transmittal: Letter of introduction providing a narrative describing the nature, size, background, and qualifications of the firm, identification of lead professionals and key personnel.
- B) Resumes: Resumes of the principals and staff, lead professionals and key personnel in each field of expertise including resumes of all personnel who will be working on the project or directly overseeing any such work.
- C) References: A minimum of three (3) municipal references including name, title, agency, address, phone, fax, and email addresses.
- D) Municipal Experience: Previous and on-going experience in similar work. A narrative indicating that your firm has relevant and similar experience in providing consulting services similar to those described in this Request for Proposals. Include a list of all villages and towns for which the applicant has performed similar consultant services within the last five (5) years. Applicants should also include at least three (3) examples of similar local Comprehensive/Master Plans developed by the firm within the last five (5) years in electronic format only, either on CD or by indicating the link to an accessible website where the plans can be conveniently downloaded and reviewed by the selection committee.
- E) Approach to the Project: An outline of the firm's method for providing and delivering services for the development of a municipal comprehensive plan. Include the method for coordinating the work of different staff and/or subcontractors (subconsultants) if applicable. Subcontracted services, for which the firm does not have in-house capabilities, expertise, or qualifications, should be clearly noted within the proposal.
- F) Proposed scope of work, including a break-down of recommended tasks to be completed.
- G) Proposed timeline for completion of tasks, aligned with the outline of the firm's method for providing these services, as above.

**Price Proposal Requirements:**

Cost information must not be included with the non-price (written) proposal. It must be submitted in a separate, marked and sealed envelope. The inclusion of cost information with the non-price proposal may result in the consultant's disqualification. All price proposals shall be marked on the outside envelope "Price Proposal for Consultant Services – Village of Brockport".

The outside envelope shall also indicate the name of the proposer/firm. The best price for this proposal is the lowest price offered by a proposer deemed to have complied RESPONSIBLY with the requirements and evaluation criteria of this request for proposals. Price proposals shall be submitted as a not-to-exceed price for each task indicated in the scope of work outline and a total not-to-exceed price for the entire contract. Any costs the successful proposer incurs in fulfilling the contract shall be part of the price proposed including but not limited to salary, overhead, indirect costs and profit, travel time, mileage, copying, telephone, faxing, and any others.

**Evaluation Criteria:**

- 1) Overall qualifications of the Firm, and applicable staff.
- 2) Size and organizational stability of Firm and its principals. Proximity and availability of staff to complete reviews within the required deadlines. Sufficient staffing capacity to expedite the work within the Village's schedule.
- 3) Prior successful experience with New York municipalities providing consulting services for similar villages and towns. Priority given to experience with municipalities hosting a college or university within its limits and with municipalities with waterfront property and waterfront development goals. Quality of past consulting services as evidenced by sample submissions and references.
- 5) Quality of proposal and presentation, if presentations deemed necessary. Strong communication skills; ability to explain and interpret technical information to a non-technical audience.
- 6) Ability to commence work immediately and proposed timeline for completion.

**Comparative Evaluation Criteria:**

Proposals will be ranked on the following scale of maximum benefit to the Village: "Highly Advantageous" (3 points), "Somewhat Advantageous" (2 points), "Not Advantageous" (1 point), or "Unacceptable" (0 points). In addition, references may be checked and applicants may be interviewed during the selection process. All proposals should specifically address each evaluation criterion described above.

All applicants will receive consideration without regard to race, color, creed, age, sex, religion, sexual orientation or national origin.

**Award of Contract**

The Village shall review all qualified proposals. This review may include interviews with representatives of the lead firm and any firms that will receive work under this contract. The Village will determine the most advantageous non-price proposal prior to opening price proposals.

If the Village shall rank first a Non-Price Proposal which is not the least expensive Price-Proposal, the Village shall specify in writing why the added benefits of the proposal outweigh the higher fee being proposed by the consultant. The Village shall prepare, based on its criteria, rankings and written justification for the execution of a contract. Following the procedures previously described, the Village will make a decision regarding selection of the consultant with whom it wishes to enter into a contract. This may not necessarily be the low bidder.

**Execution of Contract**

Upon the acceptance of a consultant's proposal, the consultant shall prepare and submit a professional services contract to the Village. In the event that the successful consultant fails, neglects or refuses to execute the contract within ten (10) days after receiving a letter of award from the Village, the Village may at its option terminate and cancel its action in awarding the contract and the selection of the consultant shall become null and void and of no effect. The Village may then proceed to the next highest rated proposal and consultant accordingly.