

REQUEST FOR PROPOSAL
for the preparation of a
COMPREHENSIVE PLAN
and updates to the
Local Waterfront Revitalization Plan
FOR
THE VILLAGE SLEEPY HOLLOW, N.Y.

JANUARY 24, 2018

STATEMENT OF NEED

Sleepy Hollow is seeking submittals from qualified consulting firms to prepare a Comprehensive Plan for the Village of Sleepy Hollow that will address and determine the community's priorities and develop a detailed work plan to guide and complete the Plan. The proposals will also include updates to the Village's 1997 Local Waterfront Revitalization Program (LWRP).

The Comprehensive Plan will be forward thinking and address anticipated growth in a way that preserves the community character, fosters economic development, and recognizes the Village's natural assets'

The planning effort will be led by a Comprehensive Plan Steering Committee with input from topic-specific subcommittees and assistance from technical staff. It will involve coordination with governmental agencies, the private sector, citizens groups, and the general public. Broad and extensive input is essential with facilitated meetings expected throughout the community.

COMPREHENSIVE PLAN PURPOSE

The Village of Sleepy Hollow intends to prepare and adopt a Comprehensive Plan in compliance with NYS Village Law that will help anticipate and respond to changing conditions and will utilize sustainable practices that balance social, economic and environmental considerations. The Village intends that the Comprehensive Plan be a document that provides a basis for both land use in the Village and for other governmental decision making.

The Comprehensive Plan will become the official policy document for the Village. The Plan will be a guide for the Village when evaluating proposed projects and programs, and when considering amendments to Village policies and regulations including zoning.

The Comprehensive Plan will also be used by (a) Federal, NYS, and Westchester County officials when determining funding for a local project or program, (b) bond agencies, (c) Village residents, boards, commissions, and administration to have coordinated goals for the Village's future and to establish a benchmark to evaluate how well the Village is responding to its goals and objectives established in the Plan.

COMPREHENSIVE PLAN GOALS

The primary goal of the Village in adopting a Comprehensive Plan is to maintain and or improve the overall quality of live in the Village. The Plan will describe and define the characteristics that define the Village's neighborhoods and commercial areas. The Plan will identify those areas that the residents of the Village determine need to be maintained or improved, and will address residents' concerns. Some of the areas may include:

- Local Waterfront Revitalization Plan Update;
 - The update to the Village's 1997 Local Waterfront Revitalization Program (LWRP) shall comply with and meet the requirements indicated in Appendix II.

- Waterfront and harbor management
- Promoting economically viable development for a diverse community;
- Housing and Residential Development;
- Land use and Zoning;
- Encouraging a stable and enduring economic base;
- Providing for safety, health and quality education;
- Transportation, parking and traffic;
- Public infrastructure, utilities, and storm water management;
- Preserving the natural, cultural, recreational and historic assets of the Village; and
- Providing a framework for sustainable practices, supported by green building practices and sustainable principles.

The Village intends that the Comprehensive Plan have practical implications for the Village, be results orientated and clearly and concisely discuss if current regulations and policies do in fact protect or result in the characteristics that are agreed upon a defining the Village. The Plan should include a prioritized list of items, projects and programs to be implemented, and time frame for implementation. The Plan needs to contain an action plan that identifies both short-term and long-term actions, any agencies responsible for recommended actions, and estimated costs and funding strategies for the implementation of such actions. The Plan will provide that it be reviewed every five years and revised as necessary.

HISTORY OF SLEEPY HOLLOW

The historic Village of Sleepy Hollow is located on the eastern shore of the Hudson River, 25 miles north of Manhattan. With a population of about 10,000, Sleepy Hollow is home to a diverse and vibrant community that includes a large number of professionals who make the easy forty-minute commute by train into Manhattan. Sleepy Hollow combines city convenience and small-town charm. Residents enjoy a plethora of outdoor activities and events with parks, forests, rivers, lakes, streams and trails along one of the most scenic stretches of the Hudson River.

The Village of Sleepy Hollow is almost completely developed and is in the process of redevelopment. Most of the redevelopment activity is taking place at the waterfront area. However, many of the underdeveloped residential areas are also experiencing development/redevelopment as lots subdivide or houses are being remodeled, or converted from single to multi-family dwellings.

Although the Village has a goal to transform the downtown into an active business district, currently many of the Village's downtown retail and business spaces are not occupied. The current village zoning regulations date from 1964 and no longer service the community's vision for the downtown commercial district.

SCOPE OF WORK

The selected consultant, in preparing the Comprehensive Plan and LWRP updates, must incorporate the following items. However, the consultants preparing responses to this RFP are encouraged to supplement the list below. *Please see Appendix II for specific LWRP update requirements.*

- 1. Comprehensive Plan/ LWRP Public Meetings.** The consultant will facilitate public meetings, recommend meeting content, prepare the public meeting agendas, presentations, documents for distribution, content for the Comprehensive Plan website and meeting minutes. There will be benchmark meetings held throughout the process too allow the Steering Committee to effectively monitor the progress of work.

For budgetary purposes, the consultant should anticipate (a) meeting with the Steering Committee every four weeks, (b) leading four public sessions to review the proposed Comprehensive Plan and LWRP content, (c) meeting with the Village Board of Trustees to present the SEQRA findings and recommendations, (d) presenting the “Draft” Comprehensive Plan and LWRP updates to the Village Board of Trustees at a Village Board meeting, and (e) presenting the “Final” Comprehensive Plan and LWRP updates to the Village Board of Trustees at a Village Board meeting for adoption.

- 2. Community Outreach/ Public Participation.** The consultant’s proposal shall demonstrate the Consultant’s experience and proposed methods of community outreach both (a) to receive feedback from the community and (b) to keep the residents informed throughout the Comprehensive Plan development process. In addition, the proposal shall include means for the consultant to provide information to the Village’s webmaster to update and maintain the Comprehensive Plan website.

The Village held a Comprehensive Plan Community meeting on January 11, 2018 to gather information and concerns of the community. The meeting can be viewed on the Village website <https://www.sleepyhollowny.gov>

The consultant will assist the Steering Committee in developing a community survey to augment input gathered from information submitted from residents, businesses and other groups. The consultant will build upon the issues raised through the survey research and community meetings, and in consultation with the Steering Committee, will summarize the issues and assist in the development of preliminary goals.

- 3. Data Collection.** The consultant shall use Geographic Information System (GIS) technology for any inventory items or analysis, and use current information obtained from the Village, Westchester County or any other public source. The consultant shall consult with the Village staff prior to collecting data to prevent

duplication of existing information. Demographic data and parcel-based land use and zoning information will be made available by the Village and Westchester County. Any additional data not available will be developed and provided by the consultant in consultation with the Steering Committee and Village staff.

4. **Data Analysis.** The Village has a history of studying planning issues. See Appendix I for a partial list of reports, documents, and plans. The consultant shall use these documents as a starting point when drafting the Comprehensive Plan. The consultant should be open to using past documents and refining, adding to, improving upon, and or revamping part of them to be included in the Comprehensive Plan. The Steering Committee would like the consultant to refine and modify existing work through an inclusive and open planning process.
5. **Development of Specific Goals and Objectives.** The consultant and the Steering Committee, upon completion of the community character analysis, data analysis and the survey, develop preliminary goals consistent with the data trends and projections; and develop more detailed objectives once overall goals are determined.
6. **Development of Strategies.** The consultant and Steering Committee, using goals and objectives they have developed, will formulate strategies to satisfy desired character elements, the data trends and projection. Each such strategy must include economic, financial, environmental and social fabric considerations.
7. **Development of Comprehensive Plan with Recommended Alternatives.** As indicated in the Comprehensive Plan Goals, the Village desires that the Comprehensive Plan include a prioritized list of items, projects and programs to be implemented, with recommended alternatives. The consultant, utilizing input from the public meetings and the Steering Committee, will develop a “Final” Draft Comprehensive Plan, and will present this draft to the Village Board of Trustees for public hearing and comment.

While the Village does not expect the Consultant to draft new ordinances as part of the scope of work, the Comprehensive Plan should identify and make specific recommendations for zoning amendments and other regulatory changes and, if available, attach sample legislation. A narrative and time-line showing a phased implementation of any recommendations shall be provided in the Comprehensive Plan.

8. **Presentation of Periodic Updates to the Comprehensive Steering Committee.** Throughout the comprehensive planning process, the consultant will present to the Steering Committee recommendations on and examples of format, graphics and visualizations for the Comprehensive Plan. The consultant will develop and periodically submit sections of the draft Comprehensive Plan to the Steering

Committee for review, comment and approval. The consultant, in consultation with the Steering Committee, will develop the selection of and sequence of presentation of such sections. This procedure will enable the project to remain at a manageable scale and will allow the Steering Committee to more effectively monitor the progress of the consultant's work.

9. **NYS Environmental Quality Review Act (SEQRA).** The consultant shall be responsible for the preparation, posting, and distribution of all SEQRA documents required for the implementation of the Comprehensive Plan and LWRP update.

PROJECT TIMELINE

The project is intended to be completed within 12-18 months upon the finalization of a contract and Notice to Proceed is issued.

COMPREHENSIVE PLAN DELIVERABLES

Deliverables shall include a draft Comprehensive Plan and a final Comprehensive Plan that each include the components and elements discussed herein, and specifically identifying short and long term planning goals, including an outline of recommended changes to the Village Zoning Code and other related regulations, public policies and procedures. The Comprehensive Plan shall also include analyses maps, graphics and visualizations as agreed to by the Comprehensive Steering Committee.

The Consultant shall provide five (5) hard copies, one (1) electronic copy in Microsoft Word format, and one (1) electronic version in PDF format of the final Comprehensive Plan.

See Appendix II for specific LWRP update deliverables.

PROPOSAL SUBMISSION REQUIREMENTS

Responses to this RFP shall consist of:

- A. *Letter of Transmittal* (1 page) - A letter of transmittal that includes a single contact (Project Manager), mailing address, telephone number, and email address.
- B. *Introduction/Summary* (2 pages maximum) - A short introduction and summary of the company (i.e. how long the company has been in business, number of employees, etc.). In addition, a description of what disciplines are included within the firm.
- C. *Scope of Work* (10 pages maximum) – Include a detailed work program that addresses:
 - a. Tasks to be performed.
 - b. When each will be completed (timeline).
 - c. Schedule of work products.

- d. Proposed budget with a cost breakdown by Scope of Work element and a lump sum fee for the services required to fulfill this RFP.
- D. *Project Management and Communication* (1 pages maximum) – Methods the Consultant proposes to use to manage the project and communicate with the Village of Sleepy Hollow and the public as to project progress, reviews, and conduct of public meetings.
- E. *Personnel Qualifications and Experience* (7 pages maximum) - Resumes of the individuals who will be assigned to the project.
- F. *Comparable Projects with References* (3 pages maximum) - Identify 3 comparable projects in progress or completed, with the following information:
 - a. Current contact names and telephone numbers
 - b. Summary of the project
 - c. Current status of the regulations (i.e. in progress, adopted)
 - d. Nature of public involvement in the formation of the regulations
- G. *Representative Work Sample* – A representative work sample similar to the work being requested. The sample may be provided digitally (e.g., a PDF copy on a CD). Directing the Village to an online document or file-sharing site is also acceptable. Only one (1) representative work sample is required per submittal.

PROPOSAL REVIEW CRITERIA AND AWARD

A Selection Committee consisting of representatives from the Sleepy Hollow Development Committee, Village Board of Trustees, Building Department, and Planning Board will evaluate the proposals based on the following criteria:

Review Criteria	Weight	Max. Points	Points x Weight
Understanding of the Project Goals (Scope-of-Work)	5	5	25
Past Performance on Similar Projects	4	5	20
Qualifications / Experience of Proposed Staff	3	5	15
Ability to Meet Schedules & Budgets	3	5	15
Cost and proposed distribution of effort	3	5	15
Overall quality of the RFP submittal	2	5	10
TOTAL			100

The Village of Sleepy Hollow reserves the right to seek clarification of any proposal submitted and to select the consultant that is best able to address the project purpose and to reject any and all of the proposals. The Village of Sleepy Hollow reserves the right to withdraw this Request for Proposals, to accept or reject any or all proposals, to advertise for new proposals if it is in the best interest of the Village to do so, and to award a contract as deemed to be in the best interest of the Village.

The Selection Committee at its discretion may conduct interviews of finalists on or before March 2, 2018. The Village anticipates making the award no later than March 15, 2018.

This solicitation of proposals in no way obligates the Village of Sleepy Hollow to award a contract.

EQUAL OPPORTUNITY

The selection of consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The Village of Sleepy Hollow is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

CONTRACT REQUIREMENTS

The Consultant will be registered with the Secretary of State to do business in the State of New York prior to contract signing.

The consultant shall be solely responsible for all claims of whatever nature arising out of rendering of services by the consultant during the terms of the contract. The consultant shall indemnify and hold the Village of Sleepy Hollow and other participants harmless against the same to the extent permitted by law.

The selected consultant shall comply with all applicable federal, state, and local laws and regulations in the performance of service.

PROPOSAL FORMAT AND DUE DATE

Submit four (4) complete sealed proposal sets. All submissions become the property of the Village of Sleepy Hollow upon submission.

Sealed submittals must be hand-delivered or mailed to:

Village Clerk
Village of Sleepy Hollow
Attn: **Comprehensive Plan and LWRP Project**
28 Beekman Avenue
Sleepy Hollow, New York 10591

Submissions must be received by 4:00 p.m. Friday, February 16, 2018

Emailed or faxed submittals will NOT be accepted

QUESTIONS CONCERNING RESPONSES TO THIS RFP

All questions regarding this RFP must be submitted in writing and received not later than 4:00 pm on Wednesday, **February 7, 2018**. Questions should be sent to:

Sean E. McCarthy, Village Architect
Village of Sleepy Hollow
28 Beekman Avenue
Sleepy Hollow, New York 10591
smccarthy@villageofsleepyhollow.org (or physical address above)

Answers to submitted questions will be posted by Monday **February 12, 2018** on the Village's website at www.sleepyhollowny.gov

APPENDIX I- EXISTING VILLAGE RESOURCES

1. Village of Sleep Hollow Zoning Code
2. Village of Sleepy Hollow Zoning Map
3. Village of Sleepy Hollow Park Map
4. Village of Sleepy Hollow Tax Exempt Map
5. Comprehensive Plan kick-off meeting video- January 11, 2018
6. Urban Land Institute TAP- November 2017
7. Village of Sleepy Hollow Downtown Zoning Revisions- November 2014
8. Village of Sleepy Hollow Downtown Zoning Workshop- October 23, 2014
9. Village of Sleepy Hollow Open Space Master Plan- September 14, 2004
10. Village of Sleepy Hollow Multi-Hazard Mitigation Plan- September 2014
11. Village of Sleepy Hollow Downtown Study "Initial Report"- March 21, 2014
12. Downtown Sleepy Hollow Facade Renovation Design Standards- October 12, 2007
13. Lighthouse Landing Design Guidelines- November 30, 2006
14. Village of Sleepy Hollow Waterfront Linkage Study- August 2002
15. Business Cluster Action Plan, Beekman Avenue Business Area- August 2001
16. Village of Sleepy Hollow Local Waterfront Revitalization Program- June 5, 1997
17. Village of North Tarrytown Master Plan, Census Tract 116- April 1980

APPENDIX II - WORK PLAN

Sleepy Hollow Local Waterfront Revitalization Program Update

Project Description

The Village of Sleepy Hollow will prepare an update to its 1997 Local Waterfront Revitalization Program (LWRP) by incorporating resiliency to mitigate future climate risks from sea level rise. The LWRP update will serve as a strategic plan to guide development within the Village's waterfront revitalization area. The LWRP will be updated to address the changing fabric of the community and make note of the significant progress that was made on implementation of the Village's 1997 LWRP.

This project involves the preparation of a Local Waterfront Revitalization Program (LWRP) pursuant to the provisions of New York State Executive Law, Article 42, for the Village of Sleepy Hollow's 2.4 miles of Hudson River shoreline. Completion of this project may integrate preparation of a harbor management plan (HMP) as set forth in 19 NYCRR Part 603 and further described in guidelines prepared by the Office of Planning and Development.

Project Attribution and Number of Copies

The consultant must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project. The materials must include the Department of State logo and the following acknowledgment:

"This (document, report, map, etc.) was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund."

Draft products: one electronic copy of each product must be submitted in Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution and Microsoft Word, if applicable.

- Final products: one electronic copy of each product must be submitted in PDF, created using 300 dpi scanning resolution and Microsoft Word, if applicable. In addition, five 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 must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products.
- 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 and must be dated and captioned with the location and a brief description of the activity being documented.

Project Components

1. Draft Section I - Waterfront Revitalization Area Boundary

The consultant shall prepare a narrative description and map of the waterfront revitalization area which includes surface waters and underwater lands. The waterfront revitalization area should include those portions of the water body within the municipality, as well as adjacent upland which affects the water body through drainage, view shed, and any other factors. References to the Inventory and Analysis section justifying the inclusion of particular areas should be included in this section if beneficial for increased understanding. The narrative must be accompanied by a boundary map showing the proposed waterfront area.

Draft Section I - Waterfront Revitalization Area Boundary, including narrative and map(s) shall be submitted to the Village for review and approval.

2. Draft Section II - Inventory and Analysis

The consultant shall inventory, describe and map existing natural and built resources and conditions within the waterfront revitalization area including the harbor (which includes surface waters and underwater lands). (See Chapter 4 of the Making the Most of Your Waterfront: Enhancing Waterfronts to Revitalize Communities Guidebook.) In addition, this section must provide a thorough analysis of waterfront issues, opportunities, and constraints to economic development and resource protection needs. This section will reflect the strategies developed by the Mid-Hudson Regional Council for economic growth and development in the region, and provide a reasonable assessment of the vulnerable resources and potential risks associated with storms, flooding, and the effects of climate change. The inventory and analysis must be broad enough to ensure consideration of all important waterfront resources, problems and opportunities and detailed enough to support development of a specific and realistic LWRP.

Topics to be addressed include, but are not limited to, the following:

- Identification and assessment of existing land use, development, and economic strengths, weaknesses, and opportunities for ongoing economic revitalization
 - Land use and ownership patterns (public and private), including underwater lands
 - Abandoned, deteriorated, or underused sites and buildings
 - Agricultural lands
- Identification and assessment of existing water-dependent uses and related issues

- Commercial, industrial, and recreational water-dependent uses (such as ferries, marinas, boat yards, transshipment facilities, swimming areas, vessel anchorage and mooring areas, commercial or recreational fishing or shell fishing areas and uses)
- Identification and assessment of existing zoning and other relevant local land use and development controls
 - Zoning code, subdivision review, site plan review, and design standards, etc.
- Identification and assessment of existing and desired open spaces, public access sites, and recreation and tourism resources
- Identification and assessment of the condition of infrastructure
 - water supply, storm water and sewage treatment, vessel waste facilities, solid waste disposal, transportation systems, energy production and transmission, shoreline stabilization infrastructure, such as bulkheads, docks and docking facilities and underwater infrastructure and structures, such as cables and pipelines
- Identification and assessment of federal, State and/or locally-designated historic and scenic resources
 - National Register sites and districts, Scenic Areas of Statewide Significance, locally designated resources, and archaeological resources such as shipwrecks and historic dry docks
- Identification and assessment of natural resources, topography, hydrology, and geology
 - NYS Significant Coastal Fish and Wildlife Habitat areas, locally important fish and wildlife habitats, wetlands, water courses, landscape features, steep slopes, minerals, State-designated Coastal Erosion Hazard Areas, federally identified flood-hazard areas, etc.
 - Asset inventory: natural resource assets and critical infrastructure and systems that have been, or will be, affected by flooding or other climate change hazards
 - Identification of actions that reduce the capacity of natural protective features to reduce risk
 - Risk assessment: assessment of risks to key assets and systems - including impacts to wetlands, habitats and other natural resources; and, water supply, sewage treatment plants, combined sewer overflows, electric utilities, transmission lines, dams, shoreline stabilization infrastructure and other in-water structures, transportation systems, critical facilities, and other valuable community assets
 - Needs and Opportunities Assessment: determine short- and long-range needs and opportunities to enhance resilience to future storms
 - Identification and description of socially vulnerable populations, such as elderly, young, non-English speaking, low-income or unemployed.
- Identification and assessment of issues related to water quality and flooding
 - Point and non-point sources of pollution
 - Water quality classification

- Impervious surface area, vegetated stream buffers, flood storage capacity and forested land cover
- Existing infrastructure or actions that may cause adjacent or downstream flooding impacts
- Assessment of issues related to navigation and dredging
- Summary of the existing authorities of federal, State, regional, and local agencies that have jurisdiction in the waterfront revitalization area. For example:
 - the National Oceanic and Atmospheric Administration, the U.S. Coast Guard, U.S. Army Corps of Engineers, and the Department of Interior;
 - the State Departments of State, Environmental Conservation, Health and Transportation and the Offices of General Services and Parks, Recreation, and Historic Preservation;
 - agencies of the city, town, or village, or a county if the county regulates activities in the waterfront revitalization area;
 - the local harbormaster, bay constables, code enforcement officer, building inspector, police department or sheriff's office.

Draft Section II - Inventory and Analysis with accompanying maps to depict the municipality's waterfront area resources, issues, and opportunities shall be submitted to the Village for review and approval.

3. First Public Information Meeting

Following completion of the initial drafts of Section I - Waterfront Revitalization Area Boundary and Section II - Inventory and Analysis, the Contractor or its consultant(s) shall conduct a public information meeting regarding the identified local waterfront issues and opportunities and solicit public input regarding the completeness and accuracy of Sections I and II.

Minutes of the public meeting shall be submitted to the Village.

4. Draft Section III - Local Waterfront Revitalization Policies

The Contractor or its consultant(s) shall review the State waterfront revitalization policies and refine the explanation of each applicable Policy to reflect local conditions and circumstances. The refined policy explanation will add specific local standards and proposed land and water uses for determining consistency with the policies. Based on the Inventory and Analysis, the Contractor or its consultant(s) shall also determine if additional policies are needed to address local conditions and needs, which will add specificity to the applicable State Policies. A full policy analysis shall be performed and matrix prepared to demonstrate how each policy shall be implemented to legally uphold the LWRP.

Draft Section III - Local Waterfront Revitalization Policies shall be submitted to the Village for review and approval.

5. Draft Section IV - Proposed Land and Water Uses and Proposed Projects

The consultant shall describe and map proposed long-term land and water uses within the waterfront area, and proposed projects necessary to implement the LWRP. The proposed land and water uses of the LWRP translate the Policies into a cohesive, physical plan for the waterfront area.

Proposed projects may include but not be limited to:

- Capital improvement or construction projects that are necessary to maintain or improve uses or conditions;
- Special studies, plans, design projects, or research necessary to advance or refine components of the LWRP;
- Education, outreach/training materials and programs;
- Projects to redevelop underused or deteriorated areas and sites;
- Projects to provide or improve public access;
- Projects to protect existing, or provide for new, water-dependent uses, such as marinas, boat yards, yacht clubs, port facilities, swimming beaches, or shell fishing;
- Projects to upgrade or relocate critical facilities so that essential community services are secure and/or out of hazardous areas;
- Projects to enhance or restore wetlands, habitats, or other natural protective features; and
- Projects to improve hazard impact prediction and assessment, and mitigation and adaptation planning, such as development of local or inter-municipal Geographic Information Systems.

Draft Section IV shall be submitted to the Village for review and approval.

6. Second Public Information Meeting

Following completion of the initial draft of Section IV - Proposed Land and Water Uses and Proposed Projects the consultant shall conduct a public information meeting regarding the identified local waterfront issues and opportunities and solicit public input regarding the completeness and accuracy of Section IV.

Minutes of the public meeting shall be submitted to the Village.

7. Draft Section V - Techniques for Local Implementation of the Program

The consultant shall describe existing local laws and regulations, as well as any new or amended laws or regulations which are necessary to both improve community resilience and implement the policies, strategies, proposed uses, and projects set forth in the LWRP. The consultant shall draft such local laws and regulations as are necessary to implement the LWRP. Full drafts of new or amended (existing) laws and regulations, including a local

consistency review law, should be attached as appendices to the LWRP. Local laws, regulations and procedures essential to the implementation of the policies and purposes of the LWRP must be in place at the time of approval of the program by the Secretary of State.

The consultant shall also describe other public and private sector actions necessary to implement the LWRP, including actions by federal and state agencies necessary in order to fully implement and advance projects in the waterfront revitalization area. These actions may include approving anchorage and mooring areas prior to designation, designating vessel waste no-discharge zones, dredging or maintaining major navigation channels and basins, constructing or maintaining breakwaters, funding certain studies, or providing technical assistance.

The consultant shall also describe a local management structure for reviewing proposed waterfront projects for consistency with the approved LWRP, and the financial resources required to implement the approved LWRP. Implementation of the LWRP will be a continuing responsibility of the municipality. In preparing its LWRP, the municipality needs to consider the costs of implementing the program and whether the funds needed are, or can be reasonably expected, to be available.

Draft Section V - Techniques for Local Implementation of the Program, and ALL drafts of any necessary amendments to existing laws or new local laws, including a local consistency review law shall be submitted to the Village for review and approval.

8. Draft Section VI - Federal and State Actions and Programs Likely to Affect Implementation of the LWRP

The Village shall provide to the consultant a generic list of federal and State agency actions and programs which are to be undertaken in a manner consistent with the LWRP. The consultant shall describe specific federal and State actions necessary to further implementation of the LWRP (technical assistance, funding, procedural changes, etc.).

Draft Section VI - Federal and State Actions and Programs Likely to Affect Implementation of the LWRP shall be submitted to the Village for review and approval.

9. Draft Section VII - Local Commitment and Consultation

The consultant shall describe the public consultation efforts undertaken in the preparation of the LWRP, such as public hearings, public informational meetings, and/or meetings with governmental agencies. All activities undertaken to obtain local support and commitment should be thoroughly documented. The consultant shall also describe any local committees created to oversee preparation of the LWRP, as well as the role of other municipal agencies.

Draft Section VII - Local Commitment and Consultation shall be submitted to the Village for review and approval.

10. Complete Draft LWRP

The consultant shall submit two (2) paper copies and an electronic copy (Word format with each map as an individual pdf) of the complete Draft LWRP document, with integrated harbor management, including a complete Draft Generic Environmental Impact Statement (if one is to be prepared) and new or amended (existing) laws and regulations, incorporating comments provided on each component section, to the Village for approval. If revisions to the complete Draft LWRP are needed, based on Village review, the consultant shall make the required changes and resubmit the document to the Village for review.

All comments and requested revisions must be addressed to the satisfaction of the Village prior to advancing the document to 60-Day Review.

(1) Draft LWRP shall be submitted to the Village for review and approval.

11. Third Public Information Meeting

Following completion of the Draft LWRP and in conjunction with 60-Day Review and compliance with SEQRA the consultant shall conduct a public information meeting or meetings on the Draft Program.

Minutes of the public information meeting(s) and identification of changes to be made to the Draft Program as a result of the public meeting submitted to the Village for review and approval.

12. Final LWRP

Following the 60-Day Review period of the Draft LWRP (/Draft Generic Environmental Impact Statement, if applicable), the Village shall meet with the consultant to discuss all 60-Day comments received, determine appropriate responses and revise the LWRP document to reflect each response. All supporting local laws proposed for adoption in conjunction with the adoption of the LWRP, and the Final Environmental Impact Statement (if applicable), shall also be revised as necessary to reflect 60-Day comments and responses, to the satisfaction of the Village.

Additionally, the consultant shall also submit to the Village a schedule of adoption of the LWRP and any local laws necessary for implementation of the LWRP.

Two paper copies and electronic version of the Final LWRP and supporting local laws (and Final Environmental Impact Statement, if applicable), and schedule of adoption shall be submitted to the Village.

13. MWBE Reporting

The consultant shall submit to the Village all documentation required to use the New York State Contract System ("NYSCS") to record payments to subcontractors (including a

breakdown of payments issued to state-certified MWBE firms) and otherwise report compliance with the provisions of Article 15-A of the Executive Law and regulations in relation to funds used pursuant to this Agreement.

14. Project Status Reports

The consultant shall submit project status reports semi-annually (every June 30 and December 31) including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

15. Final Project Summary Report and Measurable Results forms

The consultant shall work with the Village to complete the Final Project Summary Report and Measurable Results forms.