

VILLAGE OF NYACK, NEW YORK

REQUEST FOR PROPOSALS

UPDATE OF THE VILLAGE OF NYACK COMPREHENSIVE PLAN: CLIMATE SMART PLANNING FOR THE 21st CENTURY

I. INTRODUCTION

The Village of Nyack (“the Village”) is soliciting proposals from professional and experienced Planning Firms (Consultant) to prepare an update to the Village’s Comprehensive Plan. The current Comprehensive Plan was prepared in 2002 and updated in 2006 with recommendations for the Gateway, waterfront, and residential, and downtown areas. The Village has received a grant from NYSERDA to update the Comprehensive Plan to integrate plans for new multi-modal transportation options, including a commuter ferry operation and Transit Oriented Development, waterfront development activity and provisions for sustainable neighborhood design and planning based on LEED® for Neighborhood Development.

PROPOSAL DUE DATE

Proposals will be accepted up until **5:00 pm, Friday, May 15, 2015**. Five (5) paper copies of submission are required plus one complete submission in a PDF format on a CD.

Please place proposals in an envelope or box clearly labeled “**Consultant Services Response to RFP for Village of Nyack Update of Comprehensive Plan (Project Identification # CGC42087)**” and send or deliver to:

Mr. James Politi
Village Administrator
Village of Nyack
9 North Broadway
Nyack, NY 10960

Questions and clarifications regarding this RFP may be made by calling the Village Administrator at 845-358-3581 or emailing to JamesPoliti@nyack-ny.gov.

Purpose / Project Overview

The Village, a Climate Smart and Greenway Community, serves as a gateway to Rockland County and the Mid-Hudson Region. The Village will update its Comprehensive Plan (the “Plan Update” or the “Project”), as it was last updated more than five years ago. The Village recognizes that its current land use plans and regulations are not adequate to meet future demands of growth and development pressures. In addition, current plans and zoning laws do not

adequately consider opportunities for multi-modal transportation options, climate resiliency, and mixed use development that provide mechanisms for reducing greenhouse gases. This integrated planning will be modeled on the United States Green Building Council's LEED for Neighborhood Development (LEED ND) rating system. The Project will address alternatives for Hudson River ferry landing sites, transit-oriented development (TOD) in the Gateway area near the New York State (NYS) Thruway interchange, and transportation alternatives such as trolleys, shuttles, and bike and pedestrian paths.

Particular attention will be paid to the development of metrics and projected benefit values to track the success of sustainability elements within the Comprehensive Plan. Additionally, the selected Consultant will prepare amendments to the Village's Zoning Code to implement the sustainability elements of the updated Comprehensive Plan. As part of its efforts under this project, the selected Consultant will be required to prepare a Generic Environmental Impact Statement (GEIS) for both the updated Comprehensive Plan and Zoning Code amendments.

The Project will include the following elements:

- Updates of demographics and growth trends;
- Update of a previous transportation analysis that included parking and ferry studies, ferry landing alternatives, parking analysis, Bus Rapid Transit (BRT), bike routing, and TOD in the Gateway to the Village at the NYS Thruway;
- Review and update of previous downtown proposed development;
- Recommendations for integrated public/private waterfront development;
- Recommendations for sustainable neighborhood design at waterfront, gateway and downtown.
- Recommendations to promote green infrastructure and energy conservation; and
- A prioritized list of recommendations for implementation, including, but not limited to zoning updates.

The Project will support the following goals of the Mid-Hudson Regional Sustainability Plan:

- Increase carpool, transit, and non-motorized vehicle work trips and decrease single-occupancy vehicle work trips;
- Reduce annual Vehicle Miles Traveled (VMT);
- Reduce Hudson River bridge crossings per registered vehicle;
- Reduce transportation greenhouse gas (GHG) emissions per capita; and
- Reduce stationary fuel consumption GHG emissions.

II. SCOPE OF WORK

The project will be conducted over a period of 12 months by a Project Team that will include the Consultant, the Village Administrator, the Village of Nyack Planner, who will be the Project Manager for the Village, and a volunteer "Steering Committee" including the Village of Nyack's Sustainability Coordinator. The Consultant will carry out most of the work of the project, including updates to existing parking and transportation studies, analysis of alternatives for ferry landing sites, analysis for a TOD at the Gateway to the Village at the NYS Thruway interchange, stakeholder meetings and development of the Final Revised Comprehensive Plan and Project

Benefits Report. The Steering Committee will include several members of the Village's Green Plan Committee in order to maximize the effectiveness of the community outreach and education component of the project. Technical assistance and staff support will be provided by the Village.

Budget

The total NYSERDA award amount for all tasks shall not exceed \$206,000.00. Any modifications to this amount shall be by mutual agreement.

Tasks

It is anticipated that the selected Consultant will perform the following tasks:

1. Contract Management

Consultant's contract management responsibilities will include:

1. (a) Contract Management and Quarterly Progress Reports

The Consultant shall participate in conference calls and meetings as outlined below; prepare and submit quarterly reports as outlined below; coordinate and manage all Subcontractors; review all Deliverables prior to submission to the NYSERDA Project Manager. The Consultant shall submit quarterly progress reports within 30 days after the end of each quarter, in a template provided by NYSERDA. During each calendar year, quarter start and end dates are as follows: Quarter 1: January 1-March 31, Quarter 2: April 1-June 30, Q3: July 1-September 30, Quarter 4: October 1-December 31.

Each Quarterly Progress Report will provide:

- A summary of progress and accomplishments over the previous quarter, including a discussion of major tasks and deliverables in the prior quarter;
- Explanation of Contract management activities completed in the previous quarter with backup documentation including timesheets showing hours worked, hourly rate, staff person, and title;
- Explanation of current quarter's activities and plans, including tasks and deliverables to be completed; and
- Discussion of any major issues or problems encountered during the prior quarter, deviations from schedule and budget, and other issues related to the successful outcome of the project.

1. (b) Conference Calls and Meetings: Participate in periodic conference calls and project meetings as needed to gauge project status and verify the completion of project milestones. The Consultant will be required to attend an initial project meeting with the Village of Nyack to review project requirements, site conditions, roles and responsibilities, identify planning issues, and share information on existing and ongoing planning documents and processes that would assist in the completion of the project.

1. (c) Final Report and Technology Transfer: Prepare and submit a comprehensive Final Report, in a template provided by NYSERDA (limited to no more than 15 pages plus attached final products), which describes the work performed and the results associated with each task.

The Consultant will make all final project deliverables available for public use and agree to work with the Village and, if necessary, any other relevant governmental agencies, to promote the project throughout its implementation. The Consultant will also honor any reasonable request made by the Village or relevant governmental agencies to provide additional information necessary to create a press release or case study showcasing this project.

1. (d) Draft Preliminary Project Benefits Metrics Report: For inclusion in the initial Project Execution Plan, Consultant shall prepare and submit a draft Preliminary Project Benefits Metrics Report (PBMR) with proposed performance metrics and projected benefit values, including methods for data collection and calculations. The purpose of the PBMR is to quantify the estimated community-wide, indirect benefits that will be achieved through the adoption of sustainability measures (to be included in the updated Comprehensive Plan). As part of this task, Consultant will participate in a required workshop with relevant governmental agencies.

After the draft PBMR is submitted, the Consultant, Village, and relevant State agencies including NYSERDA will finalize a metric reporting schedule, calculation methods, assumptions, and data collection requirements for these metrics together by the mid-point of the project.

At the conclusion of the project, and based on the actual plans and policies that have been developed as a result of the Consultant's work, the Consultant will quantify project benefits based on the methods agreed to, and will then complete and submit the final PBMR. Consultant should be prepared to submit supporting documentation for review as part of the final project submission.

For more details on the PMBR, see Appendix A.

2. Develop Public Outreach Strategy

The Consultant with the assistance of the Village shall prepare a method and process to encourage community participation in the project. The Consultant will submit a Public Outreach Strategy for the Project which shall include, but not be limited to, the components listed below:

- A description of the Comprehensive Plan Steering Committee ("Committee") to guide development of the Plan Update, including a description of the Committee purpose, anticipated number of members, stakeholders to be included, the selection process for Committee members, purpose of each planned meeting and tentative schedule of meetings;
- Public meetings that are open to the general public and focus on discussion of the Project, including meeting format, purpose and objectives, anticipated locations, advertising strategy, and presentation materials including slide presentations and handouts to be

prepared by the Consultant prior to each meeting and tentative dates for the proposed public meetings;

- The use of design charrettes to gather public feedback on key elements, including the waterfront, transportation and sustainable neighborhood design;
- Public hearings to assure full opportunity for citizen participation in the preparation of the Plan Update;
- Interviews, surveys or other outreach methods used to reach directly impacted property owners or other stakeholders;
- Government or other approvals that will be included in the Plan Update development process that will also present opportunities for public comment;
- Methods for documenting meeting outcomes and materials for public communications, including posting of materials to the website and social media;
- Any other means used to solicit or gather public input and comment to be identified by the Consultant and approved by the Village and NYSERDA Project Manager.

The Consultant shall maintain and submit meeting minutes, presentation materials, and an attendance list to document results of Steering Committee Meetings. Other public meetings and workshops and design charrettes should include notes of participants' input, presentation materials and attendance lists.

As part of the Public Outreach Strategy, it is anticipated that there will be at least six Steering Committee meetings, four public workshops and 3 design charrettes focusing on specific topics.

3. Evaluate Current Plans, Zoning Regulations, and Other Relevant Policies

The Consultant shall conduct an in-depth review of the Village's adopted plans and existing zoning laws and regulations as they relate to community sustainability, alternative transportation, TOD, and waterfront development. The Consultant shall prepare an Evaluation Report that summarizes findings and identifies gaps revealed by the plans, laws, and regulations review.

3. (a) Sustainability Indicators, Associated Metrics, and Tracking Methods

The Consultant will develop specific sustainable development goals based on community input at public meetings as well as stakeholders in the Steering Committee. The Consultant will develop sustainability indicators with associated metrics and tracking methods for gathering the data that will demonstrate the measurable benefits of these sustainability goals. This information will be included in a new Sustainable Development Chapter in the Updated Comprehensive Plan. This list of indicators and metrics may be similar to the metrics provided in the PMBR, but this is not required.

4. Conduct Public Workshops: In accordance with the Public Outreach Strategy, the Consultant shall organize and conduct public workshops to explain the Plan Update process and time line and collect ideas related to sustainable growth and development in the community for

the Sustainable Development Chapter. Other workshops will focus on a new Transportation Chapter focusing on Ferry landing alternatives and feasibility, improved parking design, location and capacity, TOD development at the Gateway at the NYS Thruway Interchange and other locations, and bike path routing as well as concepts for waterfront and downtown development. The consultant will report on results of public meetings and present the public vision, policies, and recommendations for the Draft Comprehensive Plan Update and explain how each recommendation furthers the public vision and the best interest of the Village.

5. Conduct Design Charrettes: The Consultant shall organize and conduct Design Charrettes in accordance with the Public Outreach Strategy. The Consultant shall organize and employ a participatory process to brainstorm and solicit ideas and recommendations for integrated, sustainable development in the village gateway, downtown and waterfront. Themes shall include, but shall not be limited to: Transportation to include TOD, BRT, Parking, Ferry, trolley/shuttle and zoning; Sustainable Neighborhood Development to include Gateway, Downtown and Waterfront; and Waterfront to include Ferry Terminal location alternatives and design, Parking structures and garages, marina, public parks and access and zoning related to waterfront development.

6. Zoning Code Evaluation: Using the Technical Guidance Manual for Sustainable Neighborhoods (LEED-ND Manual), Consultant will evaluate the Village's existing zoning code for barriers to achieving the sustainable development goals developed for the Comprehensive Plan. The Consultant will use this analysis to identify policies that support sustainable growth that should be retained and those that create barriers or that conflict with policies inhibiting sustainable development projects to be altered or eliminated.

7. Comprehensive Plan Update: Consultant will prepare a DRAFT Comprehensive Plan, incorporating information developed in earlier tasks. The draft should support transit-oriented development, waterfront development, be suitable for review and consideration by the advisory committee and public, and include, at a minimum, the following elements:

- General statements of goals, objectives and strategies upon which proposals for the immediate and long-range enhancement, growth and development of the Village are based;
- Consideration of regional needs and the official plans of other government units and agencies within the region, including the Mid-Hudson Regional Economic Development Strategy and the Mid-Hudson Regional Sustainability Plan;
- Updates of demographics, population growth trends, and socio-economic trends; existing housing resources and future housing needs, including affordable housing;

- Review of historic and cultural resources, coastal and natural resources and sensitive environmental areas;
- Analysis of existing and proposed public and private utilities and infrastructure;
- Review of existing and proposed recreation facilities and parkland;
- Development of a new Transportation Chapter, including the updating of previous transportation analysis, traffic volumes, parking analysis and capacity, location of potential parking garage(s), review of ferry studies, ferry landing alternatives and feasibility, Bus Rapid Transit (BRT), bike routing, and TOD in the Gateway to the Village at the NYS Thruway;
- Review and update of previous Downtown proposed development with appropriate design and development recommendations;
- Analysis of recommended specific policies and strategies for improvement of Village's economic climate;
- Analysis of increased potential for downtown development including retail environment and strategies to continue support for retail activity downtown, and potential for cultural, educational and institutional expansion;
- Analysis of local economic specific policies and strategies for improving the local economy;
- Analysis and propose recommendations for integrated public/private waterfront development including both public and private development, policy and design recommendations as well as linkages to improve public access and resiliency planning;
- Development of new Sustainability Chapter with recommendations to promote green infrastructure, energy conservation, reduction in GBG emissions, waste management and sustainable neighborhood design at waterfront, gateway and downtown;
- A prioritized list of recommendations for implementation, including, but not limited to zoning updates.

Consultant will submit the DRAFT Comprehensive Plan showing comments and feedback from the Steering Committee. Consultant will then prepare a proposed FINAL Comprehensive Plan in a form that is acceptable to be adopted by the Village that will be a concise, graphically-rich, and easily-referenced design criteria document that can be distributed to businesses, residents and prospective developers. This document must be in an electronic format that makes it easily transmittable and reproducible. All mapping should be in a format acceptable to the Village for continued use and updating.

6. Zoning Code Updates for Sustainability: Consultant will prepare DRAFT proposed amendments to the Village's Zoning Code that implement the sustainability strategies of the updated Comprehensive Plan, which amendments are suitable for review and consideration by the Village and the public. The amendments should take into account the barriers to sustainability identified during the work plan and should emphasize green infrastructure and promote compact, walkable, mixed-use, mixed-income, energy-efficient development.

As part of this Comprehensive Plan Update, Consultant will present any proposed zoning amendments to Village officials and residents during at least one public workshop. Consultant will resubmit the DRAFT amendments showing any comments and feedback from the Steering committee, public meeting and other relevant parties. Consultant will then prepare proposed FINAL Zoning Ordinance amendments in a form that is acceptable to be adopted by the Village.

7. Planning and Environmental Review: The Consultant shall prepare all necessary documentation to meet State Environmental Quality Review Act (SEQRA) requirements for the Comprehensive Plan Update and Zoning Code amendments; including the preparation of the Environmental Assessment Form (EAF) and/or Generic Environmental Impact Statement (GEIS). The Consultant shall be responsible for determining the lead agency and coordinating with stakeholder agencies and other interested parties, including public outreach, as applicable. The Consultant shall comply with all applicable provisions of Section 239-m of the General Municipal Law.

8. Presentation to Village Board: Consultant shall present the proposed final Zoning Code amendments and Comprehensive Plan update to the Village Board.

9. Final Adoption of Updates: Consultant shall facilitate the formal adoption of the Comprehensive Plan and Zoning Code amendments by providing the final documents to the Village Board for review and final adoption and making presentations to the Village Board in support of the adoption of the Update.

III. Submittal Requirements

In order to assist the Village with the evaluation of proposals that are received, each proposal shall use the following format:

A. Statement of Qualifications - A brief description of the firm submitting the proposal, including: full business name, legal status (corporate, partnership or sole proprietor), number and type of employees, specialties, and longevity. List similar projects and the specific personnel who worked on them and who are proposed to work on this project. Include each past project's name and client, year completed, dollar amount and telephone number of a contact person at the entity where the work was performed who has direct knowledge of the referenced project. It is very important to include project management experience for the proposed project manager.

B. Project Team Members (Curriculum Vitae) - List any specialties and or strengths that make the Consultant and the personnel assigned to this project uniquely suited to the task of performing the work as outlined in this RFP. Provide an organizational chart of the employees proposed to work on this project, including Project Manager who would be assigned to this project and who shall be the Village's main point of contact with the Consultant firm. This shall include a listing of each individual's relevant project experience in regard to the tasks and responsibilities they would perform in this project.

C. Project Schedule & Details - The Consultant shall provide a detailed proposed project schedule consistent with the attached SOW (Appendix A), depicting the start and completion time for each of the work scope items identified in Section II of this RFP. This shall include a detailed description of the Consultant's proposed approach, scope of services, and timeline to complete each task. The Village will make available copies of regulations, ordinances, maps, information regarding infrastructure, and any other studies relevant to the project.

D. Cost & Payment Schedule - All invoices shall specify the name and title of Consultant staff providing services, and details as to the services provided.

Further, each invoice shall be referenced to the specific work scope item identified in Section II or as otherwise specified in the contract for services between the Consultant and the Village, which shall include a calculation as to the percentage of work completed for each task. A total, not-to exceed dollar value for any reimbursable expenses associated with each individual work scope item must be specified. A rate for each type of expense, such as mileage, printing expenses, etc. must be specified.

IV. Proposal Evaluation

A. The Village of Nyack will select the most highly qualified firm according to the following criteria, listed in order of decreasing importance:

Understanding of work to be done	25%
Experience with similar kinds of projects and/or work including NYERDA projects	20%
Quality of staff for work to be done	15%
Familiarity with NYSERDA and NYS reporting and Contract Management requirements	15%
Innovation and familiarity with sustainable practices in Comprehensive Planning	15%
Logistics and familiarity with the project area	10%

B. CONDITIONS AND LIMITATIONS:

The selection and retention of a firm will be contingent upon the availability of the proposed key staff, unless substitutes are approved by the Village of Nyack during negotiations. The top-ranked firms may be requested to prepare and give oral presentations before the Village of Nyack Consultant Selection Committee.

The Village of Nyack expects to select a consulting firm from the proposals submitted, but reserves the right to request substitutions of firms. The Village also reserves the right to reject any or all responses to the RFP, to advertise for new responses, or to accept any response deemed to be in our best interest. A response to this RFP should not be construed as a contract or an indication of a commitment of any kind on the part of the Village of Nyack, nor does it commit either to pay for costs incurred in the submission

of a response to this request or for any cost incurred prior to the execution of a final contract.

Sub-consultants, sub-contracting and/or joint ventures are permitted.

Upon selection, a Professional Service Contract shall be prepared, negotiated and fully executed before work is initiated.

APPENDIX A

PERFORMANCE BENEFITS METRICS REPORT

The Project Benefits Metrics Report (PBMR) must include proposed performance *metrics* and projected *benefit¹ values*, as well as *methods* for data collection and calculations. The purpose of the PBMR is to quantify the estimated community-wide, indirect² benefits that will be achieved through the adoption of sustainability measures (to be included in the updated Comprehensive Plan).

The draft PBMR should propose the metrics and methodology for data development to be used for community-wide benefit projections over near-term (5 years), mid-term (10 years), and long-term (15 years) periods. It must include, among others, the following Required Performance Metrics (RPM):

- Number of permanent jobs created (full-time equivalent [FTE])
- Energy cost savings/year (\$)
- State investment (\$)
- Other investment (\$)
- Total energy savings by fuel type/year (million British thermal units [MMBTU])
- GHG savings/year (metric tons carbon dioxide equivalents [MTCDE])

The PBMR may also include Sector-Common Metrics (SCM), which are specific metrics common only to a specific sector and are applicable for estimating RPMs

because they are specific to the goals of the planning effort (e.g., VMT/year, if planning effort includes a goal of increasing public transportation; or estimated household electricity use savings, if the planning effort includes an energy-efficiency standard for new housing).

The Consultant should also include metrics in the draft PMBR that align with the indicators included in the Mid-Hudson Regional Sustainability Plan (RSP) to support RSP goals. For example, if an RSP goal is to increase transit ridership by 15% and the Village’s updated Comprehensive Plan will include efforts to improve public transportation, then a metric quantifying the expected increase in transit ridership (as a percentage or number of riders) should indicate that it aligns with the RSP.

The PMBR should also include a minimum of three Common Planning Metrics (CPM) typically used to quantify the benefits of sustainable planning practices. (For example, the metrics and standards used within the LEED for Neighborhood Development Rating System.) These CPMs may be proposed by the Consultant, the Village, or a relevant State agency. Assistance will be available to the Consultant to identify CPMs that are appropriate for the Village’s Comprehensive Plan and the methodology or approach to use in the data collection and analysis.

Example of Benefit Estimate Sheet:

Type of Metric	In RSP?	Metric	5 Year	10 Year	15 Year
RPM		Number of permanent jobs created (FTE)			
RPM		Energy cost savings/year (\$)			

¹ A “benefit” is an estimation of the resulting quantified values of the actual or projected metrics that demonstrate the success and impact of the plan.

² It is assumed that all benefits will be indirect because project-specific implementation will not take place.

RPM		State investment (\$)			
RPM		Other investment (\$)			
RPM	Yes	Total energy savings/year (MMBTU)			
RPM	Yes	GHG Savings/year (MRCDE)			
SCM		Electricity use reductions (kWh/year, MMBTU/year)			
SCM		Fossil fuel use reductions (MMBTU/year)			
SCM		New renewable energy capacity (kW)			
SCM	Yes	VMT reductions/year (#)			
SCM	Yes	Solid waste diverted from landfill/year (tons)			
CPM	Yes	Housing + Transportation Index			
CPM	Yes	% of people commuting via walking, biking, public transit			

When developing the proposed performance metrics and the methods for data collection and calculation, Consultant should rely upon data specific to the Village of Nyack, if possible. However, it is acceptable to cite existing standards, research studies, literature, and other peer-reviewed rules of thumb sources and tools to estimate near-, mid-, and long-term benefits. Consultant should identify all tools and assumptions needed to validate the estimates.

STATEMENT OF WORK

CFA Application # 42087

Update to the Comprehensive Plan: Climate Smart Planning for the 21st Century

BACKGROUND

Nyack prepared a Comprehensive Master Plan in 2002 and updated it in 2006 with recommendations for the gateway, waterfront, residential, and downtown areas that need to be updated in to integrate plans for new multi-modal transportation options, including a commuter ferry operation and Transit Oriented Development and provisions for sustainable neighborhood design and planning based on LEED® for Neighborhood Development.

SCOPE OF WORK

The project will be conducted over a period of 12 months by a project team that will include consulting planners, the Village of Nyack's Planner, who will be the Project Manager, and a volunteer "Green Plan Committee" led by the Village of Nyack's Sustainability Coordinator. The consulting planners will carry out most of the work of the project, including updates to existing parking and transportation studies, analysis of alternatives for ferry landing sites, analysis for a TOD at the Gateway to the Village at the NYS Thruway interchange, stakeholder meetings and development of the Final Revised Comprehensive Plan and Project Benefits Report. This integrated planning will be modeled on LEED® for Neighborhood Development. The Village's Green Policy Task Force will establish the Green Plan Committee In order to maximize the effectiveness of the community outreach and education component of the project. Technical assistance and staff support will be provided by the Village.

This project will plan for development that will support the following goals of the Mid-Hudson Region Sustainability Plan:

- Increase carpool, transit, and non-motorized vehicle work trips and decrease single-occupancy vehicle work trips
- Reduce annual VMT
- Reduce Hudson River bridge crossings per registered vehicle
- Reduce transportation GHG emissions per capita
- Reduce stationary fuel consumption GHG emissions

This project will provide savings in the sustainability features or measures summarized in the attached Project Benefits Report.

NYSERDA FUNDED ACTIVITIES:

NYSERDA will provide a cost-share of \$206,000. The Contractor's cost-share for the project is \$69,148.00.

CONTRACT MANAGEMENT:

The project team will manage the project and the contract during the project.

Deliverables:

- Project Execution Plan

- Copies of subcontractors Agreements
- Project budget tracking and invoicing
- Quarterly Reports of project progress, including meeting minutes
- Final Comprehensive Plan Update
- Final Project Report of Benefits based on the relevant criteria in the Mid-Hudson Region Sustainability Plan and LEED®ND.

PROJECT TASKS

Task 1: Project Initiation/Information Analysis

All Project Team members will meet to develop the Project Execution Plan. The Consulting Planners will acquire and analyze existing information.

Deliverables:

Project Execution Plan

Task 2: Community Outreach/Public Visioning Sessions

The Village will host public meetings and workshop sessions to inform the public and gather input.

Deliverables

- Summary meeting notes of stakeholder input.

Task 3: Green Plan Committee Meetings

The Sustainability Coordinator will hold meetings with the volunteer committee members individually and in group sessions as needed to coordinate their research, reporting, and outreach tasks.

Deliverables:

- Meeting minutes and summaries

Task 4: Add/Update components of Comprehensive Plan

The project will include updates of demographics and growth trends; design charrettes for integrated public/private waterfront development (including ferry terminal, residential, garage sites /design, marina/parks/public access); and recommendations for Implementation including zoning; a sustainability chapter with recommendations for promoting green infrastructure, energy conservation, GHG emissions reductions, waste management; and a Transportation Chapter including a review previous parking and ferry studies, ferry landing alternatives, parking analysis, BRT, bike routing, and TOD in the Gateway area.

Deliverables:

- Draft recommendations for Project Team Review and discussions with NYSERDA

Task 5: Finalize Draft Comprehensive Plan and Present to Village Board

Deliverables:

- Draft Comprehensive Plan
- Final Project Report including a report of benefits based on the relevant criteria in the Mid-Hudson Region Sustainability Plan and LEED®ND

Task 6: Environmental Review: SEQRA compliance & County review

Task 7: Final Comp Plan Adoption & SEQRA Determination and Project Report

Deliverables:

- Final Revised Comprehensive Plan

BUDGET:

Project Budget							
Project Component	Village of Nyack Cost Share	Cost-Share Description	Other Funding Source	Other Funding Description	NYSERDA A CGC Share	NYSERDA CGC Share Description	Task Total
Task 1: Project Initiation/Information Analysis	\$2,000	Staff Support	\$0	n/a	\$3,000		\$5,000
Task 2: Community Outreach/Public Visioning Sessions	\$12,500	Staff Support	\$0	n/a	\$9,500		\$22,000
Task 3: Green Plan Committee Meetings	\$4,000	Cash + staff support +volunteer in-kind	\$0	n/a	\$4,000		\$8,000
Task 4 Add/Update components of Comp. Plan 4 (A): Demographics & Growth Trends, Design charettes for integrated public/private waterfront development (including ferry terminal, residential, garage sites /design, marina/parks/public access etc.), and Recommendations for Implementation including zoning.	\$6,000	Cash contribution from Village + staff support	\$0	n/a	\$70,000		\$76,000
4 (B) : Sustainability chapter/recommendations to be included in Comp Plan:-density for green infrastructure, energy conservation, GHG emissions reductions, waste management, etc.	\$6,000	Cash contribution from Village + staff support	\$0	n/a	\$15,000		\$21,000

Project Budget							
Project Component	Village of Nyack Cost Share	Cost-Share Description	Other Funding Source	Other Funding Description	NYSERDA CGC Share	NYSERDA CGC Share Description	Task Total
4(C): Transportation Study – recommendations on ferry sites, parking analysis, BRT, bike routing, TOD in the Gateway area, review previous studies,	\$4,000	Cash contribution from Village + staff support	\$0	n/a	\$90,000		\$94,000
Task 5: Final Draft Comp Plan with Report of Project Benefits – Presentation to VB	\$0	Cash contribution from Village + staff support			\$3,000		\$3,000
Task 6: Environmental Review: SEQRA compliance & County review	\$10,000	Cash contribution from Village + staff support	\$0	n/a	\$5,000		\$15,000
Task 7: Final Comp Plan Adoption & SEQRA Determination	\$0	n/a	\$0	n/a	\$2,500		\$2,500
Contract Administration	\$18,648	Cash contribution from Village + staff support	\$0	n/a	\$0		\$18,748
Project Coordination	\$6,000	Cash contribution from Village + staff support	\$0	n/a	4,000		\$10,000
Totals:	\$69,148		\$0		\$206,000		\$275,148

SCHEDULE:

PROJECT TASK	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
Contract executed	[Shaded bar from Month 1 to Month 1]											
Task 1: Project Initiation/Information Analysis	[Shaded bar from Month 1 to Month 2]											
Task 2: Community Outreach	[Shaded bar from Month 1 to Month 12]											
A. Project website/social media	[Shaded bar from Month 1 to Month 12]											
B. Public Visioning Sessions		[Shaded box]	[Shaded box]		[Shaded box]			[Shaded box]				
Task 3: Green Plan Committee meetings		[Shaded box]	[Shaded box]	[Shaded box]	[Shaded box]	[Shaded box]	[Shaded box]	[Shaded box]				
Task 4: Add/Update components of Comp. Plan		[Shaded bar from Month 2 to Month 9]										
Task 5: Final Draft Comp Plan – Presentation to VB									[Shaded bar from Month 9 to Month 11]			
Task 6: Environmental Review: SEQRA compliance & County review									[Shaded bar from Month 9 to Month 11]			
Task 7: Final Comp Plan Adoption & SEQRA Determination											[Shaded bar from Month 11 to Month 12]	