



## VILLAGE OF HASTINGS-ON-HUDSON

Municipal Building  
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Hastings-on-Hudson, New York 10706  
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### **RFP Request for Proposals -- Preparation of Comprehensive Plan Update and Local Waterfront Revitalization Program**

#### **Addendum #4 06.17.2022**

Please note that this addendum has several important updates to the RFP.

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**The Village is extending the due date for the proposal to July 19, 2022 at 10:00 A.M.**

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#### **Questions:**

1. We understand the Village received a little over \$169K from DOS for both the projects. Will the entire money be allocated as Consultant Fee?
2. If not, will the Village assist the Consultant team with some scope aspects?
3. Would it be possible to share the points of contention that prevented LWRP of 2007 from being adopted? And are those still concerns today?
4. Please can you elaborate what you mean by "black-boxed" in the following statement taken from the RFP: "While the LWRP will include general policy suggestions regarding the Village waterfront, specific zoning recommendations for the waterfront will not be included as part of the LWRP, and will instead be "black boxed"."
5. To show the qualifications of all team firms / members, can the Consultant Team attach a project portfolio of representative projects as an appendix? This is in addition to the request for three comparable projects under bullet point F. on page 6 of the RFP.
6. Should the selection committee decide to conduct interviews with the finalists, when do they expect to do so?
7. Given that the LWRP and Comprehensive Plan are both policy documents with guiding visuals and images, they fall under a Type II action, and we do not anticipate a SEQRA and completing an EAF short form for your records should suffice. Please advise if you also anticipate both the LWRP and Comprehensive Plan to be policy and guidance documents.

#### **Answers:**

1. The Village estimated \$200,000 for the consultant.
  2. Yes.
  3. There was no consensus to adopt the LWRP. The Comprehensive Plan Update and LWRP are being drafted together to better align.
  4. It is not expected that the project will include determining any zoning change for the waterfront currently the subject of remediation.
  5. Yes
  6. Likely August with respect for vacation issues.
  7. Yes. Policy and Guidance documents
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**The below is a SAMPLE WORK PLAN provided to the Village by the State of  
New York**

**WORK PLAN COVER SHEET  
Internal/Deliberative – Not A Contract Document**

Name of Recipient:	Hastings-on-Hudson (V)
Title of Project:	Village of Hastings-on-Hudson Local Waterfront Revitalization Program
CFA number:	111493
Contract number:	C1002014 and C1002061
OPD Project Manager:	Joshua Hunn
OPD Supervisor:	Stephanie Wojtowicz
OPD Contract Admin:	Meg Bowers
<b>Recipient CEO:</b>	
Name:	Nicola Armacost
Title:	Mayor
Phone number:	914-478-3420
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<b>Recipient Primary Contact:</b>	
Name:	Mary Beth Murphy
Title & affiliation:	Village Manager, Village of Hastings-on-Hudson
Phone number:	914-478-3420
Email address:	villagemanager@hastingsgov.org
<b>Recipient Secondary Contact:</b>	
Name:	Fiona Matthew
Title & affiliation:	Grant Consultant, The Fiona Company LLC
Phone number:	914-417-7873
Email address:	fiona@fionacompany.com

## ATTACHMENT C - WORK PLAN

### Village of Hastings-on-Hudson Local Waterfront Revitalization Program (C1002014) Village of Hastings-on-Hudson Smart Growth Comprehensive Plan Update (C1002061) **Internal/Deliberative – Not A Contract Document**

#### 1. Project Description

##### LWRP

The Village of Hastings-on-Hudson will prepare a Local Waterfront Revitalization Program (LWRP) for its approximately 2 miles of coastal area along the Hudson River. The primary waterfront issues to be addressed by the LWRP have been preliminarily identified as preparing for anticipated redevelopment of the formerly-industrial waterfront, protecting critical resources, ensuring sustainability and resilience in response to climate change and sea level rise, and advancing downtown revitalization. This project will proceed in tandem with an update to the Village's Comprehensive Plan that will include smart growth principles under C1002061. Volunteer and staff time will provide in-kind match, and additional match will be provided in cash for contractual services to prepare the LWRP.

This project involves the preparation of a Local Waterfront Revitalization Program pursuant to the provisions of New York State Executive Law, Article 42, and 19NYCRR Parts 600-603, for the Village of Hastings-on-Hudson. Completion of this project may integrate preparation of a harbor management plan (HMP) as set forth in 19 NYCRR Part 603.3 and further described in guidelines prepared by the Office of Planning and Development.

##### SG Comp Plan

The Village of Hastings-on-Hudson (Contractor) and its Comprehensive Planning Committee will prepare a Comprehensive Plan pursuant to General City Law § 28 / Town Law § 272-a / Village Law 7-722. The Comprehensive Plan will establish the objectives that the community wants to achieve, and will guide future sustainable growth within the municipality, enhance the local cultural identity, and protect natural and cultural local resources.

The Comprehensive Plan 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 jurisdictional lines.

- Promote sustainable mass transit that reduces the local levels 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

The Contractor will use the funding/grant for consultant services necessary for the coordination of the planning process and preparation of the Comprehensive Plan.

## **2. Project Attribution and Number of Copies**

The Contractor must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project. All final and public facing 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."*

The contributions of the Department must also be acknowledged in community press releases and other notices issued for the project, including web site postings and other forms of digital distribution. Project press releases and other notices shall be submitted to the Department for review and approval prior to release, to ensure appropriate attribution.

Unless otherwise specified in the Work Plan tasks, the Contractor must submit all required products in the following formats:

- Draft products: one digital copy of each product must be submitted in Microsoft Word and Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution.
- Final products: one electronic copy of each product must be submitted in Microsoft Word, PDF (20 MB maximum), created using 300 dpi scanning resolution. In addition, one paper copy of each final product (including reports, designs, maps, drawings, and plans) must be submitted.
- Electronic data for all Geographic Information System-based mapping products and associated spatial data must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.

- 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, must be dated and captioned with the location and a brief description of the activity being documented, and include any associated metadata (including the photo's GPS location where available).

### **3. Compliance with Procurement Requirements**

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that applicable provisions of General Municipal Law were fully complied with.

### **4. Smart Growth Comprehensive Planning Training**

As part of the Smart Growth Planning Grant Program, the Contractor will participate in a virtual training session or sessions focused on developing smart growth strategies. The purpose of this training session is to build knowledge and provide support to community leaders to advance smart growth planning efforts and advance grant priorities.

### **4. Project Components (Based on LWRP Work Plan, My Edits to Align with SGCP in Red)**

Draft LWRP sections should be submitted sequentially to the Department for review. Refer to your Introduction to LWRPs email from the DOS Contract Administration Unit for further information. Comments provided by the Department must be addressed in all draft products.

The Contractor shall ensure the completion and submission of products associated with the following tasks to prepare the Local Waterfront Revitalization Program (LWRP), including an integrated Harbor Management Plan (HMP):

#### **Task 1: Project Initiation Meeting**

The Contractor, the Department, and any partners responsible for managing the project, shall hold an initial meeting to review and agree upon the project scope and schedule, project requirements, roles and responsibilities, the selection process for procuring consultants, involvement by the municipal attorney, State Environmental Quality Review Act (SEQRA) compliance requirements, MWBE requirements, ADA requirements, the number of public meetings and techniques for public involvement proposed for the project, and any other information which would assist in project completion. In addition, the composition of a project advisory committee shall be discussed during the project initiation meeting. The Contractor, or a designated project partner, shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements reached at the meeting. Work on subsequent tasks shall not proceed prior to Department approval of the proposed approach as

outlined in the meeting summary. **In addition, the composition and role of the Comprehensive Planning Committee shall be discussed during the project initiation meeting.**

Information on preparing a Local Waterfront Revitalization Program is contained in the Department's guidebooks:

- "Local Waterfront Revitalization Programs in the Coastal Area: Guidance Manual for Preparing Local Programs" found at: [https://dos.ny.gov/system/files/documents/2021/09/lwrp-preparation-guidance\\_final\\_9\\_1\\_21.pdf](https://dos.ny.gov/system/files/documents/2021/09/lwrp-preparation-guidance_final_9_1_21.pdf)
- "Making the Most of Your Waterfront: Enhancing Waterfronts to Revitalize Communities" found at: [https://dos.ny.gov/system/files/documents/2020/08/lwrp\\_guidebook.pdf](https://dos.ny.gov/system/files/documents/2020/08/lwrp_guidebook.pdf)

Products: Project initiation meeting held with appropriate parties. Written meeting summary outlining agreements reached.

#### Task 2: Waterfront Advisory Committee **and Comprehensive Planning Committee**

Establish a Waterfront Advisory Committee and **Comprehensive Planning Committee as a special municipal board (if applicable)**, to oversee all aspects of the project in cooperation with municipal officials and the project consultant(s), if applicable. The **LWRP** committee shall be representative of project stakeholders, including representatives of **State, county**, and municipal agencies with jurisdiction over project activities or the project area, and non-governmental and community-based organizations. **The Comprehensive Planning Committee shall have at least one member from the planning board** and shall include representatives from a large range of ethnic, social, and cultural backgrounds and a diverse range of stakeholders, such as residents, civic leaders, business owners, elected officials, **environmental experts, municipal board members**. A draft list of proposed members shall be circulated to the Department for review and approval prior to establishment of the committee.

**The members of the Comprehensive Planning Committee (CPC) conduct/oversee the planning process and the development of the Comprehensive Plan, participate in meetings, generate ideas and build consensus, provide the consultant team with relevant information reflective of the community's current condition and needs (including a list of completed and ongoing local planning efforts and initiatives), review materials drafted by the consultant team and provide constructive feedback, support each of the proposed public participation and outreach efforts, and set the stage for cooperation and the plan's implementation.**

Products: Draft and final list of proposed members of **committee(s)**. **Committee(s)** established.

#### Task 3: Procurement of Consultant

Prepare a Request for Proposals (RFP) or similar instrument (if applicable) including a complete project description with site conditions, expected final results, a schedule for completion, MWBE requirements, and criteria for selecting a preferred proposal. Consultant

services requested shall include all applicable tasks, activities and responsibilities outlined in the "Project Components" section of this work program.

NYS Department of State requires a licensed professional engineer, architect or landscape architect licensed to practice in New York State for preparation and certification of final designs and construction documents, and for supervision of construction.

The Contractor must actively solicit bids for contracts and subcontracts from qualified State certified MWBEs which can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>). The Contractor must retain records of the procurement process including direct solicitation to MWBEs; results; and any actions that its subcontractors have taken toward meeting MWBE contract participation goals. To demonstrate good faith efforts to achieve MWBE contract goals the following should be retained:

- Evidence of outreach to MWBEs: mail, email, phone calls and follow-up.
- Written responses by MWBEs to the grantee/vendor's outreach.
- Copies of search(es) of the directory and advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications.
- Attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the grantee with MWBEs including dates and location.
- Description of how the scope of work maximizes opportunities for MWBE participation; and
- Description of how non-MWBE subcontractors' have engaged MWBEs to undertake part of the project's work or to procure equipment/ materials/supplies.

Submit the RFP or similar instrument to the Department for review and approval prior to release for solicitation of proposals.

Products: Approved RFP or similar instrument released through advertisement in local papers, the New York State Contract Reporter, or other appropriate means. Documentation of procurement including direct solicitation to MWBEs and actions taken toward meeting MWBE contract participation goals.

#### Task 4: Subcontract and Compliance with Local Procurement Requirements

Prepare the draft subcontract(s) to conduct project work with the selected consultant(s). The subcontract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of product completion, a payment schedule with payments tied to receipt of products, and project costs.

Incorporate the Department's comments on the subcontract work plan, or scope of services, prior to execution of the final subcontract(s).

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that the Contractor fully complied with applicable provisions of General Municipal Law and with local procurement procedures. A procurement certification form will be supplied by the Department.

The Contractor's procurement record and consultant selection are subject to approval by the Department.

The Contractor remains responsible for the legal sufficiency of the subcontract in accordance with the requirements in the Master Grant Contract and Attachment A-1.

Products: Consultant(s) selected and approved by the Department. Executed subcontracts and written certification of compliance with procurement procedures.

#### Task 5: Waterfront Advisory Committee and Comprehensive Planning Committee Meetings

Hold a second project meeting with the consultant(s) and Committee(s) to review project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps; and transfer any information to the consultant(s) which would assist in completion of the project.

The Committee(s) shall meet regularly over the course of the project to guide project development. **organize and conduct community participation events**, and review findings and documents, **and to advance the preparation, review, and approval of the Comprehensive Plan**. Following each meeting, the consultant(s) shall prepare and distribute a brief meeting summary including attendees, main topics discussed, decisions agreed upon by committee, and action items.

**All subsequent meetings will advance the preparation of the Comprehensive Plan [and LWRP] and assess the evolution of the project, the new information needed, changes in roles and responsibilities, and next steps.**

**Work on subsequent tasks shall not proceed prior to Department review.**

Products: **Committee** meetings. Written meeting summary of each meeting

#### Task 6: **Community Participation Plan** ~~Preparation of a Community Outreach Process and Plan~~

##### LWRP

~~Prepare a method and process~~ **Community Participation Plan that describes the public outreach and participation efforts that will be conducted during the development of the Comprehensive Plan, pursuant to local and State statutes, and to encourage community participation in development and implementation of the LWRP. The outreach plan** **At a**



minimum, the Community Participation Plan shall include (in-person or virtual) interviews with local and regional stakeholders, a community survey, a public information meeting, one or more public workshops, one or more public hearings, and a webpage with links to announcements, presentations and documents prepared during the planning process. The Plan shall also identify key individuals, organizations, and entities to be involved, and shall identify the visioning process and the roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of **the proposed public outreach and participation efforts** ~~public meetings and other public engagement activities such as social media, workshops, charrettes, etc.~~

All public meetings will be advertised/**publicized** in the community through press releases, announcements, individual mailings, digital media, municipal website postings, and any other appropriate means. **Public access must be provided to each public meeting or workshop.** 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 website or social media.

The ~~outreach~~ plan shall be submitted to the Department for review and approval.

Product: ~~Approved community outreach plan.~~ **Draft and final Community Participation Plan**

#### Task 7: Community Survey and Stakeholder Interviews

Develop a relevant and realistic community survey about current local conditions and issues. The survey should be made available to the public as hard copy and online. In addition, identify a set of topics that shall be discussed with stakeholders to obtain additional relevant information and elicit stakeholder reactions and suggestions. Following the completion of the survey, develop a summary of results and analysis.

Products: Draft and final Community Survey. Draft and final list of topics to be discussed during the stakeholder interviews. Summary of survey and interviews responses and analysis.

#### Task 8: Review Local and Regional Planning Efforts and Ongoing Initiatives

Identify and review existing local and regional planning documents and ongoing initiatives. This review process will also include consultation with community leaders and with neighboring communities, if applicable, to identify common issues and assess if Smart Growth principals are the basis for addressing those issues.

The Comprehensive Planning Committee and the consultant(s), if applicable, shall develop a written findings report describing and assessing existing planning documents and the issues and opportunities identified by community leaders.

**Products:** Written findings report.

**Task 9: LWRP Draft Section I - Waterfront Revitalization Area Boundary**

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, viewshed, and any other factors. Include references to the Inventory and Analysis section justifying the inclusion of particular land use areas in this section if beneficial for increased understanding. The narrative must accompany a boundary map showing the proposed waterfront area, including the Harbor Management Plan boundary. For the New York State Coastal Boundary and other data that may be useful for preparing the LWRP boundary see the Geographic Information Gateway at: <http://opdgig.dos.ny.gov/#/map>. See Department staff for additional tools and guidance to complete this section.

Submit Section I to the Department for review, comment, and approval. Comments from the Department must be addressed in subsequent drafts of Section I.

**Products:** Draft Section I - Waterfront Revitalization Area Boundary, including narrative and map(s). Comments from the Department must be addressed in all drafts of Section I.

**Task 10: Community Profile and LWRP Draft Section II - Inventory and Analysis**

**A. Draft a Community Profile consisting in an inventory and analysis of existing conditions, including narrative, maps, and relevant data. The inventory will be used to assist in the identification of local issues and potential opportunities. The analysis of the local conditions and issues will be conducted from a Smart Growth perspective and identify potential solutions to existing issues and potential opportunities. A chart of smart growth principles will be provided to be included in the comprehensive plan which will summarize the opportunities and challenges to addressing each principle. The inventory and analysis of existing conditions may include the following, at a minimum:**

- History of the municipal jurisdiction and boundaries.
- Description of previous comprehensive plan development and adoption processes.
- Demographic characteristics (population and growth trends, age distribution, average household size, ethnic composition, average household income, social diversity and integration, demographic trends).
- Local and regional economic characteristics (unemployment rates and trends, work force characterization, dominant business sector type, major employers and industries, sales tax information, property tax rates, economic trends and jobs range.
- Housing characteristics (the age, type, and condition of structures, type of occupancy - renters versus owners, vacancy rates and trends in the community and length of residency - percentage of residents five years in home, the extent and availability of

- low-income housing throughout the community and in identified neighborhoods, assessment of housing opportunities and choices, housing trends and access to jobs).
- Local and regional economies and development trends (including housing, commercial, industrial and agricultural development).
  - Land use and smart growth focus areas.
  - Agricultural and forest lands, uses, and districts.
  - Infrastructure and public utilities (i.e., drinking water supply, sewage disposal, solid waste disposal, stormwater management and green infrastructure, communications, gas and electricity) extent, capacity, age, and maintenance.
  - Transportation systems, local levels of greenhouse gas emissions, levels of mobility and circulation, walkable/bikeable neighborhood, connectivity with areas outside jurisdictional lines, distance to jobs.
  - Natural resources and climate (air quality, watercourses, wetlands, floodplains, aquifers, forests/tree cover, steep slopes, soil types, and rare plant and animal habitats, precipitations, winds, temperatures, etc.).
  - Extreme weather events, flooding, erosion hazards, and local resiliency.
  - Health and emergency services and facilities.
  - Parks and public spaces, recreation facilities, range of passive and active recreation, capacity and maintenance, accessibility etc.
  - Historic, cultural, and scenic resources.
  - Waterfront resources and public access.
  - Zoning and other relevant local development controls.
  - Fiscal resources.

The draft Community Profile shall be submitted to the Department for review before being used to design workshop activities and prepare materials needed to conduct community visioning workshops or to draft the Comprehensive Plan.

- B. **Refine and enhance the Community Profile to pertain to the Waterfront Revitalization Area.** 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). For guidance see: “Local Waterfront Revitalization Programs in the Coastal Area: Guidance Manual for Preparing Local Programs” found at: [https://dos.ny.gov/system/files/documents/2021/09/lwrp-preparation-guidance\\_final\\_9\\_1\\_21.pdf](https://dos.ny.gov/system/files/documents/2021/09/lwrp-preparation-guidance_final_9_1_21.pdf) and the Inventory and Analysis Checklist. See Department staff for additional tools and guidance to complete this section.

This section must provide a thorough analysis of waterfront issues, opportunities, and constraints to economic development and resource protection needs. This section will provide an 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 important waterfront resources, problems and opportunities and detailed enough to support development of a specific and realistic LWRP. This section should also incorporate the inventory and analysis of the relationship between waterside uses that have the potential for conflict, congestion, or competition in support of the Harbor Management Plan.

Topics to be addressed, commensurate with the local conditions, in the Inventory and Analysis Checklist, include:

- Community Profile **elements from A above that are relevant to the Waterfront**
- Existing Land and Water Uses and Public Access
- Natural Resources
- Flooding and Erosion (Risk and Resiliency)
- Historic and Cultural Resources
- Harbor Management Plan Inventory
- Existing Authorities of Federal, State, Regional, and Local Agencies that have Jurisdiction in the Waterfront Revitalization Area
- Summary of existing Plans, Projects and Initiatives that effect the waterfront area such as the municipal comprehensive plan, All-Hazard Mitigation Plans, watershed management plans, downtown revitalization plans, community resiliency plans.

Submit Draft Section II to the Department for review, comment, and approval. Comments from the Department must be addressed in all drafts of Section II.

C. Provide existing local land use laws/ regulations/ ordinances that will implement the LWRP,. See the LWRP Preparation Guidance on local laws for additional information.

Products: **A. Community Profile report, including a comprehensive inventory and analysis in the form of relevant data, narrative, maps, and graphics.**

**B. Draft Section II - Inventory and Analysis with accompanying maps to depict the waterfront revitalization area resources, issues, and opportunities. Comments from the Department must be addressed in all drafts of Section II. Electronic data for all Geographic Information System-based mapping products submitted in either ArcGIS format, or similar product acceptable to the Department.**

**C. List of current existing local land use laws/ regulations/ ordinances.**

### **Task 11: Community Visioning and Public Information Workshops**

Following completion of the initial drafts of Section I - Waterfront Revitalization Area Boundary and Section II - Inventory and Analysis, conduct **community visioning and public information workshops** ~~meeting~~ regarding the identified local waterfront issues and opportunities and solicit public input on draft Sections I and II.

**Conduct at least two public workshops that will inform the public about the findings of the planning process conducted up to this point, present a clear assessment of how Smart Growth policies are integrated in the municipality's planning efforts, governmental decisions, and ongoing initiatives, and will solicit public input on existing resources, community character, and future growth. The workshops are also intended to identify Smart Growth solutions to current issues and future growth.**

Each workshop shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation. The site of the workshops must be accessible to the public.

**Products:** Published workshops announcements and fliers. Materials prepared for each public workshop. Workshops held. Minutes of the public meeting, including any presentations or handouts.

**Task 12:** Draft Section III - Local Waterfront Revitalization Program Policies

The Contractor will receive the State waterfront revitalization policies from DOS staff. Any additions to the policy explanations proposed by the municipality shall be inserted in the policy explanation portions of the provided document and returned to DOS staff for review, comment, and approval.

Proposed additions should be based on information provided in the Inventory and Analysis. The policy explanation may add specific local standards, geographic features, or applicable locations, for determining consistency with the policies. Prepare a full policy analysis and matrix prepared with local laws to demonstrate how each policy shall be implemented to legally uphold the LWRP. The Department will provide a template for the matrix.

Should the municipality propose additions to policy explanations a conference call may be conducted with DOS staff to discuss the proposed additions.

Submit Draft Section III to the Department for review, comment, and approval. Comments from the Department must be addressed in all drafts of Section III.

**Products:** Draft Section III - Local Waterfront Revitalization Policies with comments or notes. Comments from the Department must be addressed in all drafts of Section III.

**Task 13:** Draft Section IV - Proposed Land and Water Uses and Proposed Projects

Describe and map proposed land and water uses within the waterfront area, and proposed projects necessary to implement the LWRP. For guidance on what information is necessary to describe a proposed project see Appendix 8 of the LWRP Preparation Guidance found at: [https://dos.ny.gov/system/files/documents/2021/09/lwrp-preparation-guidance\\_final\\_9\\_1\\_21.pdf](https://dos.ny.gov/system/files/documents/2021/09/lwrp-preparation-guidance_final_9_1_21.pdf)

See Department staff for additional tools and guidance to complete this section.

Submit Draft Section IV to the Department for review, comment, and approval. Comments from the Department must be addressed in all drafts of Section IV.

Products: Draft Section IV - Proposed Land and Water Uses and Proposed Projects with comments or notes. Comments from the Department must be addressed in all drafts of Section IV.

**Task 14:** ~~Second~~ Public Information Meeting

Conduct a public information meeting regarding the identified local waterfront issues and opportunities to solicit public input on Section IV.

Products: Minutes of the public meeting, including any presentations or handouts.

**Task [15]: Draft Comprehensive Plan**

Assemble the draft comprehensive plan that addresses each of the Smart Growth policies and establishes a long-term strategy for future growth and protection of resources, and may include the following topics commensurate with the community's needs and vision for future actions:

- Goals, objectives, principles, policies, and standards upon which proposals for the immediate and long-range enhancement, growth, and development of the community.
- Consideration of regional needs and the official plans of other government units and agencies within the region.
- The existing and proposed location and intensity of land uses.
- Consideration and recommendations for the protection of agricultural and forest lands, historic and cultural resources, natural resources, and sensitive environmental areas.
- Consideration of population, demographic and socio-economic trends and future projections.
- Location and types of transportation facilities that reduce the local levels of greenhouse gas emissions.
- Existing and proposed general location of public and private utilities and infrastructure, including clean energy generation.
- Existing housing resources and future housing needs, including affordable housing.
- The present and potential future general location of educational and cultural facilities, historic sites, health facilities, and facilities for emergency services.
- Existing and proposed recreation facilities and parkland.
- The present and potential future general location of commercial and industrial facilities.
- Specific policies and strategies for improving the local economy in coordination with other plan topics.
- Proposed measures, programs, devices, and instruments to implement the goals and objectives of the various topics within the comprehensive plan.
- All or part of applicable plans of other public agencies.
- Any and all other items which are consistent with the orderly growth and development of the community.

A detailed strategy implementing the community's policies, concepts, projects, and programs shall be identified in the plan. This includes phased implementation approach (short-term, mid, and long-term), as well as anticipated costs, and priorities.

Submit the draft Comprehensive Plan to the Department for review and approval and incorporate the Department's comments in the final plan.

Products: Draft Comprehensive Plan, including relevant data, narrative, maps, and graphics.

**Task 16: Draft Section V - Techniques for Local Implementation of the Program**

Describe existing local laws and regulations, and any new or amended laws or regulations necessary to both improve community resilience and implement the policies, strategies, proposed uses, and projects set forth in the LWRP. Relevant local land use controls may include, the zoning code, subdivision review, site plan review, design standards, stormwater management and flood damage prevention. The Contractor shall draft local laws and regulations 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, standards, 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 LWRP by the Secretary of State.

Describe other public and private sector actions necessary to implement the LWRP, including actions by federal and State agencies necessary 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.

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.

Submit Draft Section V to the Department for review, comment, and approval. Comments from the Department must be addressed in all drafts of Section V.

Products: 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. Comments from the Department must be addressed in all drafts of Section V.

**Task 17: Draft Section VI - Federal and State Actions and Programs Likely to Affect Implementation of the LWRP**

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

Submit Draft Section VI to the Department for review and approval.

Products: Draft Section VI - Federal and State Actions and Programs Likely to Affect Implementation of the LWRP, revised if necessary.

**Task 18: Draft Section VII - Local Commitment and Consultation**

Describe the public consultation efforts undertaken in the preparation of the LWRP, such as public hearings, public informational meetings, or meetings with governmental agencies. All activities undertaken to consult and obtain local support and commitment should be thoroughly documented in Section VII.

Describe any local committees created to oversee preparation of the LWRP, and the role of other municipal agencies.

Submit Draft Section VII to the Department for review, comment, and approval. Comments from the Department must be addressed in all drafts of Section VII.

Products: Draft Section VII - Local Commitment and Consultation. Comments from the Department must be addressed in all drafts of Section VII.

**Task [19]: Review by the Local Municipal Board**

Submit the draft Comprehensive Plan to the local municipal board, for review, comments, and recommendations. The comments received from the local municipal board shall be addressed before the initiation of the SEQRA compliance process.

The comments and recommendations prepared by the local governing board/local legislature shall be addressed and incorporated into the final plan and prior to making the draft available for public review.

Products: Comments and recommendations received from the local municipal board submitted to the Department.

**Task [20]: Environmental Quality Review ~~Determination of Significance and Compliance with SEQRA~~**



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

The adoption of a new or amended Comprehensive Plan is classified as a Type I action, pursuant to the State Environmental Quality Review Act (SEQRA) and 6 NYCRR Part 617. The Comprehensive Planning Committee or the consultant(s) shall prepare the Generic Environmental Impact Statement (EIS) to provide a review of land use actions proposed in the comprehensive plan. The local municipal board shall declare to be the Lead Agency for the action of adopting the new or amended comprehensive plan.

A municipality's preparation and adoption of an LWRP involve compliance with SEQRA. The Lead Agency shall prepare, distribute, and file a Full Environmental Assessment Form for purposes of evaluating the significance of the environmental impacts associated with preparing and adopting a LWRP. Upon completing the Full Environmental Assessment Form, the Lead Agency shall make a Determination of Significance in accordance with the SEQRA regulations. If the Determination of Significance results in a Positive Declaration, the Lead Agency shall prepare a Draft Generic Environmental Impact Statement for the Draft LWRP in accordance with State Environmental Quality Review Act (SEQRA) regulations and guidelines. If the findings of the Determination of Significance are such that the LWRP will not have a significant environmental impact, a Negative Declaration may be prepared and filed to complete the SEQRA process. The Contractor shall determine whether a public hearing will be held on the Draft LWRP.

Completed SEQRA documents shall be submitted to the Department ~~for review and approval.~~

Products: Completed Full Environmental Assessment Form and associated SEQRA determination statements (Positive Declaration or Negative Declaration, Draft Generic Environmental Impact Statement if needed, public hearing notes.

#### Task 21: Complete Draft LWRP

Submit an electronic copy (Word format with each map as an individual pdf, and a GIS shapefile of the LWRP boundary in a format compatible with the Department's Geographic Information Gateway) and up to two (2) paper copies (upon request) of the complete Draft LWRP document, incorporating comments from the department including:

- integrated harbor management plan
- complete Draft Generic Environmental Impact Statement (if applicable)
- new or amended existing laws and regulations.

If revisions to the complete Draft LWRP are needed, based on Department review, the Contractor shall make the required changes and resubmit the document to the Department for review. The revised document shall be submitted in both Word format and PDF format (with section bookmarks), with the PDF a maximum of 20 MB to allow for website posting.

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

Following acceptance of the complete Draft LWRP document by the Department, the Contractor shall formally accept the Draft LWRP as complete and ready for public review and authorize its submission to the Department for review by potentially affected State, federal, and local agencies - by resolution of the local municipal legislative body. Once accepted as complete provide one (1) hard copy and one electronic copy (formatted in Microsoft Word) of the complete Draft LWRP document to the Department.

Upon receipt of the required number of copies of the Draft LWRP (and Draft Generic Environmental Impact Statement, if applicable), the Department shall initiate a 60-Day Review by State, federal, local, and other agencies.

Products: (1) Draft LWRP acceptable to the Department; (2) GIS shapefile of the LWRP boundary in a format compatible with the Department's Geographic Information Gateway and (3) a resolution of the local municipal legislative body adopted to accept the Draft LWRP as complete and ready to be submitted to DOS for review and initiation of the 60-Day review process.

#### Task 22: ~~Third~~ Public Information Meeting

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

Products: Public meeting(s) held. Minutes of the public information meeting(s) and identification of changes to be made to the Draft LWRP as a result of the public meeting.

#### Task 23: Final LWRP

Following the 60-Day Review period of the Draft LWRP (and Draft Generic Environmental Impact Statement, if applicable), the Department shall meet with the Contractor 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 Department.

Additionally, the Contractor shall submit to the Department a schedule of adoption of the LWRP and any local laws necessary for implementation of the LWRP.

Products: An electronic copy (and up to two (2) paper copies upon request) of the Final LWRP and supporting local laws (and Final Environmental Impact Statement, if applicable), along with electronic data for all Geographic Information System-

based mapping products submitted in either ArcGIS format, or similar product acceptable to the Department, and schedule of LWRP adoption.

#### Task [24]: County Planning Board Review

Submit the draft Comprehensive Plan [and Final LWRP] to the County Planning Board for review and recommendations pursuant to Section 239-m of the New York State General Municipal Law. Comments received from the County Planning Board shall be addressed in the final version of the Comprehensive Plan that will be locally adopted.

Comments received from the County Planning Board shall be submitted to Department.

Products: Comments and recommendations prepared by the County Planning Board.

#### Task [25]: Final Comprehensive Plan

Address all comments and recommendations received from the public and involved local, regional and State agencies and incorporate into the Final Comprehensive Plan and schedule a public hearing and the local adoption of the plan.

The final Comprehensive Plan and the date of the public hearing and local adoption of the plan shall be submitted to Department.

Products: Final Comprehensive Plan ready for local adoption.

#### Task [26]: Public Hearing and Local Adoption

Conduct a public hearing prior to adoption of the comprehensive plan [and LWRP]. Notice of the public hearing shall be published in a newspaper of general circulation in the community at least ten calendar days in advance of the hearing. The proposed comprehensive plan shall be made available for public review during said period at the office of the municipal clerk and public library and shall be posted on the municipal website. The public hearings may also be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means.

Copies of the public hearing minutes and the local adoption resolution shall be submitted to the Department.

Products: Minutes from the public hearings and record of decision submitted to Department.

#### Task 27: MWBE Reporting

Comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form C - Workforce Employment Utilization to report the actual work force utilized for this contract broken down by specified categories (every March 31, June 30, September 30 and December 31).
- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYSCS).

Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the “Contact Us & Support” link.  
 Products: Ongoing reporting through NYSCS during the life of the contract. Form C submitted on a quarterly basis and Form D submitted as necessary.

**Task 28:** Project Status Reports

Submit project status reports semi-annually (every June 30 and December 31) on the form provided, 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.

Products: Completed project status reports submitted to DOS during the life of the contract.

**Task 29:** Final Project Summary Report and Measurable Results

Submit the Final Project Summary Report and Measurable Results electronically at: <https://forms.office.com/g/eZERFeEeKM>.

Products: Final Project Summary Report and Measurable Results submitted to the Department.

**5. Project Responsibilities**

The Contractor shall administer the grant, execute a contract with the Department, and ensure the completion of work in accordance with this Work Plan.

The Contractor:

- will be responsible for conducting all project work in conformance with the Work Plan included in the executed contract with the Department.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and subconsultants.
- will be responsible for legal review through municipal attorney as necessary
- will certify to the Department that the procurement record for project consultants and subcontractors complies with the applicable provisions of General Municipal Law.
- will receive approval from the Department for any and all consultant subcontracts before beginning project work.

- will be responsible for submission of all products, M/WBE forms, and payment requests including backup documentation.
- will be responsible for coordinating participation and soliciting comments from local government personnel, project volunteers, and the public.
- will keep the Department informed of all important meetings for the duration of this contract.
- will receive approval from the Department before purchase of any equipment.
- will secure all necessary permits and perform all required environmental reviews.
- will ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project.
- will ensure that all products prepared as a part of this contract shall include the NYS Comptroller's contract # as indicated on the Face Page of this contract.
- will ensure the project objectives are being achieved.
- will ensure that comments received from the Department and the project advisory committee, or other advisory group, are satisfactorily responded to and reflected in subsequent work.
- will recognize that payments made to consultants or subcontractors covering work carried out or products produced prior to receiving approval from the Department will not be reimbursed unless and until the Department finds the work or products to be acceptable.

The Department:

- will review and approve or disapprove of subcontracts between the Contractor and consultant(s) and any other subcontractor(s).
- will participate in project initiation meeting and attend meetings that are important to the project.
- will review all draft and final products and provide comments as necessary to meet the objectives.
- must approve or disapprove any and all design, site plan, and preconstruction documents. Department approval must be obtained before construction may begin.