

Request For Proposal
Preparation of
Comprehensive Plan Update
and
Local Waterfront Revitalization Program
Village of Hastings-on-Hudson, N.Y.

May 31, 2022

NOTICE TO PROPOSERS

VILLAGE OF HASTINGS-ON-HUDSON

NOTICE IS HEREBY GIVEN that sealed proposals will be received by the Village Clerk of the Village of Hastings-on-Hudson until 10:00 AM on June 28, 2022, Hastings-on-Hudson, Municipal Building, 7 Maple Avenue, Hastings-on-Hudson, NY 10706, at which time and place said sealed proposals will be publicly opened and read aloud for the furnishing and/or placing of the following scope of work:

Consultant services in connection with the assistance in preparation of a Comprehensive Plan Update and the creation of a Local Waterfront Revitalization Program (LWRP).

Specifications and proposal forms will be available on May 31, 2022 online at <https://www.hastingsgov.org/village-clerk/pages/rfps-and-bid-documents> or by sending an email to the Village Clerk at Acostantini@hastingsgov.org.

In addition to the above, the Village of Hastings-on-Hudson has partnered with BidNet as part of the Empire State Purchasing Group and will post our bid/proposal opportunities and any addendums to this site. As a vendor, you can register with Empire State Purchasing Group and be sure that you see all of the Village's available bids/proposals, addendums, and opportunities. Detailed plans and specifications for said bid/proposal may be obtained through the Empire State Purchasing Group at the following link: <http://www.bidnetdirect.com/new-york/hastings-on-hudson>

Proposals shall follow the format of the Proposal Submission Requirements, including the quote sheet, furnished with the Specifications.

All proposals must be submitted in sealed envelopes plainly marked **“Comprehensive Plan and LWRP Project – due June 28, 2022.”**

The Villages reserves the right to accept or reject any or all proposals and to waive any informalities at their discretion, and to award contracts in a manner deemed to be in the best interests of the Village.

All questions should be directed in writing to Mary Beth Murphy by email to Villagemanager@hastingsgov.org or by mail to 7 Maple Avenue, Hastings-on-Hudson, NY 10706 by no later than 4:00 PM on June 16, 2022.

STATEMENT OF NEED

The Village of Hastings-on-Hudson is seeking submittals from qualified consulting firms to assist in the preparation of two documents: a Comprehensive Plan Update for the Village and the creation of a Local Waterfront Revitalization Program (LWRP).

The Comprehensive Plan Update will address and determine the community's priorities, be forward thinking and will be developed in a way that fosters sustainability and economic development, recognizes the Village's natural assets and preserves the community character. It will integrate Smart Growth Principles and include a detailed work plan to guide and complete the Plan Update (a link to the most recent plan is provided in Appendix 1).

The LWRP will provide for a sustainable and resilient waterfront community and prepare for the anticipated redevelopment of the formerly industrial waterfront. Planning will protect critical resources, respond to climate change and sea level rise, advance downtown revitalization, and incorporate smart growth. The outcome will be community consensus on the future of the Village as well as locally adapted policies to realize that vision, implementation techniques and projects.

The planning effort will be led by a Comprehensive Plan Update and LWRP Committee (the "CPU & LWRP 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. The proposal should demonstrate that the consultant understands the diverse responsibilities involved in drafting both a Comprehensive Plan Update and a Local Waterfront Revitalization Plan and that the consultant is responsible for producing both final draft documents for adoption by the Board of Trustees.

PURPOSE

Comprehensive Plan Update: The Village of Hastings-on-Hudson intends to prepare and adopt a Comprehensive Plan Update in compliance with NYS Village Law that will help anticipate and respond to changing conditions and will identify 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 Update will also be used by: (a) Federal, New York State, and Westchester County officials when determining funding for a local project or program; (b) bond agencies; and (c) Village residents, boards, commissions, and administration to ensure 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. The structure of the Plan will be informed by the current Comprehensive Plan which addresses the following areas individually: the Downtown; Large Tracts; Circulation; Environmental Sustainability; Infrastructure; and Quality of Life.

The approach will integrate Smart Growth Principles into the focus areas and will provide for extensive community engagement.

Local Waterfront Revitalization Program (LWRP): The Village of Hastings-on-Hudson's intends to adopt a Local Waterfront Revitalization Program that will harmonize waterfront policies with the policies of the State and other municipalities. The LWRP will protect the Hudson River and Saw Mill River, both resources of regional significance. It will address improving water quality, view corridors, public access, recreation and tourism infrastructure. It will address climate risk response, which is a critical issue for all villages and cities along the tidal Hudson River. The structure of the LWRP will be informed by the 2007 Draft LWRP, which was prepared by the Village but never adopted. It will integrate Smart Growth Principles and will provide for extensive community engagement. 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".

GOALS

Comprehensive Plan Update: The primary goal of the Village in adopting a Comprehensive Plan is to maintain and/or improve the overall quality of life in the Village. The Plan will describe 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:

- Increasing the vitality of the downtown, encouraging a stable and enduring economic base and promoting economically viable development for a diverse community;
- Identifying land use, zoning, housing and residential development principles that both reflect and meet the needs of the community;
- Improving circulation, traffic calming, transportation and parking;
- Providing a framework for sustainable practices, supported by green building practices, and addressing ways to improve resiliency and address climate change;
- Investing in public infrastructure, utilities, and storm water management; and
- Preserving the natural, cultural, recreational and historic assets of the Village.

The Village intends that the Comprehensive Plan Update have practical implications for the Village, be results-orientated and clearly and concisely discuss whether current regulations and policies do in fact protect or result in the characteristics that are agreed upon as defining the Village. The Plan should include a prioritized list of items, projects and programs to be implemented, and a time frame for implementation. The Plan needs to contain an action plan that identifies both short-term and long-term goals, 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.

Local Waterfront Revitalization Program (LWRP): LWRP will advance the community's long-term goal of remediation and redevelopment of the waterfront,

balancing economic development with protection of the natural resources and public access to the Village's most significant natural asset, the Hudson River. The LWRP process will facilitate consideration of the impact of redevelopment on the entirety of the Village; this comprehensive view is an identified priority of the community. Issues of concern to be addressed in the planning process include how the redevelopment is going to be accommodated, changes to circulation, the impact on view sheds throughout the Village, impact on the surrounding properties, what the public access will look like, and responsible environmentally-resilient development which reduces climate-related impacts including projected sea level rise and flooding. Also important to the Village as a whole is appropriately scaled development that will provide economic opportunities. Through the Public Access and Recreation Policies, the LWRP will promote public enjoyment of the waterfront, with recreation opportunities for both residents and visitors. In addition to physical access, visual access will be protected. The project will provide for the protection and enhancement of cultural, historic and underutilized sites.

HISTORY OF HASTINGS-ON-HUDSON

The historic Village of Hastings-on-Hudson is located on the eastern shore of the Hudson River, 20 miles north of Manhattan. With a population of about 8,500, Hastings-on-Hudson is home to a diverse and vibrant community that includes a large number of professionals who make the easy thirty-minute commute by train into Manhattan. Hastings-on-Hudson 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 Hastings-on-Hudson is almost completely developed with finite areas available for new or redevelopment.

SCOPE OF WORK

The selected consultant, in preparing the Comprehensive Plan Update and the LWRP, must incorporate the items documented in Appendix II and III.

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 Update and the LWRP website and meeting minutes. There will be benchmark meetings held throughout the process to allow the Comprehensive Plan & LWRP Committee to effectively monitor the progress of work.

PROJECT TIMELINE

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

DELIVERABLES

See Appendix II and III for specific Comprehensive Plan Update and LWRP 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 Hastings-on-Hudson 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.

H. *Subcontractors* – In recognition of the broad range of specialties required to produce these two plans, please provide a list of any and all subconsultants or co-collaborators together with their qualifications and experience and a description of the scope of their involvement.

PROPOSAL REVIEW CRITERIA AND AWARD

A Selection Committee consisting of the Hastings-on-Hudson Village Board of Trustees, with input from the CPU & LWRP Committee, 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 Hastings-on-Hudson 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 Hastings-on-Hudson 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. This solicitation of proposals in no way obligates the Village of Hastings-on-Hudson to award a contract.

The Selection Committee at its discretion may conduct interviews of finalists prior to award.

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 Hastings-on-Hudson is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

CONTRACT REQUIREMENTS

The consultant must 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 Hastings-on-Hudson 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.

INSURANCE

The Consultant/Firm shall maintain the following insurance, certificates which will be provided to the Village at the time of contract signing.

1. Worker's Compensation and Employer's Liability and disability benefits covering Consultant's/Firm's employees, as required by law;
2. Professional Liability - \$1,000,000.00.

PROPOSAL FORMAT AND DUE DATE

Submit four (4) complete sealed proposal sets. All submissions become the property of the Village of Hastings-on-Hudson upon submission. Sealed submittals must be hand-delivered or mailed to:

Village Clerk
Village of Hastings-on-Hudson
Comprehensive Plan and LWRP Project – due June 28, 2022
7 Maple Avenue
Hastings-on-Hudson, New York 10706

Electronic Submissions:

The consultant/firm shall provide one (1) electronic copy incorporated in a single PDF file for review. The electronic copy shall be submitted as a single .pdf file in the architect's/firm's name via: www.bidnetdirect.com/new-york/hastings-on-hudson.

Submissions must be received by 10:00 AM June 28, 2022

Emailed or faxed submittals will NOT be accepted

QUESTIONS CONCERNING RESPONSES TO THIS RFP

All questions should be directed in writing to Mary Beth Murphy by email to Villagemanager@hastingsgov.org or by mail to 7 Maple Avenue, Hastings-on-Hudson, NY 10706 by **no later than 4:00 PM on June 16, 2022**.

Answers to submitted questions will be posted by **June 23, 2022** on the Village's website at:

<https://www.hastingsgov.org/village-clerk/pages/rfps-and-bid-documents>

and

<http://www.bidnetdirect.com/new-york/hastings-on-hudson>

Quote Sheet

<u>Work Description</u>	<u>Unit</u>	<u>Unit Price</u>	
		<u>In numbers</u>	<u>In words</u>
CPU/LWRP Consultant	Lump Sum		

The Village reserves the right to award the contract to any firm, as best meets the needs of the Village.

NOTE: Unit prices include all work necessary to complete, in place, each listed item including, but not limited to, labor, materials and incidentals. Unit prices are to be written in both words and numbers. In case of a discrepancy, those shown in words shall govern. All prices are to be in dollars and cents.

Quote Submitted By:

(Firm Name)

(Address)

(Telephone No.)

(Printed Name of Authorized Representative Submitting Quote)

(Authorized Signature)

Date:

APPENDIX I – RESOURCES

Village Resources

1. [Village of Hastings-on-Hudson Comprehensive Plan](#) (2011)
2. [Draft Village of Hastings-on-Hudson Local Waterfront Revitalization Program](#) (2007)
3. [Design Guidelines for the Central Commercial District](#) (2010)
4. [2021 Climate Smart Communities Annual Progress Report](#) (2022)
5. [2020 Climate Smart Communities Annual Progress Report](#) (2021)
6. [Westchester County Hazard Mitigation Plan: Hastings-on-Hudson Chapter](#) (2021)
7. [Climate Smart Resiliency Planning Report](#) (2021)
8. [Organics Management Plan](#) (2021)
9. [Biking and Walking Master Plan](#) (2021)
10. [Natural Resources Inventory](#) (2021)
11. [Climate Vulnerability Report](#) (2020)
12. [Heat Emergency Plan](#) (2020)
13. [Community GHG Inventory Report](#) (2021)
14. [Government GHG Inventory Report](#) (Winter 2020)
15. 2020 and 2021: The Village’s submissions on individual actions for the New York State Climate Smart Communities program
16. [Long-Range Plan for Strategic Management of Parks and Recreation Assets, Village of Hastings-on-Hudson](#) (2016)
17. [Hillside Woods and Park: Tree Inventory and Urban Forest Management Plan](#) (2019)
18. [Village of Hastings-on-Hudson Community Forest Management Plan](#) (2022)
19. [Conceptual Shoreline Design Report Former Anaconda Wire & Cable Plant](#) (2018)
20. [Waterfront Infrastructure Committee Report](#) (2015)
21. Village of Hastings-on-Hudson Zoning Code
22. Village of Hastings-on-Hudson Zoning Map
23. Village of Hastings-on-Hudson Tax Exempt Map

Other Resources

1. [Village Law, Section 7-22 Village Comprehensive Plan](#)
2. [New York State Comprehensive Plan Development: A Guidebook for Local Officials](#)
3. [NYSERDA Clean Energy and Your Comprehensive Plan For Local Governments](#)
4. [DOS LWRP Site](#)
5. [DOS LWRP Guidance Manual](#)
6. [DOS LWRP Work Plan](#)
7. DOS Publication: [Making the Most of Your Waterfront: Enhancing Waterfronts to Revitalize Communities](#)
8. [DOS FEMA Resilience Implementation and Strategic Enhancements \(RISE\) Local Assessment Tool](#)
9. [DOS Model Local Laws to Increase Resilience Site](#)

10. [DOS Model Local Laws to Increase Resilience PDF](#)
11. [NOAA Smart Growth Waterfront Master Plans](#)
12. [DEC Flood Risk Management Guidance for Implementation of the Community Risk and Resiliency Act](#)
13. [DEC Flood Risk Management Guidance for Implementation of the Community Risk and Resiliency Act: Estimating Guideline Elevations](#)
14. [FEMA Resources for Climate Resilience](#)
15. [FEMA Flood Maps](#)
16. [FEMA Flood Maps: Hastings on Hudson](#)
17. [FEMA Coastal Restudy](#)

APPENDIX II – COMPREHENSIVE PLAN UPDATE WORK PLAN

1. Comprehensive Plan 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 CPU & LWRP Committee to effectively monitor the progress of work.

For budgetary purposes, the consultant should anticipate (a) meeting with the Committee every four weeks, (b) leading at least four public sessions to review the proposed Comprehensive Plan content, (c) meeting with the Village Board of Trustees to review SEQRA issues and make recommendations, (d) presenting the “Draft” Comprehensive Plan Update to the Village Board of Trustees at a Village Board meeting, (e) referring the Plan to the Planning Board; and (f) presenting the “Final” Comprehensive Plan Update 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 IT Manager to update and maintain the Comprehensive Plan/LWRP webpage.

The consultant will assist the 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 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 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 Village expects 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 Committee, upon completion of the community character analysis, data analysis and the survey, will 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 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 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 recommendations for zoning amendments and other regulatory changes and, if available, attach sample legislation. While the Comprehensive Plan will include general policy suggestions regarding the Village waterfront, specific zoning recommendations for the waterfront should not be included as part of the Comprehensive Plan. 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 Plan Committee.

Throughout the comprehensive planning process, the consultant will present to the 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 Update to the Committee for review, comment and approval. The consultant, in consultation with the 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 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 adoption of the Comprehensive Plan Update.

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

APPENDIX III – LWRP WORK PLAN

Hastings-on-Hudson Local Waterfront Revitalization Program

Project Description

The Village of Hastings-on-Hudson will prepare an update to its Draft 2007 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 since the 2007 draft LWRP was completed and taking into account changes in the Plan structure requirements since that time. This project involves the preparation of a Local Waterfront Revitalization Program (LWRP) pursuant to the provisions of New York State Executive Law, Article 42. 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”.

Project Attribution and Number of Copies

The consultant must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department of State 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. The map should take into consideration the Village of Hastings-on-Hudson's over 6 miles of shoreline (including the Hudson and Saw Mill Rivers).

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, trans shipment facilities, swimming areas, vessel anchorage and mooring areas, commercial or recreational fishing or shell fishing areas/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. Specific recommendations for rezoning of the waterfront are not to be included as part of the LWRP.
- 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 inwater 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.
 - 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 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.

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.

In addition, 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.