

**TOWN OF NISKAYUNA**  
**Complete Streets Committee**

**A G E N D A**

**April 28, 2023**

**2:30 P.M.**

**Remote Meeting**

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PRIVILEGE OF THE FLOOR**
- IV. **MINUTES**
  1. March 31, 2023
- V. **OLD BUSINESS**
  1. **2023 Goals (adopted 3/31/2023)**
  2. **Priority Letters (adopted 3/31/2023)**
- VI. **NEW BUSINESS**
  1. Planning Board Referrals
  2. Transportation Chapter of Comprehensive Plan – draft RFP
  3. Route 7 Safety and Traffic Calming Measures
- VII. **DISCUSSION ITEMS**
  1. Grant Updates – Crosswalks at St Josephs and Upper Union
  2. Plum St Sidewalk Progress Report
  3. Spring Complete Streets Demonstration Projects
  4. Safe Streets and Roads for All (SS4A) preparation for 2023
  5. Pedestrian Connections to School Campuses
  6. Winnie Road Easement – Audrey Cox
- VIII. **REPORTS**
  1. Committee Member Reports
- IX. **ADJOURNMENT**

**NEXT MEETING**

April 28, 2023 at 2:30 pm (Remote)

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**TOWN OF NISKAYUNA  
COMPLETE STREETS COMMITTEE**

**Remote Meeting via Google Meets  
Meeting Minutes  
March 31, 2023**

**Members Present:** William Chapman, Chairman  
Catherine Kuzsman  
Jim Levy  
Theresa Healy  
Andrew Millspaugh

**Also Present:** Laura Robertson, Planner

**I. CALL TO ORDER**

The Chairman called the meeting to order at 2:30pm.

**II. ROLL CALL**

Ms. Duggal and Ms. Corbin were excused today.

**III. MINUTES**

The minutes from the 1/27 and 3/3 meetings were discussed. Chairman Chapman noted a minor change from the 1/27 minutes on line 51. Chairman Chapman made a motion to approve the 1/27 minutes with the mentioned change. Seconded by Mr. Millspaugh. Upon voting the 1/27 minutes were approved unanimously.

Chairman Chapman made a minor change in the 3/3 minutes to recognize all the members that were involved in the meeting with the Superintendent of Niskayuna Schools. Hearing no further changes, Chairman Chapman moved to approve the 3/3 minutes with the mentioned change. Seconded by Ms. Kuzsman. Upon voting the 3/3 minutes were approved unanimously.

**IV. PUBLIC CONCERNS**

There were no public concerns today.

**V. OLD BUSINESS**

There was no old business today.

**VI. NEW BUSINESS**

**1. Planning Board Referrals – New Projects**

i. Mohawk Golf Club proposal

35 Ms. Robertson detailed the changes made to the Mohawk Club proposal since the last CSC  
36 meeting, including the walking between Ruffner Rd. and the Country Club Estates.

37 Chairman Chapman asked if there would be further connectivity to Rowe Rd. Ms. Robertson  
38 confirmed that there was no current plans for a walking path to that area. Ms. Robertson said that  
39 this could be asked for but the path would be cutting through the area of the course where people  
40 tee off which could create a hazard.

41 The Committee reiterated multiple recommendations from their last meeting, which Ms.  
42 Robertson stated as being to increase pedestrian connectivity wherever possible, exploring a  
43 potential side path along the cul-da-sac road, and exploring additional connection to Rowe Rd.

44 Ms. Robertson mentioned that if a side path along the development were added it would lead to a  
45 decrease in front yard size for the houses that abut the path.

46 Ms. Robertson discussed a potential connective path from the end of Rowe Rd. to the  
47 intersection of Ruffner Rd. and Lynwood Dr. Chairman Chapman was very favorable about this  
48 idea. Mr. O'Shea and Mr. Millspaugh also expressed support for the idea. This path would go  
49 behind the tee box instead of cutting in front of it as was previously discussed with Rowe Rd.  
50 connections.

51 Mr. George Young stated that a fence may be needed for the path connecting Ruffner Rd. to the  
52 Country Club Estates as it would be near where golf balls would be hit. Ms. Robertson  
53 recommended a see through fence as a tall wooden fence may not be aesthetically pleasing for  
54 the community.

55 Ms. Robertson said that the path would likely not be plowed during the winter.

56 Mr. O'Shea believed that the Mohawk Club would have a vendor that would be able to supply  
57 the proper fencing for the path.

58 ii. 3900 State St.

59 Ms. Robertson discussed a prior Planning Board meeting where the possibility of a sidewalk  
60 connecting down to Albany St. was discussed, but was deemed out of the scope of this project.  
61 There would still be a sidewalk in front of the proposed parking lot near State St, which Ms.  
62 Robertson said was still an important factor.

63 Ms. Robertson stated that the majority of the project had not changed from the last time the CSC  
64 looked at it, however there was increased landscaping throughout the property.

## 65 **2. Transportation Chapter of the Comprehensive Plan**

66 Ms. Robertson said that Dart Strayer of the Comprehensive Plan Committee stated that any and  
67 all help that the CSC wanted to provide would be accepted.

68 Ms. Robertson told Ms. Healey that the Comprehensive Plan was still in its early stages so there  
69 was no deadline yet for any submissions from the CSC.

70 Chairman Chapman said that one way the CSC could provide help would be to suggest questions  
71 that would be put out in the community survey that is being prepared by the Comprehensive Plan  
72 Committee. Ms. Robertson stated that that may not be necessary at this time but there were  
73 already a few Complete Streets related questions in the survey.

74 Ms. Robertson mentioned that a consultant may be utilized to help facilitate the rollout of the  
75 survey to the public. Ms. Healey and Mr. O'Shea believed that it may be beneficial to not use a  
76 consultant as the Town is the only entity that could solve many of the issues being presented in  
77 the survey questions.

78 Ms. Robertson confirmed for Ms. Kuzsman that comments regarding the Comprehensive Plan  
79 from the CSC would be welcomed throughout the creation of the plan.

80 Ms. Robertson explained that as the CPC had been working very hard on the creation of the  
81 survey there was no current plans to have a survey developed by a consultant however a  
82 consultant could be used in refining the survey.

83 Mr. O'Shea said it would be helpful for the Complete Streets related questions to tie in with the  
84 previous Complete Streets survey so that answers could be compared across different years.

### 85 **3. 2023 Goals and Priority Letters- priorities updated**

86 Chairman Chapman discussed that Route 7 safety had moved up to the top of the goals.  
87 Chairman Chapman ran through the remaining goals which included many bike and multi-use  
88 paths throughout different sections of town.

89 Ms. Healey was in favor of the goals presented and stated that they were a strong outline going  
90 forward. Mr. O'Shea and Levy also expressed support for the goals.

91 Chairman Chapman made a motion to approve the listed goals for the CSC. Seconded by Ms.  
92 Healey.

93 Mr. Levy suggested adding a goal to create a stronger relationship with the Niskayuna Police  
94 Department and the Highway Department, which Ms. Robertson added.

95 Upon voting the 2023 goals were approved unanimously.

96 Chairman Chapman then went over the priority letters that would be sent to the State, County,  
97 Town and School Board.

98 Ms. Robertson noted that Route 7 safety had been named the top priority for the County, State  
99 and Town list as well.

100 Chairman Chapman made a motion to approve the four listed priority letters. Seconded by Ms.  
101 Healey. Upon voting the priority letters were approved unanimously.

### 102 **4. Route 7 Safety and Traffic Calming Measures**

103 Chairman Chapman stated that as there had been four fatalities in a short span on Route 7 it  
104 would be important to discuss how the CSC can promote safety on that corridor.

105 Chairman Chapman mentioned that a sole focus on increased ticketing from police would not be  
106 a sufficient solution to the safety problems on Route 7.

107 Chairman Chapman discussed possible engineering solutions that he had talked about with Ms.  
108 Kuzsman including a reduction of the speed limit, lane narrowing and strategically placed  
109 concrete medians. Push-button cross walks were also items talked about that could be placed at  
110 select intersections.

111 Mr. O'Shea raised concerns regarding the implementation of push-button cross walks due to the  
112 size of the road. Mr. O'Shea believed that any crosswalks needed to be placed in conjunction  
113 with traffic lights in order to ensure that automobiles come to a complete stop.

114 Ms. Kuzsman stressed the importance of talking with the State about Route 7 as soon as possible  
115 to ensure any possible actions are put into place in a timely manner.

116 Ms. Robertson mentioned that CDTC may be a key party to reach out to.

117 Ms. Kuzsman emphasized that the solution should not only provide safety for drivers but also  
118 pedestrians and bikers.

119 Chairman Chapman talked about the recent discussions with a grant writer in which Route 7  
120 safety was a key topic. Chairman Chapman said the meeting was productive, and moving  
121 forward with a grant writing consultant may help the Town receive funds for needed projects.

## 122 II. DISCUSSIONS

### 123 1. Grant Updates – Crosswalks at St Josephs and Upper Union

124 Ms. Robertson stated that conversations with the contractor had continued and progressions were  
125 continuing to ramp up for spring completion. Ms. Robertson said that signs would be placed at  
126 the St. Joseph's parking lot adjacent to the bike trail informing residents that that location was no  
127 longer viable.

### 128 2. Plum St Sidewalk Progress Report

129 Ms. Robertson said a secondary design is being worked on that shows concrete sidewalks before  
130 the project is put out to bid.

### 131 3. Spring Complete Streets Demonstration Projects

132 Ms. Robertson and Chairman Chapman agreed that bike paths on Lexington Pkwy. would be the  
133 optimal site for demonstration projects. Ms. Robertson believed regular subcommittee meetings  
134 would be the best way to move forward with this item. Ms. Healey stated she would be willing to  
135 be part of a subcommittee.

### 136 4. Safe Streets for All preparation for 2023

## 137                   5. Pedestrian Connections to School Campuses

138 Chairman Chapman discussed electric crosswalks as possible tools to use when crossing guards  
139 cannot be utilized near schools. Chairman Chapman stated that a police officer would fill in for a  
140 crossing guard for the time being at the intersection of Grand Blvd. and Van Antwerp Rd. It was  
141 mentioned that improved sidewalks were needed extensively near Birchwood Elementary and  
142 Hillside Elementary.

143 Mr. Levy, Mr. O'Shea and Mr. Millspaugh all agreed that rapid flashing beacons may be  
144 important tools to use at key crossing points near schools. Ms. Healey said that crossing guards  
145 are still preferable at these locations and would not want the beacons to take their place.

## 146                   6. Winne Road Easement- Audrey Cox

147 No updates on Winne Road.

148           **III.    REPORTS**

149 There were no Committee Reports this meeting.

150           **IV.    ADJOURNMENT**

151 Mr. O'Shea moved to adjourn the meeting. Seconded by Ms. Healey. The meeting adjourned at  
152 4:00pm.

**REQUEST FOR PROPOSAL:  
COMPREHENSIVE PLAN UPDATE  
FOR THE  
TOWN OF NISKAYUNA  
(Schenectady County, New York)**

TO: Qualified Professional Planning Consultants

FROM: Jaime Puccioni, Town Supervisor

RFP TIMELINE: Release Date: March 29, 2023  
Proposal **Due** Date: **X, 2023 at 3:00 PM**

VIRTUAL CONSULTANT INFO MEETING: April 5, 2023 (Virtual- via Google Meet)  
Please request login prior to X, 2023 at 3:00 pm

MAILING ADDRESS: Town of Niskayuna  
1 Niskayuna Circle,  
Niskayuna, NY 12309

PROJECT MANAGER CONTACT: Laura Robertson, Town Planner  
TELEPHONE: 518-386-4531  
EMAIL: [lrobertson@niskayuna.org](mailto:lrobertson@niskayuna.org)

ALTERNATE CONTACT: Clark Henry, Assistant Planner  
TELEPHONE: 518-386-4539  
EMAIL: [chenry2@niskayuna.org](mailto:chenry2@niskayuna.org)

The Town of Niskayuna (hereinafter referred to as “the Town”) is soliciting proposals from qualified professional planning consultants for assistance with the completion of an implementable, action-oriented 10-year Comprehensive Plan update for the Town of Niskayuna, which is situated in Schenectady County, New York.

A copy of the Request for Proposals (RFP) is attached. A letter of interest along with a proposal and other required documents must be submitted to the email or mailing address listed above **no later than X at 3:00 PM**.

The submitting party acknowledges the right of the Town to reject any or all proposals, or parts thereof, and to waive any informalities or irregularities in any proposal received. The award of proposal will be based on presentations and negotiation between the Town and submitting party. **All proposals shall remain valid and in full effect for a period of ninety (90) days after the deadline for submission of proposals.**

**The Town encourages Minority/Women/Disadvantaged Business Enterprises (M/W/D/BE) to respond to this advertisement.**

**REQUEST FOR PROPOSAL:**  
**COMPREHENSIVE PLAN UPDATE**  
**FOR THE**  
**TOWN OF NISKAYUNA**  
**(Schenectady County, New York)**

**1. Background Information**

**Status of Town Comprehensive Plan Project**

In 2014, the Town completed their “2013 Comprehensive Plan” that sets out broad goals and objectives for the immediate and future preservation of valued community characteristics, while allowing for the enhancement of smart and sustainable growth. Encouraging diverse housing, ensuring adequate open space and recreation, examining traffic and transportation, preserving historical, cultural, architectural and archaeological heritage, strengthening Niskayuna’s connection to the Mohawk River, maintaining commercial and retail economic areas, and encouraging Climate Smart growth comprise a major portion of the 2013 Comprehensive Plan goals, which has played a key role in development in the Town in the last 10 years.

The Town of Niskayuna is a suburban community located in the easterly portion of Schenectady County adjacent to the City of Schenectady. The appeal of the Town lies in its livability factors – a strong school district but also parks, open spaces and natural areas, walking and bike paths, traditional tree lined neighborhoods, historic areas, and easily accessible and diverse shopping areas.

In May of 2022, the Niskayuna Town Board appointed a Comprehensive Plan Committee tasked with updating the 2013 Comprehensive Plan. The Comprehensive Plan Committee has been meeting monthly since the summer of 2022. As of this date, the Comprehensive Plan Committee has established a Google work space environment for commenting and sharing ideas as well as uploading pictures, examined best practices for updating Comprehensive Plans, reviewed surrounding communities comprehensive plans, worked to find consensus on vision statement components to share with the community, drafted an outreach survey to share with residents, come up with a list of topics and sections that need to be added to the plan and begun revising the Neighborhood narratives sections.

- 2. Purpose** – The Town is seeking Proposals from qualified professional planning consultants with considerable experience in the area of comprehensive planning and zoning to provide assistance to the update of the 2013 Comprehensive Plan.

The goal for the consultant should be to gather as much community input on proposed changes as possible, to incorporate changes that have occurred both within and outside of the Town in the last 10 years, propose updates and additions to the goals and objectives, and refine an action-oriented implementation plan that represents the



Town residents and is acceptable to the Town Board.

### 3. Town Links and Resources:

- a. Town of Niskayuna Website: [www.niskayuna.org](http://www.niskayuna.org)(current)
- b. *2013 Town of Niskayuna Comprehensive Plan*
- c. Complete Streets Maps and priority project list
  - i. CDRPC Study on Balltown Road North Corridor
- d. Niskayuna Street Tree Master Plan (DRAFT)
- e. Mini-Natural Resources Inventory (NRI)- ongoing
- f. Park Master Plan
- g. Historic Homes Survey 1985 and Historic Preservation Code updates
- h. Town of Niskayuna Budget (2023)
- i. Climate Smart Communities Certification (NYS): PE6 Action – Comprehensive Plan with Sustainability Elements
- j. Capital Project Priority Lists (Water / Sewer / Highway)
- k. Schenectady County Plans
  - i. Schenectady County Mohawk Revitalization Plan
  - ii. Schenectady County Economic Development Plans
- l. Chapter 220 of the Niskayuna Town Code, Zoning and other chapters as required.
- m. 2020 Census data
- n. Mohawk River Basin Action Agenda

### 4. **Scope of Work**

**General Description:** The Town seeks a qualified professional planning consultant to assist with the completion of the 2023 Comprehensive Plan. The 2013 Comprehensive Plan will serve as the basis for the selected consultant to work with the Town and the Comprehensive Plan Committee to create the 2023 Comprehensive Plan. The 2023 Comprehensive Plan must be updated in accordance with current generally accepted planning principles (American Planning Association).

For purposes of this Request for Proposals, the Town of Niskayuna has outlined a specific list of tasks undertaken by the consultant:

**A. Community Involvement / Engagement** – develop, coordinate, and conduct an in-depth, inclusive public outreach process to encourage citizen input. The engagement process will educate the public and stakeholders on the purpose and importance of the Comprehensive Plan and will give participants a chance to meaningfully participate in shaping the vision and goals. A participation program should incorporate local knowledge and experience and include outreach tailored to historically underserved communities and neighborhoods within the Town. The Consultant should:

- a. Identify and invite key Town partners to participate in the Plan updates, including but not limited to:

- 1) Residents (homeowners, renters)
- 2) Education sector (public, private, students)
- 3) Business sector (developers, small business, etc.)
- 4) Civic and non-profit organizations
- 5) Political representatives (elected and appointed officials)
- 6) Town Departments

b. Create an engagement process with:

- 1) Dialogue – The community should feel that the dialogue has been meaningful and relevant to their interests and quality of life.
- 2) Inclusive – The perspectives and participation of a broad range of community members and neighborhood types should be equitably represented in the process and resulting plan.
- 3) Access - The public should have the information they need to participate in ways that are appropriate to their experiences and lifestyles.
- 4) Creative - Consider creative outreach and engagement opportunities as focused design sessions, pop up events, interactive online tools, community workshops, project website, social media.

c. Collect and analyze community engagement responses and findings. Prepare a report summarizing community outreach process and responses. Include recommendations and changes to plan throughout the engagement process.

**B. Economic Development** - The Town's Comprehensive plan attempts to maintain and strengthen Niskayuna's existing diverse commercial and retail economic areas such that they complement one another and maintain Niskayuna's fiscal base, while protecting residential neighborhoods from commercial and industrial encroachment. In the 2023 Comprehensive plan update, the consultant should:

a. Review and update the Town's community assets, including neighborhoods, the Town Center and other commercial districts, and bring forth recommendations to maintain and enhance these areas. Community assets should include:

- 1) Individual residential neighborhoods;
- 2) Town Center;
- 3) Centers of commerce and industry;
- 4) Centers of education; and
- 5) Key roadways and travel corridors.

b. Discuss the role and relationship between the Town and its research and development zoning district (General Electric, Momentive, KAPL, eOne), including:

- 1) Impact of growth and expansion;

- 2) Impact on vehicle and pedestrian transportation;
  - 3) Town's role with respect to this industry.
- c. Discuss the roles and relationships between the Town, Schenectady County and adjacent communities:
- 1) Examine and discuss economic growth based on past trends, current dynamics and emerging industries as they impact the Town, Schenectady County and the region.
  - 2) Align land use plans to the Schenectady County Economic Development strategic plan and Mohawk Revitalization Plan.
- d. Discuss the Town Center Overlay District in terms of branding and identity, and discuss how current zoning and design standards contribute and could be revised.

**C. NEIGHBORHOOD PLANNING, HOUSING & DEMOGRAPHICS** - A balance of concentrated high density residential and commercial land use to low density residential land use is a priority for the Town of Niskayuna. There are limited areas of land within the Town limits that can be developed. Niskayuna is also a diverse community with diverse housing needs and pressures. The Town expects the consultants to:

- a. Use community engagement / involvement to identify new or supplement existing individual neighborhood concerns and recommendations. Assess unique pressures and problems within each neighborhood.
- b. Evaluate properties that are available for development including vacant and underutilized sites. This task will include identification of parcels with inappropriate land use designations in the existing comprehensive plan, as well as an evaluation of land use category descriptions in general to determine if new categories are needed.
- c. Review the Town's numerous Paul Schaefer homes as well as other cultural landmarks and make recommendations within the Comprehensive Plan to recognize and preserve these unique and valuable community assets.
- d. Use recent Census data to help understand changes in demographics since the 2013 update.
- e. Suggest additions or updates to the Comprehensive Plan regarding housing needs, affordable housing opportunities, long term care housing needs, opportunities for residents to age in place, and mixed-use housing opportunities compatible within or close to commercial districts.

**D. TRANSPORTATION AND INFRASTRUCTURE** - Vehicular, pedestrian and bicycle

circulation systems impact development patterns and quality of life in the Town of Niskayuna. Issues of sidewalk policy, street classification, and non-vehicular access to destination points were important issues in the 2013 plan. Additionally, public utility systems, including water, sanitary sewer, and storm-water, influence land use and development decisions. The location, capacity and condition of the assets as well as the systems' management and budgeting policies ultimately affect the growth potential and fiscal health of the community. The consultant should:

- a. Examine public services, including emergency services, utilities, and other infrastructure available within the Town, and whether the existing infrastructure and services are adequate to support the current needs and projected future growth of the Town.
- b. Include recommendations for utilities
- c. Engage in comprehensive approach to review the preservation of the Town's main road assets and level of service of traffic.
- d. Review the existing network of sidewalks and multiuse paths to ensure accessibility and interconnectivity to neighborhoods, businesses, schools, key roadways and travel corridors.
- e. Include recommendations for identified problem areas, school access and narrow ROW needs.

**E. RESILIENCY & NATURAL RESOURCES** - The Town of Niskayuna is bordered on two sides by the Mohawk River and has retained large areas of parkland – both maintained recreational fields and natural spaces. The Town of Niskayuna strives to maintain a balance between natural and developed spaces. In this regard, the consultant will need to:

- a. Examine the Town's 2013 recommendations for preservation of natural resources and propose updates.
- b. Review and incorporate the protection of sensitive environmental areas, preservation of recreation and open space, encouragement of wildlife migration and corridors, encouragement of green building design, and storm water management practices into key areas of plan
- c. Review Town's existing mini-NRI, Parks Master Plan, and draft Street Tree master plan. Build upon these existing plans and reports to prioritize resiliency and establish strategies to incorporate and align their goals (as relevant) into the 2023 Comp Plan.
- d. Review New York State's guidance for Climate Smart Communities Certification: PE6 Action – Comprehensive Plan with Sustainability

Elements. Propose changes and incorporations to 2023 Comp plan that will maximize number of points under this submittal item (initial review of action items already completed by Comprehensive Plan Committee, which will be provided to the consultant).

- e. New Town-wide initiatives (pesticide free, low-mow, quiet Niskayuna etc.)
- f. Strategies for larger open space preservation, including land acquisition funding and relationships with land trusts.

#### **F. EVALUATE ADEQUACY AND RELEVANCE OF EXISTING ORDINANCES –**

The Town of Niskayuna has a variety of codes and official maps that should be consistent with the community and Comprehensive Plan goals and implementation action items. The consultant should be able to:

- a. Review the Town's current land use and zoning, and compare the compatibility of the zoning districts with living environments for residents, adequacy of housing, shopping, entertainment, employment, environmental sustainability, smart growth principles, and land use to ensure a mix of residential, commercial, industrial and other uses for present and future residents.
- b. Review current zoning code and planning policies in relationship to achieving the desired outcomes envisioned by the Comprehensive Plan. Outline strategies for accomplishing consistency. Cross reference plan to ensure consistency.
- c. Review the Town's development trends and recommend changes to the Town's land use regulations as needed.
- d. Review the Town's current overlay zoning districts and suggest modifications or recommendations for future districts, especially:
  - Town Center area along Nott Street in terms of place making and identity. Discuss how current zoning and design standards contribute and could be revised
- e. Review recent updates to the Town's Historic Preservation Code and ensure consistency with the Comprehensive Plan.
- f. Assist with updating the official street map and official zoning map to ensure it is up to date and consistent with 2023 Comprehensive Plan and Code citations. Also redesign and simplify the Neighborhood Area map.

#### **G. IMPLEMENTATION**

- a. Review existing and suggest additional goals for the Town based upon

the need to maintain and/or improve various elements identified during the 2013 Comprehensive Plan and current plan update to achieve the desired results expressed by the community.

- b. Provide recommendations and suggestions for ensuring Diversity, Equity and Inclusion (DEI) is included throughout plan and examine existing goals and implementation actions through a DEI lens.
- c. Compare and contrast Niskayuna's Comprehensive Plan with plans in surrounding municipalities (which shall be selected by the Town), address the similarities and conflicts in planning philosophy and execution where possible, and provide a statement of the interrelationships and compatibility with plans from these surrounding municipalities.
- d. Identify recent and pending legislation that the Town should consider regarding land use and zoning, and discusses legislation as it enhances or detracts from the draft goals for the proposed Comprehensive Plan.
- e. Recommend a framework and benchmarks to track progress during the execution of the implementation plan.
- f. Discuss assignment of responsibility for the execution and management of plan recommendations.
- g. Discuss the implementation of a Committee to ensure goals are being met and to redirect the implementation process in the event that a failure is identified in its execution.

**5. Meetings:** The consultant budget shall include sufficient time to work with Town Planning Department staff and Comprehensive Plan Committee to discuss chapters, public presentations, and supplemental handouts prior to community engagement and public meetings. Such meetings may occur by conference call or in person. At a minimum, the consultant should propose a budget for -

- A. Regularly meeting with Town staff (bi-weekly, virtually) and Comprehensive Plan Committee (monthly, in person, 6pm) to provide comments, suggestions and updates. This criteria is negotiable by the Consultant.
- B. Attending a variety of public outreach meetings – as outlined in the Community Engagement / Involvement plan prepared by the consultant.
- C. The selected consultant will work closely with the Town Planning Department and Comprehensive Plan Committee to develop and review content; however, at no time will the selected consultant substitute Town staff to perform any responsibilities assigned under the contract.

**6. Deliverables:** While the Town and Comprehensive Plan Committee are

**responsible for approving the content, changes and recommendations within the 2023 Comprehensive Plan. The Consultant shall submit proposal of the plan to the Committee for their approval.** Draft and Final Project Delivery shall include:

1. Intermediate deliverables supplied to Committee throughout the process.
2. An electronic copy of all DRAFT documents shall be submitted at least two (2) weeks prior to any scheduled public meeting. Following the incorporation of all appropriate revisions by the selected consultant, electronic copies shall be provided one (1) week prior to any public meeting for posting on an electronic file-sharing website and/or distribution by email by the Town. The selected consultant shall bring the appropriate number of hard and electronic copies of all materials for review and comment at public meetings.
  - a. Number of Copies
    - 1) Draft Document – 25 bound copies, 1 unbound copy, and 1 electronic version.
    - 2) Final Document – 25 bound copies, 1 unbound copy, 1 electronic version, and 1 executive summary / flyer for the Town’s website and social media that clearly communicates the plan for citizens and stakeholders.
    - 3) Draft and final copies must be provided in an electronic format as determined by the Town for reproduction and web-based purposes.
    - 4) All mapping will be prepared in ArcGIS compatible files and will be provided to the Town for reproduction and inclusion in mapping systems and software.

1. **Maps and Materials:** It shall be the responsibility of the selected consultant to provide all maps and other materials required for the project. Specifically, the selected consultant shall provide large maps, handouts, and materials for public meetings, hearings and presentations, maps for published reports and any other printed or published materials. The Town will provide access to GIS data in a digital format.

7. **Project Timeline:** The Town has a history of consistent growth with development pressures, and with the Town approaching buildout – an updated Comprehensive Plan and Zoning is paramount to balancing development pressure with protection of open space, neighborhoods and historic assets. Therefore, the Town wishes to complete the 2023 Comprehensive Plan update in a timely manner and consideration will be given to consultant(s) who can recommend, implement and deliver all objectives, including comprehensive community input, utilizing time-saving strategies. The consultant shall propose a timeline for completing the project **no later than June, 2024**; such work commencing after receipt of notice from the Town Board to proceed with the project. The proposed date of notification to proceed would be May 25, 2023. The selected consultant should complete the project by June 2024.





## **PRESUBMITTAL INFORMATION MEETING**

An optional virtual consultant informational meeting will be held on April 5, 2023 at 10am via Google Meet software to answer questions about the plan expectations and project scope. Attendees must email [lrobertson@niskayuna.org](mailto:lrobertson@niskayuna.org) to request a link to attend the meeting prior to April 4, 2023 at 3:00 pm.

## **PROPOSAL SUBMITTAL DEADLINE**

Proposals shall be submitted to the Town no later than **April 28, 2023 at 3:00 PM.**

Proposals must be delivered prior to 3:00 PM EST on Friday, April 28, 2023. Proposals must be submitted in a sealed envelope plainly marked "REQUEST FOR PROPOSAL – COMPREHENSIVE PLAN UPDATE for the Town of Niskayuna," addressed to Michele Martinelli, Town Clerk. Proposals can be mailed, or hand delivered to the Town of Niskayuna, One Niskayuna Circle, Niskayuna, NY 12309. Proposals shall consist of one (1) printed version and one (1) electronic version on a CD or thumb drive.

Late proposals will not be accepted.

Only one proposal will be accepted from any firm.

All price quotes must be firm for a period of ninety (90) days following the proposal due date.

The Town of Niskayuna reserves the right to reject any and all proposals or any part(s) thereof; to waive any formalities or informalities contained in any proposal; and to award the proposal to the most responsive and responsible proposing consultants as deemed in the best interest of the Town of Niskayuna.

The Town of Niskayuna will not return proposals or other information supplied to them by any proposing firm.

## **CONTENTS OF PROPOSAL**

1. **Cover Letter.** A cover letter shall be provided stating the name, physical and email address and telephone number of the consultant's contact person and must bear the signature of the person having the authority to issue the proposal for the consultants and bind the firm in a formal contract with the Town of Niskayuna.
2. **Project Personnel and Qualifications.** A narrative shall be provided by the applicant and prospective subcontractors for the proposed project, including types of services for which the applicant and prospective subcontractor are qualified. The narrative shall include the names of principals and key personnel from the applicant firm and prospective subcontractors that will be assigned to the project, along with their experience, their titles with their respective firm, and their qualifications.

3. **Project List / References.** Provide at least three (3) similar projects completed by the applicant that demonstrate similar competencies that are required by this project. Include name, address and phone number of individuals who can be contacted for references.
4. **Project Approach and Work Program.** Provide a detailed description of the applicant's approach to the project separated by individual tasks. Include a discussion on innovative ideas used in other similar projects which the applicant feels may be applicable to this project.
5. **Project Schedule.** Include a timeline for the performance of the work program, including the completion of all tasks and the delivery of all materials for each phase.
6. **Budget.** The proposed not-to-exceed budget. The consultants should submit a budget describing categorical costs necessary to complete the proposal and indicate the approximate percentage of available funding estimated to be required for each task. Respondents should be prepared to provide a detailed budget in a timely fashion should they be selected.
7. Any other information deemed necessary by the proposing Consultant.

## SELECTION CRITERIA

Proposals shall be evaluated on the basis of the following criteria:

- Responsiveness to the needs of the Town of Niskayuna, both in cost of services and in scope of the services offered;
- Responsibility of the proposing consultant, and its experience in dealing with municipal governments, specifically on projects of similar scope and nature;
- The degree to which the proposal meets or exceeds the terms of the RFP; and
- The proposed fee structure, based on the services to be provided.

A prospective consultant will be evaluated on their ability to meet the expected project completion schedule and detailed budget requirements.

A prospective consultant will be evaluated on their demonstrated ability to solve problems, meet needs and assist the Town in pursuing opportunities to achieve a complete 2023 Comprehensive Plan update.

The Town of Niskayuna's Comprehensive Plan Committee and Town staff will evaluate all proposals, schedule interviews if necessary and make their recommendation to the Town Board.

The consultant selected for the award will be chosen on the basis of the apparent greatest benefit to the Town of Niskayuna, and not necessarily on the basis of the lowest

price. Following notification of the successful consultant, it is expected that a contract will be executed between the parties dependent upon and subject to the availability of specific funding for these professional services (anticipated contract date May 2023).

## GENERAL REQUIREMENTS

**Right to Modify, Rescind or Revoke RFP** - The Town reserves the right to modify, rescind or revoke this RFP, in whole or part, at any time prior to the date on which the authorized representative of the Town executes a contract with the selected consultant. The Town may also award a contract for a single phase of this project, depending on available funding resources or other factors.

**Right to Reject** - This RFP does not commit the Town to select a consultant or to award a contract to any consultant.

**Schedule of Events** - The Town will make a good faith effort to follow the timeline set forth in this RFP for evaluating, negotiating and issuing an award.

**Risk of Loss, Damage, Delay** - Consultant acknowledges and agrees to release and hold harmless the Town, its officers, employees, agents and staff, from and against any and all claims, liability, damages, and costs, including court costs and attorney's fees, arising out of or pursuant to the delivery of the proposal or failure to deliver the proposal as directed by this RFP.

**Ownership of Property** - All proposals become the physical property of the Town upon receipt. All work product prepared by the selected consultant for this project shall be the property of the Town.

**Cost of Participation** - The Town specifically disclaims responsibility and/or liability for any and all costs, expenses, or claims relating to or arising out of the consultant's participation in this RFP process, including, but not limited to, cost incurred as a result of preparing, copying, shipping, presenting, and/or clarifying the proposal and the information relevant to the proposal.

**Compliance with Applicable Laws, Regulations and Ordinances** - By submitting a proposal, the consultant agrees to and shall comply with all applicable local, county, state and federal laws, regulations and ordinances.

**Insurance** - The selected consultant shall, before work commences, procure and maintain at its own expense during the duration of the performance of this project the following types of insurance with insurance companies authorized to operate in the State of New York and acceptable to the Town:

### 1. Workers Compensation and Employer's Liability:

- Workers Compensation – Statutory
- Employer's Liability – in an amount not less than \$500,000 per each occurrence

2. **Commercial and General Liability – in an amount not less than:**
  - \$1,000,000 General Aggregate
  - \$500,000 Personal Injury
  - \$500,000 Each Occurrence
3. **Business Automobile Liability with a combined single limit not less than:** \$500,000 per each accident.
4. **Professional Liability in an amount not less than:** \$500,000 Minimum Limit
5. **Valuable Papers** - Coverage in an amount sufficient to assure restoration of any plans, drawings, field notes, records or other similar data relating to work produced in this project in the event of their loss or destruction.

**END OF RFP**