

Town of Olive
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Request for Proposals
Hamlet of Boiceville Feasibility Study & Community Planning
January 2, 2018

The Town of Olive is seeking a consultant to assist the Town in a land use planning project funded by the Catskill Watershed Corporation's Sustainable Communities Planning program.

Project Description and Scope of Work

I. General Information

a. Summary and Project Purpose

The Town of Olive (the Town) completed a Local Flood Analysis (LFA) in August 2017. The LFA can be found at <http://town.olive.ny.us/homepage-news-category/final-local-flood-analysis/>

A comprehensive flood mitigation approach was recommended in a targeted area of the Hamlet of Boiceville located on the Esopus Creek and State Route 28. Recommendations include:

- 1) Do nothing
- 2) Protect in place with a levee
- 3) Buyouts and Relocations
- 4) Elevations and Floodproofing

Approximately seventeen (17) buildings in the study area are in the Special Flood Hazard Area (100-year flood zone) which is zoned Highway Village Business. Rising National Flood Insurance Program premiums and mortgages that require flood insurance are making it difficult for property owners to own a structure in this flood prone area. To date, six (6) properties in the study area (4 being commercial) have been approved by the Town for participation in the voluntary NY City Funded Flood Buyout Program. These six (6) parcels are potentially relocation properties. The Town will be taking title to most of these lands where future use will be fairly restrictive. The Town is interested in exploring options for flood prone businesses and residents to relocate outside the floodplain. Vacant commercial land is available in the hamlet of Boiceville.

Most of the development in Boiceville occurred prior to the enactment of Zoning in 1975 and before adoption of FIRM flood maps in 1984. Having experienced three (3) major flood events within the past twenty (20) years many are struggling to keep their homes or businesses. Recently, one business with apartments was returned to the bank, and one business (Trail Motel) opted for a federal flood buyout.

The LFA recognizes the Boiceville Fire House and the Wastewater Treatment Plant as "critical community facilities" and the supermarket, pharmacy, and medical facility as "anchor businesses". With the exception of the wastewater treatment plant, the Town is interested in exploring options for these important properties in the hamlet district to relocate out of the floodplain, but remain a part of the

Boiceville community. This project will use the professional services of a planning and design team to assist the Town, a designated Advisory Committee, and Boiceville business and residential owners to identify ideas and potential areas where structures may relocate. It is important that the planning and design team meet with local business owners, particularly those that own “anchor businesses”, and residential owners to clearly understand their individual needs.

The scope for this project will include:

1. Appropriate public engagement
2. A community design charrette
3. Concept plans and illustration
4. Recommended revisions to the Town’s Zoning (as appropriate)
5. Recommended revision of Sewer District expansion (as appropriate)
6. A succinct action plan matrix identifying next steps to make the vision a reality

The design workshop is a critical component of the work that has been very useful in building innovative solutions, increasing community support, and momentum and leveraging State, Federal and private sector investment.

b. Study Area

The study area to relocate from includes properties in the 0.2% annual chance (500 yr) floodplain of the Boiceville hamlet district along State Route 28 and the Esopus Creek. The study area for potential relocation sites of existing properties, particularly the “anchor businesses”, shall only include areas within the Town of Olive.

II. Project Components and Deliverables

Task 1. Scoping/Kick Off Meeting – hold an initial meeting to review the project scope, project requirements, roles and responsibilities of project partners, techniques for public involvement proposed for the project, and any other information which would assist in project completion. If appropriate, this may be scheduled as a conference call. **Products:** Written meeting summary outlining agreements/understandings reached.

Task 2. Review Prior Plans, Data and Analysis – review all existing local and regional planning documents as well as documents pertaining to the New York City-Funded Flood Buyout Program to inform the identification of suitable relocations sites. **Products:** Brief summary of existing relevant plans, studies, codes and data.

Task 3. Preliminary Site Reconnaissance – conduct site reconnaissance to gather background information that will serve as the basis for selection of relocation sites. **Products:** Brief reconnaissance summary.

Task 4. Planning and Design Workshop – hold a meeting of the Town’s Advisory Committee and Planning Partners to discuss the findings of the site reconnaissance and preliminary project and approach to relocation. At this meeting outreach for the Community Planning and Design Workshop will be completed and consultant will provide a flyer, press release and content for public distribution.

Consultant will conduct an afternoon and evening (one day) community planning and design workshop, the final design of which will be determined by the Town and Planning Partners. Typically, the day will begin with a walk-n-talk and visioning session. Input from a visions workshop will be summarized and a vision statement that summarizes community goals and objectives. The approved statement will be incorporated into the draft and final project reports. Later in the day a design session with the Advisory Committee, Planning Partners and workshop participants will be completed to revise preliminary concepts the team will have developed and an evening public open house will be conducted. **Products:** Meeting agenda, minutes, Power Point presentation, photo documentation, draft alternative design concept, vision statement and goals.

Task 5. Draft Preferred Concept Plan – prepare a draft preferred concept design and ballpark cost estimates of the preferred alternative reflecting the site reconnaissance, input obtained in the design workshop, and comments from the Advisory Committee and Planning Partners. Prepare a Re-Use Plan identifying the community’s long term plan for the management of Town owned properties consistent with the Restrictions in Flood-Prone Areas. A meeting will be conducted with Planning Partners to review the concept. **Products:** Draft preferred concept design and cost estimates, meeting agenda and minutes.

Task 6. Final Preferred Concept Plan and Illustration – prepare a final conceptual Plan and cost estimates reflecting comments from the Advisory Committee and Planning Partners. Once the final concept is prepared the team will provide an illustration of select relocation opportunities. **Products:** Final preferred conceptual design, illustration and ballpark cost estimates.

Task 7. Draft and Final Action Plan Matrix – synthesize products from prior tasks including actions necessary to implement the relocation strategy into an action plan matrix. This plan will focus on development of an implementation matrix showing vision, goals, each action and its relative priority, phasing, timeframe, prerequisites, permitting, partners, funding sources and performance measures. A meeting with Planning Partners will be held to review and finalize the action plan matrix. Recommendations regarding modification, if necessary, to the Town’s Zoning, land management tools, and sewer district will accompany the Action Plan Matrix. **Products:** Final Action Plan Matrix, meeting agenda and meeting notes.

III. Costs and Schedule

The timeframe for completion is nine months from the kick off meeting.

Include an itemized cost statement delineated by task.

The Town of Olive received a \$20,000 grant to conduct the study. Preference will be given to qualified entities whose submissions do not exceed the Town’s allocation. However, nothing herein shall be construed to require the Town to make an award based upon the lowest cost.

IV. Proposal Submission & Content

The proposal must be organized in sections containing the following information:

- **Description of Company:** Provide the address of the main office(s) (for legal purposes) and the address of the office(s) that will manage the project.

- **Insurance:** The Town will require proof of liability insurance and workers compensation, as needed and if selected, the contract must provide proof that the Town of Olive, the Catskill Watershed Corporation, and the NYC DEP has been added as additional insured.
- **Personnel:** Submittals must identify a proposed project manager, who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your company.
- **Project Cost:** The applicant shall state full cost of undertaking the proposed services.
- **RFP Submittal:** Please submit three (3) copies and one (1) electronic copy of the proposal to Town of Olive, PO Box 180, West Shokan, NY 12494 and olivesupervisor@hvc.rr.com. Proposals must be received no later than 1 p.m. on Thursday, January 25, 2018 at the Town Clerk's Office, 45 Watson Hollow Road, West Shokan, NY 12494.
- **Selection Process:** The proposal will be awarded on best value. The Town reserves the right to reject any and all of the proposals submitted in response to this RFP.

Equal Opportunity/ Affirmative Action Employer

All qualified professionals will receive consideration without regard to race, color, religion, creed, sex, age, or national origin.