



City of Newburgh
DEPARTMENT OF PLANNING & DEVELOPMENT
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REQUEST FOR PROPOSALS
CITY OF NEWBURGH, NEW YORK

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES FOR THE
PREPARATION OF A FUTURE CITY-WIDE LAND-USE PLAN**

Release Date: February 25, 2009

The City of Newburgh, New York invites the submission of proposals for professional services from qualified Planning Firms with experience in the preparation of Master Plans and future land-use planning and rezoning.

BACKGROUND

The City of Newburgh adopted its Sustainable Master Plan known as “Plan-it Newburgh” on December 8, 2008. A major component of Plan-it Newburgh includes a vision for the City as a sustainable dense urban setting based upon development patterns that reduce automobile dependency, increase overall energy efficiencies and promote social justice. These principles are clearly identified in the goals, targets and strategies of Plan-it Newburgh (A copy of the Master Plan can be accessed via the City of Newburgh web site at www.cityofnewburgh-ny.gov). A successful future Land-Use Plan shall function as the planning tool to realizing this vision for the City of Newburgh. Although the City is largely built out, the existence of under-developed tracts of land throughout the City presents opportunities for various types of development. The future Land-Use Plan shall act as a compliment to Plan-it Newburgh and entail:

- An analysis of the City’s existing land-use patterns including current zoning districts and their permitted uses and the natural environment;
- Clearly define all land-use categories and establish criteria to be utilized in determining these uses. Provide a general land-use map;
- Identify potential development locations that will support the ideas and philosophies of *Plan-it Newburgh*;
- Proposed zoning changes which shall not preclude the possibility of the introduction of alternate types of zoning;
- Advise and assist in the satisfaction of all SEQRA related requirements associated with the adoption of the future land-use plan.
- Evaluate the City Council, citizens, businesses and board/commissions regarding their needs and expectations of the land-use plan

Public participation is a key component of successful community planning; therefore strong experience in obtaining community participation is essential. The successful applicant must develop a public participation process which includes engaging the public in strategic decision making elements of this project. This process must function in a manner that includes all citizens regardless of their race and language of their choice.

In order to be selected the firm must have an extensive understanding of Plan-it Newburgh, the City's Local Waterfront Revitalization Program (LWRP), as well as proposed future projects being undertaken in the City. In addition, coordination with the consultant chosen to implement the City's Brownfield Opportunity Area (BOA) will be necessary as these processes will run concurrently.

GENERAL PRODUCTS EXPECTED FROM THE PLANNING PROCESS

- Completed document with recommended land uses, associated data, graphics and maps
- Reproducible document with land use map (including 10 original copies)
- Electronic file of the document
- Land use map in a format compatible with ESRI software

REQUIRED CONTENT OF PROPOSALS

1. Description of firm, including resume information of principals and professionals who are to be assigned to this project, and present staffing and management of firm with respect to this project.
2. List of client references, including a brief description of their projects which involve the preparation of land-use plans and maps, zoning and work related to land-use matters.
3. A one page-narrative explaining the firm's interest, particular abilities, and qualifications related to this project in compliance with specified schedules.
4. General description of respondent's proposed methodology and scheduling to complete the project.
5. Description of services to be provided by the respondent, which services will be subcontracted and which services will be completed by sub-consultants.
6. Description of community outreach methods and techniques to ensure public participation and input in final plan.
7. Evidence of professional liability and general insurance.

8. Proposed fee structure and expense details for the services proposed based on payments being made at completion of project phases. Respondent to provide total cost of all work and expenses to complete the project. Fees to be itemized and indicative of completion of Land-Use Plan with and without completion of State Environmental Quality Review (SEQR) Process.

SUBMISSION OF PROPOSALS

Qualified firms shall submit four (4) paper copies of the proposal to Ian MacDougall, City of Newburgh, Planning and Development Department, 83 Broadway, Newburgh, NY, 12550 no later than 3 p.m. eastern time on **March 20, 2009**. Late proposals, facsimile or electronic mail submittals will not be accepted.

All proposals are to be bound securely and organized so that required mandatory information is first, followed by any supplementary information. The front cover of the proposal shall clearly indicate name, address and telephone number of the firm and designated contact person.

Please direct all questions regarding this request for proposal to Ian MacDougall, City Planner at (845) 569-9400 ext. 205 or e-mail to imacdougall@cityofnewburgh-ny.gov.