

# **Town of Ancram Comprehensive Plan Request for Proposal (CPC #1; 5/13/07)**

## **Overview and Scope of Effort**

The Town Board of Ancram recently appointed a Committee to undertake the development of a Comprehensive Plan. The Committee intends to retain a Consultant to manage a two phase planning effort. The first phase is to provide the necessary support, expertise and services required for the development of a Comprehensive Plan for Ancram. The Consultant will be responsible for the overall management of the Comprehensive Plan process, including the development of a detailed project plan. The Consultant will also be responsible for the implementation of the project plan with oversight and participation from the Town Comprehensive Plan Committee, but the Committee will have limited direct “hands on” involvement in the actual work products.

The second phase will be the revision of the Town’s zoning and subdivision regulations to bring them into alignment with the Comprehensive Plan. While we require consultants to have the background and qualifications to do both phases of the effort and submit proposals which cover both activities, the decision to proceed with Phase 2, the revision of zoning and subdivision regulations, will not be made until the Phase 1 Comprehensive Plan process is well underway. This decision will be made by the Town Board at a future date.

It is the Comprehensive Plan Committee’s intention to select a consultant and begin work on developing the Comprehensive Plan on or about 7/1/07. We would like the Comprehensive Plan development effort to take 9-12 months, at which point we would expect to present the proposed Comprehensive Plan to the Town Board, and begin a 3-6 month public review process prior to the adoption of the Plan.

## **Elements of the Proposal**

Proposals should present the Consultant’s recommended methodology and approach to the development of the Comprehensive Plan and the subsequent revision of the zoning and subdivision regulations, including all major activities and events, proposed timelines and milestones and estimated costs by major activity and in total. Methodologies, approaches and costs for the Phase 1 Comprehensive Plan and the Phase 2 zoning and subdivision updates should be presented separately in an integrated proposal.

The proposal should outline the Consultant’s prior experience in developing Comprehensive Plans and revising zoning and subdivision regulations for Towns similar in size and character to Ancram, and provide at least two recent references with contact information.

The proposal should present the credentials and backgrounds of the project manager and all employees, subcontractors and business partners who are going to work on the Ancram project.

The proposal should outline the proposed process by which the consultant will exercise the overall management of the project, including specific assumptions concerning what the consultant will do, what the consultant expects the Committee/Town to do and what third party subcontractors retained by the consultant will do, the recommended frequency of meetings between the consultant and the Committee, how communications will be maintained among the committee members and the consultants, and how communications will be maintained between the Committee and the public.

### **RFP Evaluation Criteria**

Proposals will be evaluated based on the following factors:

1. The consultant's skill and experience as demonstrated by the development of successful prior Comprehensive Plans and revisions of zoning and subdivision regulations for Towns similar in character and facing the kinds of challenges facing Ancram.
2. The availability of the consultant to begin work on or around July 1, 2007 with an appropriate staff.
3. The overall proposed costs and timelines of the proposed efforts, compared to the scope of the work activities proposed and the perceived quality of the overall effort.
4. The logic and credibility of the project management and communications processes proposed for the project.

### **Other Information/Requirements**

Consultants responding to this RFP may be asked to make an in person presentation to the Ancram Comprehensive Plan Committee prior to the Committee's decision on which Consultant to select for this project.

Consultants should plan to assist the Town and Committee to identify and secure any grants available to support the development of the Comprehensive Plan process.

Ancram does not yet have a Town web site. If the Consultant believes Internet access to the Comprehensive Planning process is required, the proposal should take this into account.

Eight copies of the proposal should be submitted no later than 5 pm Monday, June 4, 2007. If possible, the proposal should also be emailed to [abassin@aol.com](mailto:abassin@aol.com).

The eight copies of the proposal should be sent to arrive prior to 5 pm Monday June 4, 2007 to:

Arthur J. Bassin, Chair  
Ancram Comprehensive Plan Committee  
Ancram Town Hall  
1416 County Route 7  
Ancram, NY 12502

Any questions concerning this RFP should be directed to Art Bassin (518-329-0921; [abassin@aol.com](mailto:abassin@aol.com)).

### **Background Information on the Town of Ancram**

Ancram, which includes the hamlets of Ancramdale and Boston Corners, is located in the southeastern corner of Columbia County, about 50 miles south of Albany and 20 miles north of Poughkeepsie. The Town contains 43.5 square miles, or about 27,840 acres. About 30% of this area is devoted to agricultural uses. There are approximately 1600 full time residents in Ancram, and a large number of second homeowners who are weekend and summer residents. The paper mill in Ancram is the only industrial plant in the Town. State Highway 22 passes through the eastern section of the town, while State Highway 82 enters the Town from the northwest and runs through Ancramdale, where it turns south towards Pine Plains. The County and Town road system is essentially a rural system with travelway widths, generally adequate to serve sparse development. The previous Development Plan was prepared in 1972. A scenic corridor overlay zone was established by the Town along Route 22 in 2003.

Note: This Request for Proposal does not obligate the Town of Ancram to accept the lowest bid, or to reimburse any consultant who submits a proposal for expenses incurred in preparing the proposal. The Town of Ancram reserves the right to reject any or all proposals.