

**- REQUEST FOR QUALIFICATIONS -**

**COMPREHENSIVE PLAN UPDATE  
VILLAGE OF PERRY, NEW YORK**

Release Date: January 20, 2014

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**Notice is hereby given** that the Village of Perry, New York, County of Wyoming will receive qualifications and project proposals for professional consultant services regarding the preparation of a village-wide comprehensive plan. The proposal must be filed at the Village of Perry, 46 North Main Street, Perry, NY 14530 no later than **4:00 PM on February 26, 2014**. E-mail and facsimile copies will not be accepted. The Village reserves the right to reject any and all proposals.

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**I. PURPOSE:**

The Village of Perry is seeking a consultant to substantively replace its 1969 Master Plan that was last updated in 1986. The purpose of the project is to complete a revised comprehensive plan that will guide future growth and land development activity in a healthy, attractive, economically and environmentally sound fashion.

**II. BACKGROUND:**

Copies of the existing Comprehensive Plans may be borrowed in exchange for a \$200.00 refundable deposit to the Village Clerk. Additional documents are available for download digitally at [www.villageofperry.com/planning](http://www.villageofperry.com/planning)

**III. SCOPE OF EFFORT:**

The comprehensive planning process proposed by the consultant shall (at a minimum) answer the following four basic questions:

1. **“Where Are We Now?”** - In answering this question, the consultant shall complete a Community Inventory and Profile that includes descriptive information of resources, related planning efforts and documents, and a discussion of community values.
2. **“Where Are We Going?”** - This portion of the process shall include Trend Statements and analysis of probable or possible development scenarios, demographic trends, infrastructure needs, etc.
3. **“Where Do We Want to Be?”** - In answering this question, the consultant shall rely heavily on citizen participation and shall develop a community vision in the form of a Vision Statement or multiple statements.
4. **“How Do We Get There?”** - The development of the Comprehensive Plan is the essence of the answer to this question. An Action Plan shall be developed to include specific goals, objectives, strategies and actions necessary to accomplish the community’s vision. The plan shall also set priorities and provide a general analysis of the cost and implications of such actions on taxpayers, businesses, and the local government.

Consultants who are submitting proposals are expected to present a detailed work scope that addresses these questions, outlines the proposed methodology to be used, meets the criteria specified in NYS law regarding the preparation of a comprehensive plan, and incorporates additional items as they see fit.

#### **IV. PROJECT DURATION:**

The consultant will be expected to complete the planning process and present the final Comprehensive Plan - with all attachments, maps and appendices - to the Perry Village Board within 18 months from the date of contract execution.

#### **V. PROJECT BUDGET:**

The contract will be awarded as a lump-sum agreement. Fee to be negotiated with the preferred firm. If an agreement cannot be reached, the Village will negotiate with the next ranked firm and attempt to reach a mutually agreeable fee for the scope of services to be provided.

#### **VI. RFQ RESPONSE CONTENT:**

The completion of these activities may require a combination of professionals and specialists involved in planning, design, technical assessments, project management, and legal issues. Given this variation, interested firms may create "consultant teams". One firm shall be designated as the lead firm and shall be responsible for the management of, and sub-contracts with, other firms on the team. The Village of Perry retains the right to disapprove one or more of the firms proposed within the selected consultant team.

Responses to this request should be organized in the following clearly defined sections:

1. Scope of Work: a detailed Scope of Work, schedule, methodology/approach, and deliverables based on the elements outlined above. The proposed work plan shall include a chronological discussion of the process which the consultant proposes to use to do the work. This discussion shall clearly define which team members are assigned to which roles, the relative level of effort for each task and sub task (expressed as a percent of the total work load), and the relative level of contact time with Village Officials and/or Comprehensive Planning Committee.
2. Project Schedule: a graphic depiction of project work tasks, submittal dates, review schedule, milestone dates, and final completion dates.
3. Project Management: a description of project management approaches including proposed interim reporting, coordination with other firms, agencies and organizations, and accountability.
4. Team Organization: an organization chart and a description of team members and their roles. Resumes of key team members shall be provided. The principal point(s) of contact shall be named on the organization chart.
5. Statement of Qualifications: a statement of qualifications, related experience, and evidence of experience and qualifications in specific work elements similar to those identified above and in Attachment #1. This statement shall also include a characterization of the firm's current work load and ability to meet the project schedule.

Seven (7) copies of your response to this request should be mailed to:

**Village Clerk  
Village of Perry  
46 North Main Street  
Perry, NY 14530**

Electronic mail and facsimile transmissions will not be accepted. Proposals must be received by **4:00 pm on February 26, 2104**. Shortlisted firms may be asked to attend a meeting to discuss their proposals with the Comprehensive Planning Committee and Village Officials.

**VII. SELECTION PROCESS:**

This Request for Qualifications solicits responses for professional planning services. As such, the selection of the preferred consultant will not be based on the lowest bid and will, instead, consider all relevant and material factors. The Comprehensive Planning Committee and Village Officials will review and score each proposal individually and will then meet as a group to discuss each proposal in an effort to select those firms and/or project teams who will be invited to an interview before the group. Notification of the invitation to interview will be by telephone at least two weeks prior to the interview date. It is anticipated that interviews will be held during **March 2014**. A contract will be executed shortly thereafter.

Scoring criteria includes:

Firm Experience	5 points
Technical Capability and Personnel	5 points
Demonstration of Understanding of Perry's Needs	5 points
Evaluation of Proposed Strategy/Methodology	5 points

**VIII. QUESTIONS:** Questions may be directed in writing only to Village Administrator Terry Murphy at [tmurphy@villageofperry.com](mailto:tmurphy@villageofperry.com)