



11/27/2018

Request for Proposals (RFP)

The Preparation of a Form-Based Code, a Build-Out Analysis and SEQRA Services for the Chappaqua Hamlet



Request for Proposals (RFP)
For the Preparation of a Form-Based Code, a Build-Out Analysis and SEQRA Services for
the Chappaqua Hamlet
Town of New Castle, New York
November 27, 2018

I. INTRODUCTION

About New Castle

The Town of New Castle is a suburban bedroom community of approximately 23.4 square miles situated in the north central section of Westchester County, New York. With its rolling hills, winding roads and large homes, the Town is one of New York State's wealthiest communities with an average household income of \$195,524 and the average equalized assessed home value of \$896,000. The Town has a population of 17,569 people. The largest segment of the population are adults aged 45-54, a demographic that likely has school-aged children and reflects the excellent schools throughout the community. The percentage of those age 65+ is less than other age categories, indicating that many community residents retire outside of the Town. The primary land use in the community is single-family residences. Approximately 3% of the Town's land is used for commercial purposes, which is mostly located in either the Millwood Hamlet or the Chappaqua Hamlet. The Chappaqua Hamlet is located within a 50-minute train ride from Grand Central Station in New York City.

Background

On June 21, 2017 after a multi-year public outreach process, the Town of New Castle adopted its Comprehensive Plan Update, "A Framework for New Castle". The Town's Comprehensive Plan Update sets forth specific goals to "preserve the Town's bucolic, residential character and its historic resources, while promoting new mixed-use development in the hamlets to meet the community's housing needs and fostering thriving commercial and civic spaces. The plan recognizes that a healthy 21st century hamlet is much more than a retail destination; it is a place for community gatherings and civic events; a place where residents can live, congregate and spend their time comfortably; a place that is aesthetically pleasing and easy to navigate for pedestrians, cyclists, and vehicles; and a place that offers exciting dining and entertainment options that attract community residents and visitors. Today the Chappaqua Hamlet fulfills some of these criteria but falls short on many others (e.g. limited entertainment options, limited selection of housing types, difficult pedestrian navigation, limited parking). The Comprehensive Plan acknowledges the need to revitalize the Chappaqua Hamlet as a more modern, mixed-use community calling for actions that will help support its goals. The New Castle Comprehensive Plan Update can be found at <https://plannewcastle.us/>

The Chappaqua Hamlet is the subject of this RFP specifically because there is easy access to sewer and water infrastructure, other amenities and alternative transportation. In addition, the Town of New Castle is currently implementing a \$15 million dollar update to the hamlet's sewer, water and stormwater infrastructure, including new sidewalks, street lights, street trees and public gathering areas [<http://mynewcastle.org/chappaqua-infrastructure-and-streetscape-project/>]. The Chappaqua Hamlet is roughly 342 Acres, 72 of which are currently zoned for non-residential purposes. Approximately 10% of the land area (33 Acres) in the Chappaqua Hamlet is owned by the Town of New Castle with roughly 12 Acres of the Town-owned property located adjacent to the Metro-North train tracks, which serves as surface parking for commuters who take the train to New York City. The commercial core of the hamlet is located along Greeley Avenue, King Street and Allen Place. The vast majority of commercial use consists of retail stores, restaurants, office spaces and

personal care stores, such as dry cleaners and nail salons. In addition to being a stop along the rail-line, the Chappaqua Hamlet is also home to the New Castle Town Hall and Police Department, the New Castle Historical Society, the Chappaqua Library, Bell Middle School, the New Castle Community Center and the New Castle Recreation Field. As such, the Chappaqua Hamlet is not just a retail core, but consists of many community facilities as well.

The Town of New Castle is looking for revised legislation that will meet the reality of main street development today and should include commercial and residential uses. Consistent with the Comprehensive Plan, the future vision includes transit oriented development and may include different standards for properties aligning Town/County/State roadways (the commercial core) as opposed to areas within the existing train station parking lots or the existing residential areas in the hamlet. It is envisioned that the legislation will be provided in both visual and textual forms. Specific elements of the legislation should address street frontage, street wall, overall height of buildings and open space. Details regarding building alignment, setback and height variation should be included and ultimately care should be provided to break up overall massing. First floor elevations should include elements that relate to the pedestrian experience (e.g. doors, windows, projections, columns, awning and canopies, ornaments, outdoor cafes). Existing surface parking quantities in the Chappaqua Hamlet must be maintained. No net loss of parking amounts is acceptable. The legislation should include examination of current parking standards, shared use and non-competing uses.

PROJECT REQUEST

The Town of New Castle is soliciting proposals from highly creative and qualified professional architectural/planning/environmental/urban design consulting firms to develop a form-based code for the Chappaqua Hamlet. The Town recognizes that there are several components to this project which involve drafting legislation, public outreach, environmental review, and as such encourages consultants to collaborate and work together as a multi-disciplinary team to establish a stronger approach to the project. The form-based code is to be consistent with the definitions and evaluation criteria established by the Form Based Codes Institute (FBCI) [see www.formbasedcodes.org]. Specifically, the Town is looking for assistance to:

- Review the Town's B-R (Retail Business), B-RP (Retail Business and Parking), B-D (Designed Business), and I-P (Planned Industrial Zoning) Districts located within the Chappaqua Hamlet. This may include adjacent residential properties in the R-1/4 Acre Zoning District located adjacent to the business districts and within the Chappaqua Hamlet. A map of the Chappaqua Hamlet detailing the zoning districts is attached;
- Prepare new legislation (e.g., in the form of a Regulating Plan, Form Based Code or other legislative tool) for the Chappaqua Hamlet in order to address the goals of the 2017 Comprehensive Plan Update related to creating a sustainable mix of commercial and residential uses to revitalize the hamlet. Such response should be community based but should be responsive to current and future markets and should include an element of flexibility which is currently lacking in the existing Euclidean Zoning Code;
- Address other changes to the Town's Zoning Code based upon the new legislation [e.g. parking Town Code section 60-420(F)];
- Assess the impact of the proposed draft legislation through a build-out analysis. Specifically, such new legislation should be "test-run" to demonstrate density control for at least three different build-out scenarios (Low, Medium and High represented by the number of housing units and elevation heights such as 3-4 stories, 4-5 stories and greater than 5 stories) which will

help inform and refine the final draft legislative requirements and determine the economic viability of the proposed legislation; and

- Assist the Town with compliance under the New York State Environmental Quality Review Act which will require the proposed legislative changes to be considered a Type I action resulting in the preparation of a Generic Environmental Impact Statement (GEIS).

SCOPE OF SERVICES

Please note that tasks are not required to be accomplished in a sequential manner. Rather the work to be performed should be conducted as efficiently as possible which may involve re-ordering or working on more than one task at a time. In addition, timeframes as provided for each task may be altered based on the approach and experience of the proposer.

Task 1. Initial Review and Analysis [not more than 30-Days]

1A. Background Data Review and Downtown Working Group Interviews. The Consultant will work the Downtown Working Group, which is composed of stakeholders of the Chappaqua Hamlet [e.g. elected officials, residential and commercial property owners, merchants, local design professionals, developers, and municipal staff] to conduct interviews regarding the existing and future condition of the Chappaqua Hamlet. The consultant will also review existing data and reports from the recent Comprehensive Plan update process, which included an intensive public engagement process, background studies and other information.

1B. Site Analysis. The Consultant will become familiar with the physical details of the Chappaqua Hamlet and the historic patterns of urbanism and architecture in the surrounding region.

1C. Media coverage. The Consultant will participate in a press conference with local officials and draft a press release to inform the local citizenry about the planning efforts to be undertaken.

1D. Website. The Consultant will provide information for the Town of New Castle website. As officials deem appropriate, the Consultant will provide materials including text, photographs, maps, renderings, and other images for the web site. This material will describe the Consultant's credentials and help explain the project's process.

Task 2. Public Design Process [60-days]

2A. Generate necessary background maps. The Town of New Castle will provide all readily available base map information as needed by the Consultant. The Consultant is encouraged to seek other sources of data if dictated by the analysis. These documents will be used to produce the maps that will be used during the preparation of the form-based code.

2B. Public Workshop and/or Design Charrette. The Town has spent several years through the Comprehensive Plan Update outreaching to the community. The Consultant will utilize the Public Engagement Report and the Comprehensive Plan and organize and lead design workshops for targeted audiences residing or working in the hamlet, gather ideas and goals, and formulate implementation strategies. The Consultant will tailor the workshop or charrette to obtain maximum hamlet input so as to produce the best possible plan on which

to base the new code. The workshop or charrette format will also take into consideration the findings of the initial site analysis, input from staff, and information obtained at previous meetings, workshops, processes and interviews. While the end result will be new land development regulations, the public process will include discussions of alternatives for street connectivity, use of the new streetscape revitalization design elements, and town planning strategies that create/enhance the town centers/gathering places, corridors, and livable neighborhoods. At the conclusion of the workshop(s), the Consultant will present the work generated to-date. Plans, renderings, and initial coding ideas that reflect ideas articulated in the workshops will be presented to the Town Board and further feedback solicited from the audiences residing/working in the hamlet. It is essential that local government officials attend this presentation along with citizens, stakeholders and technicians. The Consultant will prepare a written summary of the workshop/charrette, including any agreements/understanding reached and steps proposed going forward.

Task 3. Drafting the Form-Based Code [90 Days]

3A. Design Parameters for the Form-Based Code. The new code will regulate development to ensure high-quality public spaces defined by a variety of building types and uses including housing, retail, and office space. The new code will incorporate a regulating plan, building form standards, street standards (plan and section), use regulations as needed, descriptive building or lot types (optional), and other elements needed to implement the principles of functional and vital urbanism and practical management of growth. Sections of this document would typically include the following:

- Overview, including definitions, principles, and intent; and explanation of the regulations and process in clear user-friendly language.
- Regulating Plan (a schematic representation of the master plan) illustrating the location of streets, blocks, public spaces (such as greens, squares, and parks), and other special features. Regulating plans may also include aspects of Building Form Standards such as “build-to-lines” or “required building lines” and building type or form designations.
- Building Form Standards governing basic building form, placement, and fundamental urban elements to ensure that all buildings complement neighboring structures and the street. These standards should be based upon study of building types appropriate for the region, climate, neighborhood vitality and community character.
- Public Space/Street Standards defining design attributes and geometries that balance the needs of motorists, pedestrians, bicyclists, and public transportation while promoting a vital public realm. These standards should include design specifications for sidewalks, travel lane widths, parking, curb geometry, trees, and lighting which is coordinated with the recently renovated streetscape and associated elements (e.g. benches, lighting, and sidewalk treatment).
- Other Standards defining design attributes and regarding building or lot types, architectural standards (exterior materials and quality), green building techniques, landscape standards, parking location and parking management standards, etc. should also be considered for incorporation.

3B. Conduct a Build-Out Analysis. The Consultant shall prepare a build-out analysis prior to finalizing the form-based code which will project the reasonable build-out of the hamlet under the proposed form-based code. The build-out should take into account the Towns’

knowledge and existing information regarding the size/capacity of the public water, sewer and stormwater infrastructure as well as other development constraints due to the environmental conditions within the hamlet. Specifically the soil suitability and high groundwater table within the development area should be considered. The build-out analysis should also consider economic, transportation and traffic impacts (Level of Service, Circulation). Such analysis will also result in a quantification of the potential number of dwelling units and gross square feet of non-residential development that can be absorbed.

3C. Integration of the Form-Based Code. The form-based code must be integrated into New Castle's existing regulatory framework (zoning and land development regulations) in a manner that insures procedural consistency, conforms to state and local legal requirements, provides clarity as to applicability of existing regulations, and maximizes the effectiveness of the code. Specific attention should be given to streamlining project permitting and approval processes provided the project's consistency to the code.

Task 4. Refining the Form-Based Code [30 Days]

4A. Presentation of First Draft. The Consultant will present the first draft of the form-based code for the purpose of gathering comments. Copies of the first draft will need to be in hardcopy and digital form and posted on the website. The presentation may be made to a special audience of hamlet residents and stakeholders, or may be presented before a joint gathering of municipal boards and committees, as determined by the Town of New Castle.

4B. Meetings with Stakeholders. The Consultant will attend and participate in up to three additional meetings with key stakeholders to explain the details of the new code and obtain further input and comments.

4C. Presentation of the Second Draft. After making revisions in response to comments on the first draft, the Consultant will present the second draft of the form based code at a second meeting convened by the Town of New Castle.

Task 5. New York State Environmental Quality Review [90 Days]

5A. Scoping. The Consultant shall work with Town Staff to prepare a scope for the Draft Generic Environmental Impact Statement (DGEIS). The Consultant shall assist the Town in circulating the draft and adopted scope to interested and involved agencies. Such scope should at least evaluate the following resources and categories:

1. Land Use, Zoning and Public Policy
2. Community Character and Visual Resources
3. Natural Resources (including Geology, Soil suitability and depth to groundwater, Topography Terrestrial and Aquatic Ecology and Water Resources)
4. Infrastructure and Utilities (including Stormwater, Water Supply, Sanitary Sewer, Energy; and Solid Waste)
5. Community Facilities and Services (including Schools, Police, Fire, and Emergency Services)
6. Transportation (utilizing existing traffic analysis as well as new information based on Traffic, Transit and Parking)
7. Socioeconomics (including Demographics, Employment and Tax Impacts)
8. Hazardous Materials
9. Cultural Resources

10. Air and Noise

5B. Proposed Action. The Consultant shall work with the Town to identify the Proposed Action, which is to be based off the build-out analysis, and reasonable alternatives.

5C. DGEIS. The Consultant shall prepare the DGEIS which shall describe the Proposed Action and Study Area, evaluate the existing conditions within the Study Area, the potential impacts of the Proposed Action, and the mitigation that would be proposed to address such impacts. Alternatives to the Proposed Action, conditions and criteria under which future actions will be undertaken or approved shall also be included. Appendices to the DGEIS will include the traffic analysis, correspondence, documentation and the proposed form-based code.

5D. FGEIS. The Consultant shall prepare a Final Generic Environmental Impact Statement (FGEIS) that includes a response to the comments received on the DGEIS, any refinements or clarifications made to the Proposed Action, and any clarification to the DGEIS.

5E. SEQRA Documentation. The Consultant shall review all documents and prepare all notices as required for SEQRA purposes.

TASK 6. APPROVAL PROCESS [30 Days]

6A. Public Hearing Presentations. The consultant, working with Town staff will make formal presentations to the Town Board and the Planning Board about the project.

6B. Additional Revisions. The Consultant will be responsible for two rounds of revisions that may become necessary between presentations. The Consultant, working with Town staff will be responsible for collecting comments, questions, and suggestions for these refinements from various sources and consolidating them into a series of action items for revision or providing written responses to all comments received but not incorporated.

PROJECT DELIVERABLES

Based on the Scope of Work, the Consultant will deliver to the Town the following:

1. Zoning Diagnostics
2. Proposed and Final Form-Based Code (e.g. Overview, Regulating Plan, Building Form Standards, Public Space/Street Standards, Administrative Requirements)
3. Proposed changes to existing Zoning Code
4. SEQRA documentation, including but not limited to Positive Declaration, Draft and Final GEIS, Environmental Findings.
5. Research reports, technical memoranda, and public meeting materials.
6. Maps, renderings and other data produced as part of this project, including:
 - a. All GIS shapefiles, CAD files, geodatabases, point and line data and raster data.
 - b. Digital and hardcopies of all photographs, sketches, renderings or other artistic representations used in the creation and implementation of the project.

REQUIRED FORMS AND COPIES

The Consultant will deliver materials in the following quantities and formats

- Twenty-five (25) color copies (no larger than 11" x 17") of the final form-based code;
- One (1) electronic copy of the final code in Microsoft Word, Adobe In-Design (or equivalent) and Adobe PDF format; and
- One CD, DVD, flash drive or other storage device containing all images and electronic files of the project.

SUBMITTAL REQUIREMENTS

Pre-Proposal Conference - A pre-proposal conference will be scheduled for **9:00AM on Tuesday December 18, 2018**. It is strongly encouraged that all those consultants wishing to submit a proposal should participate in the pre-proposal conference. Video conferencing will be available please email icascone@mynewcastle.org or call (914)238-4774.

All questions regarding this RFP should be submitted in writing (email) by Friday, December 14, 2018 to:

Christina Papes, Town Clerk
Town of New Castle
200 South Greeley Avenue
Chappaqua, NY 10514
(914)238-7276
cpapes@mynewcastle.org

Responses to all written questions will be answered as part of the pre-proposal conference which will be videotaped and posted on the Town's website no later than **4:30 PM on Friday, December 21, 2018**.

Proposals must be submitted in the format described below and are to be prepared in such a way so as to provide a straightforward, concise description of the capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and completeness and clarity of content. Proposals must be complete in all respects. A proposal may not be considered if it is conditional or incomplete. All submitted material become the property of the Town of New Castle.

Twelve (12) copies (no larger than 11"x17") and one (1) electronic copy of the proposal must be received by the deadline. The original and all copies must be in a sealed envelope or container stating on the outside: Responding Consultant Name, Address, Telephone Number, "Response to Request for Form-Based Code, Build-Out Analysis and SEQRA Review services to the Town of New Castle."

PROPOSAL CONTENT

1. **Cover Page:** The Consultant shall submit a cover page including a signature by a duly authorized officer, employee or agent of the consultant organization submitting the proposal. The Cover Page must include reference to a response to the “Request for Proposals (RFP) For the Preparation of a Form-Based Code, a Build-Out Analysis and SEQRA Services for the Chappaqua Hamlet for the Town of New Castle”.
2. **Capacity and Team Structure:** State whether the consultant organization(s) can provide all of the services listed in the Scope of Work. If the consultant organization(s) are using a team approach, state all members of the consultant team, and the roles of each team member.
3. **Statement of Qualifications:** Responding consultant organization(s)/firms should provide a Statement of Qualifications that includes the following information:
 - a. General description of the consultant organization(s) or team, including size and length of time in business;
 - b. A summary of the consultant organization(s) or team’s background and specific experience on similar projects;
 - c. Examples of completed projects similar in size and scope; and
 - d. Any qualifications not previously described that make the consultant organization(s) or team unique.
4. **Personnel:** List key personnel and the anticipated roles which said personnel are expected to play on this project. Resumes for key personnel should be provided and include work location, education and licenses or certifications.
5. **References:** Provide five (5) references from other clients, especially public agencies, with whom the consultant organization(s) or team now work or have worked and have established a contract on a project of this nature, of same or similar size as that called for by this RFP. Provide the name of the agency, contact name, address, telephone number, project name, and dates the services were provided.
6. **Proposed Work Plan:** The proposal should include a proposed work plan for the services to be provided. This work plan shall include each task as outlined in the Scope of Work and should include a statement as to who will be working on each item of the work plan. The Town reserves the right to select the consultant to provide all or portions of the proposed work plan in one or several contracts. If an alternative form-based approach is proposed, the rationale behind such alternative approach should be provided here.
7. **Proposed Schedule:** The proposal should include the anticipated schedule for activities to be performed hereunder. This schedule should reflect the timeframe for each task and the total completion time. The schedule should also include provisions for Town review, revision of draft deliverables, and preparation of the final documents.
8. **Proposed Costs:** The proposal should include costs for each item/task, as well as an overall cost for completing the entire project. Hourly rates of the personnel to be assigned to the project and any expenses expected to be incurred should also be included. This contract will be based on a fixed-fee, deliverable based contract with a not to exceed amount equal to the total proposed costs plus a contingency.

9. **Insurance Requirements:** General and professional liability insurance policies in such amounts as required by the Town and naming the Town as additional insured must be submitted by the selected consultant/organization/firm.
10. **Women/Minority/Disadvantaged Business Enterprises (W/M/DBE):** The Town of New Castle encourages bidders to provide a good faith effort to engage with W/M/DBE's. This project may be subject to future grant funding, many of which require W/M/DBE participation.

EVALUATION

Consultants responding to this RFP will be evaluated based on the information submitted, on follow-up interviews (if any), and on information gathered upon investigation into the responding consultant/organization's integrity reputation and past performance. Submitted proposals will be evaluated based on the following criteria:

- Completeness and quality of proposal
- Experience and Qualifications/experience of the consultant firm/team, key personnel, and the personnel who will be working directly on the project;
 - Similar experience with Form-Based Codes, Building-Out Analyses, and SEQRA
 - Experience with Town and knowledge of local conditions and codes.
 - Strength of references
- Proposed Scope of Services
 - Demonstrated understanding of the topics to be addressed;
 - Proposed Work Plan
 - Record of past performance on similar projects/reference checks;
 - Demonstrated ability to work with professional staff, and boards;
 - Demonstrated ability to complete tasks on time; and
- Proposed costs.

The Town reserves the right to contract for all or any part of the services herein and to bid separately any project it feels will be in the best interest of the Town to bid separately, or to make no award, based on the responses to this RFP. Incomplete proposals will not be considered. Awards for any work under this RFP are subject to the availability of funding.

ADMINISTRATIVE INFORMATION

1. **Date of Issuance:** The issue date of this RFP is **November 27, 2018**
2. **Questions and Inquires:** Questions and inquiries will be accepted by the Town but must be submitted in writing or via email to:

Christina Papes, Town Clerk
Town of New Castle
200 South Greeley Avenue
Chappaqua, NY 10514
(914)238-4772
cpapes@mynewcastle.org

The closing dates for submitting written questions is **4:30 PM EST, Friday, December 14, 2018.**

3. **Pre-Proposal Conference:** All questions received will be answered as part of a pre-proposal conference. It is strongly encouraged that consultants wishing to respond to this RFP attend the pre-proposal conference. Attendance can be in person or electronically through the use of video conferencing. If you are interested in video conferencing please email lcascone@mynewcastle.org or call (914)238-4774. The conference will be videotaped and made available on-line in the event you cannot attend the meeting. The pre-proposal conference has been scheduled for **9:00AM EST on Tuesday, December 18, 2018.**
4. **Responses:** The Pre-Proposal Conference and responses to all written questions received will be posted on the Town's website on or before **Friday, December 21, 2018.**
5. **Closing Date for Proposals:** To be eligible for consideration, all responding consultant organization(s) must submit the following materials:

TWELVE (12) COPIES AND ONE (1) ELECTRONIC VERSION OF THE PROPOSAL, MUST BE IN A SEALED PACKAGE AND RECEIVED BY THE TOWN CLERK NO LATER THAN **4:30PM, Friday, January 25, 2019.**

Responding consultant organizations who submit their proposals by mail or delivery service should allow sufficient mailing and delivery time to ensure receipt on or before the time and date stated above. There will be no exceptions granted.

6. **Where to Submit Proposals:** All proposals, whether mailed or hand delivered, must be delivered to:

Christina Papes, Town Clerk
Town of New Castle
200 South Greeley Avenue
Chappaqua, NY 10514
(914)238-4772
cpapes@mynewcastle.org

7. **Interviews:** Certain responding consultant organizations may be invited to present their findings at a follow-up interview.
8. **Addenda and Supplements to Proposal:** In the event certain responding consultant organizations are invited to present their proposals at a follow-up interview, said consultant organizations will have the opportunity to further respond to any questions asked and to clarify any points made at the interview by submitting a written addenda and supplement to their proposal.
9. **Expenses Incurred by Responding Consultants:** The Town will not be responsible for any cost of loss incurred by and responding consultant organization(s) at any time in preparing and submitting a proposal or requested supplemental information in response to this RFP.