Town of Plattsburgh-Request for Qualifications, 2 Year Term Services

Request for Qualifications

The Town of Plattsburgh is issuing a Request for Qualifications. Every two years we issue an RFQ to solicit proposals from qualified firms that can support our multitude of comprehensive planning and community development objectives. We typically accept proposals from multiple firms and hold two-year term agreements with each one. This allows us to be nimble within the two-year term for grants, projects, studies etc. as it eliminates the need to bid for every individual project. This saves us time and taxpayer funds and has been extremely successful. It has also allowed us to get to know the strengths and talents of multiple firms while providing a wealth of partnership opportunities. We have broadened the scope of requested services as the diversity of our needs has increased significantly. We encourage firms to focus their responses on their particular skills and strengths; we also encourage partnered or subcontracted proposals as well.

We are seeking firms that can provide any, all, or a combination of the following services. Firms may also share or provide additional services that may suit the needs of the Town of Plattsburgh:

- Comprehensive and Land Use Planning
- Site Plan, Subdivision, Special Use Permit Review
- Zoning
- Building Code Review or Enforcement
- Economic Development and Market Analysis
- Marketing and Public Relations
- Grant Administration
- GIS Services
- Civil and Environmental Engineering (highway, water, wastewater, stormwater, etc.)
- Public Engagement and Community Outreach
- Land Surveying
- Architecture
- Landscape Architecture
- Construction Management, Inspections, Materials Testing
- Traffic Analysis
- Environmental Assessments

Why you should want to work with us:

The Town of Plattsburgh is a dynamic community in northern New York, with a population of approximately 12,000 people. Our next-door sister City of Plattsburgh has a population of approximately 20,000 people. The greater Plattsburgh region is unique in the North Country, located on the border of the Adirondack Park, on the coast of Lake Champlain, and situated along miles of the scenic Saranac River. Our commercial center sees a daytime population that is five times the residential population, and we are an international industrial hub with strong Canadian ties, particularly to Quebec.

In recent years, the Town of Plattsburgh has adopted a proactive leadership approach to community development. Here are a few examples of what sets the Town of Plattsburgh apart:

- One of the first Pro Housing Communities in New York
- Awarded over $9 million in grants since 2020, currently managing ~$11 million in grant projects
- Award Winning Planning & Community Development Department
    - 2024 NY Upstate APA Award for Implementation (Battlefield Memorial Gateway)
    - 2026 NY Planning Federation Pomeroy Award for Zoning Achievement (CHAMP Law)
    - 2026 NY Upstate APA Award for Best Practice (CHAMP Law)
- Reviewed 2+ million SF of commercial/industrial development including 15 Tier 3 solar energy projects
- Issued more than 2800 building permits totaling over $228 million in investment since 2020
- Onboarded over 380 new homes including 228 multifamily units, with another 500+ under review since 2020
- 4 full time planning staff, 4 full time codes and zoning staff, 5 full time financial and leadership staff, two full time highway management staff, and two full time water and wastewater management with decades of public administration experience.
- More statistics available on the attached fact sheet

We do all of this without a general fund property tax. The Town of Plattsburgh is majority funded through sales tax allocation from Clinton County, which has made it an attractive location to develop.

Upcoming and Ongoing Projects

- Battlefield Memorial Gateway (Phase 1 and 2 complete, multiple future phases planned)
- New Comprehensive Plan ($200k, grant funded)
- NYPLAYS Playground Project Awarded ($1.6M)
- We Are Plattsburgh-Economic Development Initiative
- Pro Housing Technical Assistance to Grow Grant Awarded ($160k)
- Former Plattsburgh Airforce Base Stormwater Analysis and Phased Improvements
- Recently Completed Sidewalks Inventory and Needs Assessment
- Stormwater Master Plan underway, completion spring 2027
- 2027/2028 NY FORWARD Application (see previous DRI Application here)

Check out our most recent annual reports here to learn more about us:

- 2025: https://canva.link/ltddiyp6xm08a13
- 2024: https://canva.link/t2kyek96o11ui8y
- 2023: https://canva.link/5l9svoc1eqjvq7w

Full RFQ Technical and Submission Requirements Continued on following pages.

Notice is hereby given that the Town of Plattsburgh, New York, County of Clinton is issuing a request for qualifications for professional services as outlined in the ***SCOPE OF SERVICES*** section of this request.

Proposals shall be submitted by qualified firms within, or that serve, the State of New York, and shall address the topics described below.

1. **Compensation**

   The Town desires to enter into a professional services agreement. Unless otherwise agreed for a specific project, compensation for services rendered will be based on time and material in accordance with the submitted hourly fee schedule. The hourly fee schedule shall include multiple staff classifications. The Town may request a fixed fee or a not-to-exceed fee on any given project, subject to any conditions and exceptions agreed to by the parties. It should be understood that certain fees come as charge backs from the Town to various developers. It should also be understood that invoices are processed twice per month by the Town of Plattsburgh Business Office in accordance with the meeting schedule of the Town Board. All invoices must be submitted with no less than a Net 30 payment term to accommodate the Town's payment cycle.

2. **Term of Agreement**

   It is intended that this agreement will be for a duration of two years, ending on 12/31/2028. The agreement for services may be terminated by either party by thirty days written notice. The agreement will provide for annual review of compensation and evaluation of performance. The agreement is non- exclusive and allows the Town to obtain services from other providers if, for any given project, it determines such services to be necessary.

3. **Professional Liability Insurance**

   The Consultant shall, at its sole expense, acquire, and continuously maintain during the period in which the Consultant is performing services, and provide the Town with acceptable proof of professional liability insurance coverage with an annual aggregate of not less than $2,000,000 per occurrence, covering acts, errors, or omissions of a professional nature committed or alleged to be committed by the Consultant or any of its subcontractors as a part of its performance of professional services. The Consultant shall agree to maintain in full force and effect during the term of the contract Workers Compensation Insurance.

   In addition, the Consultant agrees to indemnify and save harmless the Town against all liabilities, claims and demands for personal injury or property damages or other expenses suffered or arising out of or caused by any negligent acts or omissions of the Consultant, its subcontractors, agents, or employees incurred in the performance of its services.

4. **Experience and Qualifications**

   Expertise of the firm shall be demonstrated by proof of past contract successes providing similar services as described on Page 1 of this RFQ. The responses will be evaluated on knowledge, experience, and success of these similar services.

   The following information shall be provided on your firm:

   a. Certification that your firm provides services to Municipal Clients.

b. Brief history of your firm including the length of time your firm has been providing services.
c. Statement of experience and qualifications of key staff.
d. Description of work performed, and services provided, by your firm for other municipalities, companies, and organizations.
e. List of completed municipal projects with a brief description of the project including costs, dates, and references.
f. List of other pertinent projects that demonstrate ability to provide services requested on page 1.

5. Conflicts of Interest

As part of your submission, please list any potential conflicts your firm might have due to work being done for outside parties. This should include but not be limited to private developers working in the Town, relation to Town of Plattsburgh employees or officials, or other work being done by your firm with others doing business in the Town of Plattsburgh.

6. Registration and Questions

Prospective respondents should register with the Town by emailing jessicak@townofplattsburghny.gov. Those who register will receive updates and an invitation to a virtual Q&A. The Town will be hosting a virtual Q&A session on December 16th at 2pm EST. For those who cannot attend, questions should be submitted via email with the title of the RFQ in the subject line. The session notes will be recorded and posted to the RFQ public notice posting on the Town's website. A final response to questions will be updated and shared to the public notice posting by COB on January 5th. No contextual questions will be accepted after that date. Submission process related questions will be accepted up to the deadline.

7. Submission Information

Submission Date and Time: January 8th @ 2:00pm. [post marks will not be accepted]

Hard copies: Three (3) copies delivered by mail or in person to Town Clerk

Digital copy: Emailed to jessicak@townofplattsburghny.gov (Jessica Kogut, Senior Planner)

Submit Hard Copies to:

Johnathan J. White, Town Clerk
Re: Professional Consulting Services for Planning & Codes
Town of Plattsburgh
151 Banker Road
Plattsburgh, NY 12901

Clearly mark the submittal with the title of this RFQ ***Professional Consulting Services for Planning & Codes*** and the name of the responding firm. Only those RFQ responses received prior to or on the submission date and time will be considered. Only complete responses will be considered. Facsimile responses will not be accepted.

Continued on next page.

8. Interviews

The Town of Plattsburgh reserves the right to conduct interviews of any or all respondents to this RFQ after the submittal deadline and prior to the execution of any or all contracts.

9. Rejection of Responses

The Town reserves the right to reject any or all responses. The Town reserves the right to reject any response if the evidence submitted by, or investigation of such respondent, fails to satisfy the Town that such respondent is properly qualified to conduct the obligations of the RFQ and to complete the work contemplated therein. The Town reserves the right to waive any minor informality in the RFQ.

10. Additional Service Providers and Subcontractors

The Town of Plattsburgh reserves the right to contract or subcontract with any additional firms, subcontractors, or service providers within the 2-year contract period in order to conduct Town business as needed, and to meet grant requirements such as MWBE and SDVOB utilization.