

REQUEST FOR PROPOSAL (RFP)

RFP No. XXXX: Town of Forestport Land Use Planning Regulation Development

Date of Issue: September 23, 2026

Submission Deadline:

October 23, 2026, at 12:00 PM

1. INTRODUCTION & PROJECT OVERVIEW

1.1 Purpose: The Town of Forestport is soliciting proposals from qualified Consultants to develop the Town's first comprehensive Land Use Planning Regulations. This project is a direct implementation of the Town's Comprehensive Master Plan, adopted in September 2025. Forestport, known as the "Gateway to the Adirondacks," seeks to balance increasing development pressures and recreational visitation with the preservation of its natural and cultural character.

1.2 Funding and Contract Period: This project is funded through the New York State Department of Environmental Conservation (DEC) Adirondack Park Community Smart Growth Grant Program. The anticipated contract period is April 1, 2026, through March 31, 2029, although the Town expects the land use regulation development process to be completed within 12 to 18 months.

1.3 Minority and Women-Owned Business (MWBE) Goals: The Town is committed to a minimum of 30% MWBE participation and 6% Service-Disabled Veteran-Owned Business (SDVOB) participation. Proposers must submit a completed MWBE Utilization Plan (Form D) and an EEO Staffing Plan.

2. SCOPE OF WORK

The selected Consultant will lead the following tasks in coordination with the Planning Advisory Committee (PAC):

- **Task 1: Land Use Regulation Advisory Committee Meetings:** Lead appropriate number of meetings to review project requirements, roles, and drafting progress.
- **Task 2: Public Participation Plan (PPP):** Develop a comprehensive plan for community outreach, including stakeholder interviews, provide content to the Town for the project webpage, and public workshops.
- **Task 3: Community Tour & Stakeholder Interviews:** Work with committee members and officials of Forestport to understand local conditions and elicit feedback from residents and business owners.
- **Task 4: Public Information Sessions:** Facilitate at least two (2) sessions—the first to identify smart growth solutions and the second to gather input on the draft regulations.
- **Task 5: Local Land Use Regulations Assessment:** Identify inconsistencies between the current Site Review Law and the 2025 Comprehensive Plan. Drafts must be submitted to the Oneida County Department of Planning for review.
- **Task 6: Proposed Local Regulations:** Draft a **Land Use Planning Law** consistent with state statutes and the Comprehensive Plan.
- **Task 7: Municipal Board Review:** Submit draft regulations to the Forestport Town Board for comment and revision.
- **Task 8: Environmental Quality Review (SEQRA):** Prepare all documentation required for compliance with the State Environmental Quality Review Act.

- **Task 9: County Planning Board Review:** Submit revised regulations to the Oneida County Planning Board pursuant to General Municipal Law §239-m.
- **Task 10: Public Hearing:** Conduct a formal public hearing to solicit community input before final adoption.
- **Task 11: Final Adoption:** Produce the final regulations for local adoption and filing with the Secretary of State.
- **Task 12 & 13: EEO/MWBE & Project Reporting:** Manage all state-required reporting and submit quarterly status reports to the NYS DEC.

3. PROPOSAL SUBMISSION REQUIREMENTS

3.1 Applicant Eligibility: Applicants must have at least three (3) years of experience in municipal land use regulations and provide at least three (3) municipal references. Applicant must be familiar with the Town of Forestport and its recently adopted CMP.

3.2 Submission Package: Proposals must be submitted on the vendor's own forms and include:

- A detailed description of the proposed methodology to accomplish the scope of work.
- Resumes of key staff assigned to the project.
- A Proposed Compensation Plan (fee structure).
- Required Signed Forms: Non-Collusion Statement, Anti-Sexual Harassment Statement, Corporate Attestation of Good Standing, and Iran Divestment Act Certification.
- MWBE/EEO Documentation: Completed EEO Staffing Plan and MWBE Utilization Plan.

3.3 Delivery Instructions: Submit one original, two (2) hard copies, and one electronic copy to:

Town Clerk Town of Forestport 10275 State Route 28 Forestport, NY 13338

All proposals must be received by **October 23, 2026, at 12:00 PM.**

4. BASIS OF AWARD

Proposals will be scored based on the following criteria:

- **Relevant Experience of Firm:** 30 Points
- **Relevant Experience of Project Team:** 30 Points
- **Public Engagement Process:** 15 Points
- **Proposal Fees:** 25 Points

The Town reserves the right to reject any and all proposals and award the contract based on the "best value" to the community.

5. GENERAL TERMS & INSURANCE

5.1 Insurance Requirements: The successful Consultant must maintain Comprehensive General Liability (2M) and Automobile Liability (2M) insurance, naming the Town of Forestport as an additional primary insured.

5.2 Executory Clause: Any contract resulting from this RFP is executory only to the extent of funds appropriated by the Town Board and available for this purpose.