

**REQUEST FOR PROPOSAL**  
**Town of Shandaken Comprehensive Plan**  
**September 2024**

**1.1 PROJECT DESCRIPTION**

The Town of Shandaken is requesting a proposal for the preparation and completion of a Comprehensive Plan pursuant to Town Law § 272-a. The Comprehensive Plan will establish the objectives that the community wants to achieve, and will guide future sustainable growth within the municipality, enhance the local cultural identity, and protect natural and cultural local resources.

The Comprehensive Plan must address the following general Smart Growth principles, in addition to the elements suggested by the New York State statutes:

- Promote mixed land uses in focus areas.
- Create an adequate range of housing opportunities and choices.
- Promote development and redevelopment where infrastructure is adequate and sustainable.
- Build on traits that make a distinctive and attractive community with a strong sense of place.
- Promote well-planned and well-placed public spaces
- Promote sustainable compact neighborhoods
- Increase mobility and circulation within jurisdictional lines and improve connectivity with areas outside jurisdictional lines.
- Promote sustainable mass transit that reduces the local levels of greenhouse gas emissions
- Promote walkable/bikeable neighborhood designs
- Promote and integrate clean energy resources and related incentives.
- Improve green infrastructure and resident's participation to this effort
- Increase resiliency to extreme weather events.
- Encourage social diversity and integration.
- Expand planning and implementation efforts across jurisdictional lines, to increase effectiveness, sustainability, and resiliency.
- Promote community and stakeholder collaboration in planning

The Contractor will use the funding/grant for consultant services necessary for the coordination of the planning process and preparation of the Comprehensive Plan.

We intend to begin Comprehensive plan work immediately with a target start date of 11/1/2024.

## **1.2 SCOPE OF WORK**

The Comprehensive Plan will include the following tasks:

### **Task 1: Project Initiation Meeting**

The Contractor, the Department, and any partners responsible for managing the project, shall hold an initial meeting to review and agree upon the project scope and schedule, project requirements, budget, roles and responsibilities, the selection process for procuring consultants, State Environmental Quality Review Act (SEQRA) compliance requirements, MWBE requirements, the number of public meetings and techniques for public involvement proposed for the project, and any other information which would assist in project completion. In addition, the composition and role of the Comprehensive Planning Committee shall be discussed during the project initiation meeting. The Contractor, or a designated project partner, shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements reached at the meeting. Work on subsequent tasks shall not proceed prior to Department review of the proposed approach as outlined in the meeting summary.

Products: Project initiation meeting held with appropriate parties. Written meeting summary outlining agreements reached.

### **Task 2: Comprehensive Planning Committee**

Establish a Comprehensive Planning Committee, as a special municipal board (if applicable), to conduct/oversee the development of the Comprehensive Plan in cooperation with municipal officials, other municipal boards, and the project consultant(s), if applicable. The Comprehensive Planning Committee shall have at least one member from the planning board and shall include representatives from a large range of ethnic, social, and cultural backgrounds and a diverse range of stakeholders, such as residents, civic leaders, business owners, elected officials, environmental experts, municipal board members.

The members of the Comprehensive Planning Committee (CPC) conduct/oversee the planning process and the development of the Comprehensive Plan, participate in meetings, generate ideas and build consensus, provide the consultant team with relevant information reflective of the community's current condition and needs (including a list of completed and ongoing local planning efforts and initiatives), review materials drafted by the consultant team and provide constructive feedback, support each of the proposed public participation and outreach efforts, and set the stage for cooperation and the plan's implementation.

Products: Draft and final list of proposed members of Comprehensive Planning Committee. Project advisory committee established.

### **Task 3: Procurement of Consultant (if applicable)**

Prepare a Request for Proposals (RFP) or similar instrument (if applicable) including a complete project description with site conditions, expected final results, a schedule for completion, MWBE requirements,

and criteria for selecting a preferred proposal. Consultant services requested shall include all applicable tasks, activities and responsibilities outlined in the "Project Components" section of this work program.

The Contractor must actively solicit bids for contracts and subcontracts from qualified State certified MWBEs which can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>). The Contractor must retain records of the procurement process including direct solicitation to MWBEs; results; and any actions that its subcontractors have taken toward meeting MWBE contract participation goals. To demonstrate good faith efforts to achieve MWBE contract goals the following should be retained:

- Evidence of outreach to MWBEs: mail, email, phone calls and follow-up.
- Written responses by MWBEs to the grantee/vendor's outreach.
- Copies of search(es) of the directory and advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications.
- Attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the grantee with MWBEs including dates and location.
- Description of how the scope of work maximizes opportunities for MWBE participation.
- Description of how non-MWBE subcontractors' have engaged MWBEs to undertake part of the project's work or to procure equipment/ materials/supplies.

NYS Department of State requires a licensed professional engineer, architect or landscape architect licensed to practice in New York State for preparation and certification of final designs and construction documents, and for supervision of construction.

Submit the RFP or similar instrument to the Department for review and approval prior to release for solicitation of proposals.

Products: Approved RFP or similar instrument released through advertisement in local papers, the New York State Contract Reporter, or other appropriate means. Documentation of procurement including direct solicitation to MWBEs and actions taken toward meeting MWBE contract participation goals.

#### **Task 4: Subcontract and Compliance with Local Procurement Requirements**

Prepare the draft subcontract(s) to conduct project work with the selected consultant(s). The subcontract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of product completion, a payment schedule with payments tied to receipt of products, and project costs.

Incorporate the Department's comments on the subcontract work plan, or scope of services, prior to execution of the final subcontract(s).

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that the Contractor fully complied with applicable provisions of General Municipal Law and with local procurement procedures. A procurement certification form will be supplied by the Department.

The Contractor's procurement record and consultant selection are subject to approval by the Department.

The Contractor remains responsible for the legal sufficiency of the subcontract in accordance with the requirements in the Master Grant Contract and Attachment A-1.

Products: Consultant(s) selected and approved by the Department. Executed subcontracts and written certification of compliance with procurement procedures.

#### **Task 5: Comprehensive Planning Committee Meetings**

The Comprehensive Planning Committee will meet on a regular basis during the planning process to advance the preparation, review, and approval of the Comprehensive Plan, and to organize and conduct community participation events.

During the first meeting, the Comprehensive Plan Committee will review project requirements and roles and responsibilities, transfer necessary information to the team of consultants (if applicable), and identify new information needs and next steps. The Comprehensive Plan Committee or the consultant (if applicable) will prepare and distribute a brief meeting summary clearly indicating the understandings reached at the meeting.

All subsequent meetings will advance the preparation of the Comprehensive Plan and assess the evolution of the project, the new information needed, changes in roles and responsibilities, and next steps.

Work on subsequent tasks shall not proceed prior to Department review.

Products: Meetings held with appropriate parties. Written meeting summaries outlining what has been discussed and understandings reached and identifying the participants to the meeting.

#### **Task 6: Community Participation Plan**

Prepare a Community Participation Plan that describes the public outreach and participation efforts that will be conducted during the development of the Comprehensive Plan, pursuant to the local and State statutes. At a minimum, the Community Participation Plan shall include (in-person or virtual) interviews with local and regional stakeholders, a community survey, a public information meeting, one or more public workshops, one or more public hearings, and a webpage with links to announcements, presentations and documents prepared during the planning process. The Community Participation Plan shall identify key individuals, organizations, and entities to be involved, and shall identify roles and

responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of the proposed public outreach and participation efforts.

All public outreach and participation efforts will be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means. Public access must be provided to each public meeting or workshop. Outreach efforts should encourage participation from populations who are frequently underrepresented in this process, including immigrants, refugees, and minorities.

Meeting and public engagement should be scheduled at times that are convenient to underrepresented communities (e.g., at night or on weekends instead of during the day) and at locations that are ADA accessible. Meetings shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation.

A summary of each public outreach and participation efforts will be made available to the public in written form and through other appropriate means, such as websites.

Products: Draft and final Community Participation Plan.

**Task 7: Community Survey and Stakeholder Interviews**

Develop a relevant and realistic community survey about current local conditions and issues. The survey should be made available to the public as hard copy and online. In addition, identify a set of topics that shall be discussed with stakeholders to obtain additional relevant information and elicit stakeholder reactions and suggestions. Following the completion of the survey, develop a summary of results and analysis.

Products: Draft and final Community Survey. Draft and final list of topics to be discussed during the stakeholder interviews. Summary of survey and interviews responses and analysis.

**Task 8: Review Local and Regional Planning Efforts and Ongoing Initiatives**

Identify and review existing local and regional planning documents and ongoing initiatives. This review process will also include consultation with community leaders and with neighboring communities, if applicable, to identify common issues and assess if Smart Growth principals are the basis for addressing those issues.

The Comprehensive Planning Committee and the consultant(s), if applicable, shall develop a written findings report describing and assessing existing planning documents and the issues and opportunities identified by community leaders.

Products: Written findings report.

**Task 9: Community Profile**

Draft a Community Profile consisting in an inventory and analysis of existing conditions, including narrative, maps, and relevant data. The inventory will be used to assist in the identification of local issues and potential opportunities. The analysis of the local conditions and issues will be conducted from a Smart Growth perspective and identify potential solutions to existing issues and potential opportunities. A chart of smart growth principles will be provided to be included in the comprehensive plan which will summarize the opportunities and challenges to addressing each principle. The inventory and analysis of existing conditions may include the following, at a minimum:

- History of the municipal jurisdiction and boundaries.
- Description of previous comprehensive plan development and adoption processes.
- Demographic characteristics (population and growth trends, age distribution, average household size, ethnic composition, average household income, social diversity and integration, demographic trends).
- Local and regional economic characteristics (unemployment rates and trends, work force characterization, dominant business sector type, major employers and industries, sales tax information, property tax rates, economic trends and jobs range).
- Housing characteristics (the age, type, and condition of structures, type of occupancy - renters versus owners, vacancy rates and trends in the community and length of residency - percentage of residents five years in home, the extent and availability of low-income housing throughout the community and in identified neighborhoods, assessment of housing opportunities and choices, housing trends and access to jobs).
- Local and regional economies and development trends (including housing, commercial, industrial and agricultural development).
- Land use and smart growth focus areas.
- Agricultural and forest lands, uses, and districts.
- Infrastructure and public utilities (i.e., drinking water supply, sewage disposal, solid waste disposal, stormwater management and green infrastructure, communications, gas and electricity) extent, capacity, age, and maintenance.
- Transportation systems, local levels of greenhouse gas emissions, levels of mobility and circulation, walkable/bikeable neighborhood, connectivity with areas outside jurisdictional lines, distance to jobs.
- Natural resources and climate (air quality, watercourses, wetlands, floodplains, aquifers, forests/tree cover, steep slopes, soil types, and rare plant and animal habitats, precipitations, winds, temperatures, etc.).
- Extreme weather events, flooding, erosion hazards, and local resiliency.
- Health and emergency services and facilities.
- Parks and public spaces, recreation facilities, range of passive and active recreation, capacity and maintenance, accessibility etc.
- Historic, cultural, and scenic resources.
- Waterfront resources and public access.
- Zoning and other relevant local development controls.

- Fiscal resources.

The draft Community Profile shall be submitted to the Department for review before being used to design workshop activities and prepare materials needed to conduct community visioning workshops or to draft the Comprehensive Plan.

Products: Community Profile report, including a comprehensive inventory and analysis in the form of relevant data, narrative, maps, and graphics.

**Task 10: Community Visioning Workshops**

Conduct at least two public workshops that will inform the public about the findings of the planning process conducted up to this point, present a clear assessment of how Smart Growth policies are integrated in the municipality’s planning efforts, governmental decisions, and ongoing initiatives, and will solicit public input on existing resources, community character, and future growth. The workshops are also intended to identify Smart Growth solutions to current issues and future growth.

Each workshop shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation. The site of the workshops must be accessible to the public.

Products: Published workshops announcements and fliers. Materials prepared for each public workshop. Workshops held.

**Task 11: Draft Comprehensive Plan**

Assemble the draft comprehensive plan that addresses each of the Smart Growth policies and establishes a long-term strategy for future growth and protection of resources, and may include the following topics commensurate with the community’s needs and vision for future actions:

- Goals, objectives, principles, policies, and standards upon which proposals for the immediate and long-range enhancement, growth, and development of the community.
- Consideration of regional needs and the official plans of other government units and agencies within the region.
- The existing and proposed location and intensity of land uses.
- Consideration and recommendations for the protection of agricultural and forest lands, historic and cultural resources, natural resources, and sensitive environmental areas.
- Consideration of population, demographic and socio-economic trends and future projections.
- Location and types of transportation facilities that reduce the local levels of greenhouse gas emissions.
- Existing and proposed general location of public and private utilities and infrastructure, including clean energy generation.
- Existing housing resources and future housing needs, including affordable housing.

- The present and potential future general location of educational and cultural facilities, historic sites, health facilities, and facilities for emergency services.
- Existing and proposed recreation facilities and parkland.
- The present and potential future general location of commercial and industrial facilities.
- Specific policies and strategies for improving the local economy in coordination with other plan topics.
- Proposed measures, programs, devices, and instruments to implement the goals and objectives of the various topics within the comprehensive plan.
- All or part of applicable plans of other public agencies.
- All other items which are consistent with the orderly growth and development of the community.

A detailed strategy implementing the community's policies, concepts, projects, and programs shall be identified in the plan. This includes phased implementation approach (short-term, mid, and long-term), as well as anticipated costs, and priorities.

Submit the draft Comprehensive Plan to the Department for review and approval and incorporate the Department's comments in the final plan.

Products: Draft Comprehensive Plan, including relevant data, narrative, maps, and graphics.

**Task 12: Review by the Local Municipal Board**

Submit the draft Comprehensive Plan to the local municipal board, for review, comments, and recommendations. The comments received from the local municipal board shall be addressed before the initiation of the SEQRA compliance process.

The comments and recommendations prepared by the local governing board/local legislature shall be addressed and incorporated into the final plan and prior to making the draft available for public review.

Products: Comments and recommendations received from the local municipal board submitted to the Department.

**Task 13: Environmental Quality Review**

Prepare materials necessary for compliance with the State Environmental Quality Review Act (SEQRA). The adoption of a new or amended Comprehensive Plan is classified as a Type I action, pursuant to the State Environmental Quality Review Act (SEQRA) and 6 NYCRR Part 617. The Comprehensive Planning Committee or the consultant(s) shall comply with SEQRA requirements and, if appropriate, prepare the Generic Environmental Impact Statement (EIS) to provide a review of land use actions proposed in the comprehensive plan. The local municipal board shall declare to be the Lead Agency for the action of adopting the new or amended comprehensive plan.



The Department recommends the following resource:

- Department of Environmental Conservation's SEQR Handbook available at <https://www.dec.ny.gov/permits/6188.html> for guidance on the use of SEQR in the planning process.

Copies of all SEQR documents shall be submitted to the Department.

Products: SEQRA documents

**Task 14: County Planning Board Review**

Submit the draft Comprehensive Plan to the County Planning Board for review and recommendations pursuant to Section 239-m of the New York State General Municipal Law. Comments received from the County Planning Board shall be addressed in the final version of the Comprehensive Plan that will be locally adopted.

Comments received from the County Planning Board shall be submitted to Department.

Products: Comments and recommendations prepared by the County Planning Board.

**Task 15: Final Comprehensive Plan**

Address all comments and recommendations received from the public and involved local, regional and State agencies and incorporate into the Final Comprehensive Plan and schedule a public hearing and the local adoption of the plan.

The final Comprehensive Plan and the date of the public hearing and local adoption of the plan shall be submitted to Department.

Products: Final Comprehensive Plan ready for local adoption.

**Task 16: Public Hearing and Local Adoption**

Conduct a public hearing prior to adoption of the comprehensive plan. Notice of the public hearing shall be published in a newspaper of general circulation in the community at least ten calendar days in advance of the hearing. The proposed comprehensive plan shall be made available for public review during said period at the office of the municipal clerk and public library and shall be posted on the municipal website. The public hearings may also be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means.

Copies of the public hearing minutes and the local adoption resolution shall be submitted to the Department.

Products: Minutes from the public hearings and record of decision submitted to Department.

**Task 17: MWBE Reporting**

Comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form C - Workforce Employment Utilization to report the actual work force utilized for this contract broken down by specified categories (every March 31, June 30, September 30 and December 31).
- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYSCS).

Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the “Contact Us & Support” link.

Products: Ongoing reporting through NYSCS during the life of the contract. Form C submitted on a quarterly basis and Form D submitted as necessary.

**Task 18: Project Status Reports**

Submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products: Completed project status reports submitted during the life of the contract.

**Task 19: Final Project Summary Report and Measurable Results**

Submit the Final Project Summary Report and Measurable Results electronically at:

<https://forms.office.com/g/eZERFeEeKM>.

Products: Final Project Summary Report and Measurable Results submitted to the Department

## **2.0 SUBMISSION OF PROPOSAL**

The respondent must submit one (1) paper copy of their proposal and one (1) electronic version of their proposal no later than **3:00pm, October 18, 2024**. The proposal should be submitted to:

**Town Clerk Joyce Grant  
7209 Rt. 28 PO Box134,  
Shandaken, NY 12480  
845-688-5004  
shandakenclerk@yahoo.com**

Proposals received after the scheduled time and date will not be accepted. Facsimile and E-mail proposals will not be accepted.

## **2.1 PROPOSAL CONTENT AND CONDITIONS**

Each proposer must submit a complete proposal which addresses each component of the RFP.

- A full description of how the Scope of Work will be completed along with a schedule detailing when the items will be completed.
- Writing samples demonstrating the ability to condense and concisely present large amounts of information.
- A description of each staff member or sub-consultant who will be involved with this project and a description of their role in the project.
- A client list for similar projects in the last five years, including contact name and phone number, and a brief description of projects.
- Budget and expense information which details all costs including:
  - Personnel expenses which state the name and title of each individual assigned to the project, their hourly rate and the number of estimated hours the individual will be working on the project. The same information should be submitted in detail for subcontractors.
  - Administrative costs for travel, postage, photocopying, telephone, printing and other related expenses must be detailed.
  - Estimates of expense for each of the tasks with assumptions.

## **2.2 CONDITIONS GOVERNING PROPOSALS**

- Only those proposals which contain complete information and are responsive to the RFP will be considered.
- Proprietary or patented information which may be included in the proposal must be clearly identified and brought to the attention of the Town Board of the Town of Shandaken.
- The Town Board/Comprehensive Plan Committee reserves the following rights:

- to accept or reject any or all proposals;
  - to waive or modify minor irregularities in proposals received;
  - to negotiate with proposers, within the proposal requirements, to best serve the interests of the watershed communities and the Department of State;
  - to amend specifications after their release, with due notice given to all bidders to modify their proposals to reflect changed specifications;
  - to consider every offer as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation; and
  - to award a contract for any or all parts of a proposal including award of specific project components to individual proposer team members and to negotiate with the successful bidder(s).
- By submitting a proposal, the proposer agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP.
  - The Town Board/Comprehensive Plan Committee will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

The New York State Department of State must approve all consultants and sub-contractors.

The consultant must comply with all provisions in the Contract between the New York State Department of State and the Town of Shandaken, including all appendices. A copy of the contract is available upon request.

### **2.3 INQUIRIES**

All inquiries regarding the RFP should be made in writing and must cite the RFP section in question. Answers to substantive questions will be provided to all proposers. Inquiries should be directed to:

Peter DiSclafani Town Supervisor, Town Shandaken [shandakensupervisor@gmail.com](mailto:shandakensupervisor@gmail.com)

### **2.4 PRESENTATION BY PROPOSER**

A presentation to the Town Board will be conducted at the request of the Town Supervisor.

The presentations will be made to provide the Town Board/Comprehensive Plan Committee with an opportunity to obtain an understanding of:

- the extent of the firm's depth of knowledge of the subject matter of the RFP;
- whether the methods and resources that will be used by the firm in performing services to achieve the project goals and objectives are appropriate, and cost effective;
- the firm's ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project;
- to allow proposers to further define the primary features and benefits of their proposal;
- to evaluate the public presentation skills of the proposers.

Presentation format is left to the discretion of the proposers. Presentations will be limited to a one-hour period per respondent, which includes questions. All key managerial personnel, as well as key personnel working on the project, must be in attendance at the proposal presentation.

## **2.4 LIABILITY**

The Town of Shandaken is not liable for any costs incurred by any individual or firm for work performed to prepare its proposal or for any travel and or other expenses incurred in the preparation and/or submission of its proposal. Further, the Comprehensive Plan Committee is not liable for any costs incurred prior to approval of the contract.

## **3.0 EVALUATION PROCESS**

The Town Board and the Department of State, Office of Planning, Development, and Community Infrastructure will review the submitted proposal with reference to the qualifications and criteria as detailed in this Request for Proposal. The intent is to determine the consultant has the technical capability and necessary experience to perform the services as outlined in this RFP within the time frame required.

### **3.1 SELECTION CRITERIA**

The selection of a consultant for this effort will be based on the following criteria:

- 1) Technical Proposal: Proposals will be evaluated based on the quality, clarity, and demonstrated understanding of the project objectives. The proposal must include a plan outlining how each item in the Scope of Work will be addressed.
- 2) Relevant Experience: The proposer must provide a list of all projects of similar scope and nature completed in the last five years. The proposer must demonstrate experience with New York State-based land use and watershed planning, local laws and regulations. The projects listed will be used to determine the proposer's expertise, experience, and knowledge. Submission of sample reports or products from previous projects is encouraged.
- 3) Implementation Schedule: The proposer will be evaluated based on their ability to complete the project within the time frame described in this RFP. The proposal must include an implementation schedule that lists all milestones for the development and implementation of project deliverables.
- 4) Cost Proposal: A Cost Proposal Outline organized to follow the outline of Scope of Work must be submitted. The proposer must break down each task in the Scope of Work and assign a detail of cost for the action including personnel costs and reimbursable expenses.
- 5) Team Composition and Resumes: The proposer must provide a list of all person(s) who will be assigned work pursuant to this RFP (including subcontractors), as well as their resumes showing qualifications, educational background, training and experience.
  - a) Team members will be evaluated based on relevant education, work experience and professional accreditation.
  - b) The proposer must designate an individual as the Project Manager who will be directly responsible for all activities of the organization relevant to this RFP and provide their resume showing qualifications, educational background, training and experience. The project manager must have managed the

implementation of at least one other project of similar scope and nature. A description of the project must be submitted with the resume.

- 6) **Presentation Skills:** The proposer will be evaluated based on their knowledge of the subject material, their ability to relay the message in a clear, concise and timely fashion and their ability to field questions posed to them. The proposer will also be evaluated on form and format of their presentation, its professional nature, and the ability to captivate the audience and keep their attention. The proposer may be asked to demonstrate their presentation skills, both written and oral, by providing samples of previous presentations and written material.

### **3.2 SUBMISSION REQUIREMENTS**

- 1) **References:** The proposer must submit five references from projects of similar scope and nature. Each reference should include a contact person and phone number along with a statement describing the project. The Town Board/Comprehensive Plan Committee reserves the right to obtain information from other sources.

### **3.3 NOTIFICATION OF AWARD**

The Town of Shandaken/Comprehensive Plan Committee will notify the successful bidder by phone, followed by written confirmation.

The Town of Shandaken will authorize the award of a contract to the successful proposer based upon the evaluations and recommendations of the Town Board/Comprehensive Plan Committee. If a contract cannot be finalized within thirty (30) days of the award, the Town Board/Comprehensive Plan Committee reserves the right to enter negotiations with the consultant which received the second highest evaluation.

The New York State Department of State must approve all consultants and sub-contractors.

Shandaken is required to exert good faith efforts to fulfill the mandated statewide MWBE and SDVOB procurement goals of 30% MWBE and 6% SDVOB participation within state funded procurements.



This project has been funded in part by a grant from the New York State Department of Environmental Conservation, Adirondack Park Community Smart Growth Program through appropriations from the New York State Environmental Protection Fund (EPF)"

Supported by the NYS Environmental Protection Fund, Adirondack Park Community Smart Growth Program