

**Richard Thomas
Mayor
Mount Vernon, New York**

Request for Proposals

South Fourth Avenue Corridor Improvement Plan Within the City of Mount Vernon (Two Block Area-Wide Comprehensive Plan)



Department of Planning & Community Development

Table of Contents

Project Overview	3
<i>Purpose</i>	
<i>Project Organization</i>	
<i>Project Direction</i>	
<i>Period of Performance</i>	
Study Area.....	4
City Overview	8
Project Descriptions and Deliverables.....	23
<i>Plan Components and Tasks</i>	
<i>Time and Cost Assessments for Plan Components</i>	
General Provisions.....	25
<i>Statement of Rights</i>	
<i>Use of City Documents</i>	
<i>Inquiries</i>	
<i>Addenda and Supplements to Request for Proposal</i>	
<i>Cost of Proposal Preparation</i>	
<i>Contract</i>	
Proposal Requirements	27
<i>Proposal Content and Format</i>	
<i>Professional Liability and Other Insurance Coverage</i>	
<i>Proposals to be in Effect</i>	
<i>Signature Requirements</i>	
<i>Proposal Submission</i>	
<i>Proposal Delivery</i>	
<i>Freedom of Information Law</i>	
<i>Non-Collusion</i>	
<i>Avoidance of Conflict of Interest</i>	
<i>Prohibited Interest of Members, Officials, or Employees of the State of New York, the City of</i>	
<i>Mount Vernon and Local Public Bodies</i>	
<i>Non-Discrimination Policy</i>	
<i>Minority Participation Policy</i>	
<i>Proposer Certification</i>	
Factors for Selection	31
<i>General</i>	
<i>Proposal Evaluation Selection</i>	
<i>Selection Process</i>	
Attachments.....	32
<i>Project Quotes Worksheet</i>	
<i>Standard Insurance Provisions (Consultants)</i>	
<i>Compliance Statements</i>	
<i>Questionnaire Regarding Business Enterprises Owned and Controlled by Persons of Color or Women</i>	
<i>Certification Regarding Business Dealings with Northern Ireland</i>	
<i>Proposer Certification</i>	

Project Overview

Purpose

The City of Mount Vernon seeks to retain a qualified Individual, Firm or Corporation, (Consultant), to provide a range of consulting, planning and technical services to create a comprehensive corridor plan which includes public engagement for two blocks of South Fourth Avenue between East First Street and East Second Street in the City of Mount Vernon, New York. This Request for Proposals (RFP) is intended to help the City select a qualified and experienced consultant in such matters.

Project Organization

The proposer shall provide a project management team experienced in services including but not limited to community engagement, research and consultation on best practices, meeting facilitation, document drafting, mapping, creating support graphics, statistical analysis and presentations to elected and appointed officials.

The intent of this project is to create a corridor plan for a two-block area to reflect the community's vision for its future growth and development and to preserve and enhance the quality of life within the City.

Project Direction

Primary interface of the selected consultant with Mount Vernon will be through the Department of Planning & Community Development (PCD). PCD staff will be responsible for the direction, review and approval of all work as well as the program administration of the contract for compliance with and interpretation of the scope, schedule and budget.

In carrying out these functions, staff will ensure the consultant is consistent with City policies, procedures, and experiences.

Project Budget

The maximum consultant budget available for this project is \$20,000. The total budget is divided into the following categories: \$5,000 for community engagement; \$12,500 for all work leading to and including the written draft two-block area wide corridor plan and \$2,500 for the final two-block area wide corridor plan.

Period of Performance

All proposals shall be predicated on a period of performance commencing upon award of the agreement to the selected consultant. The contract period shall be for no longer than a seven (7) month period.

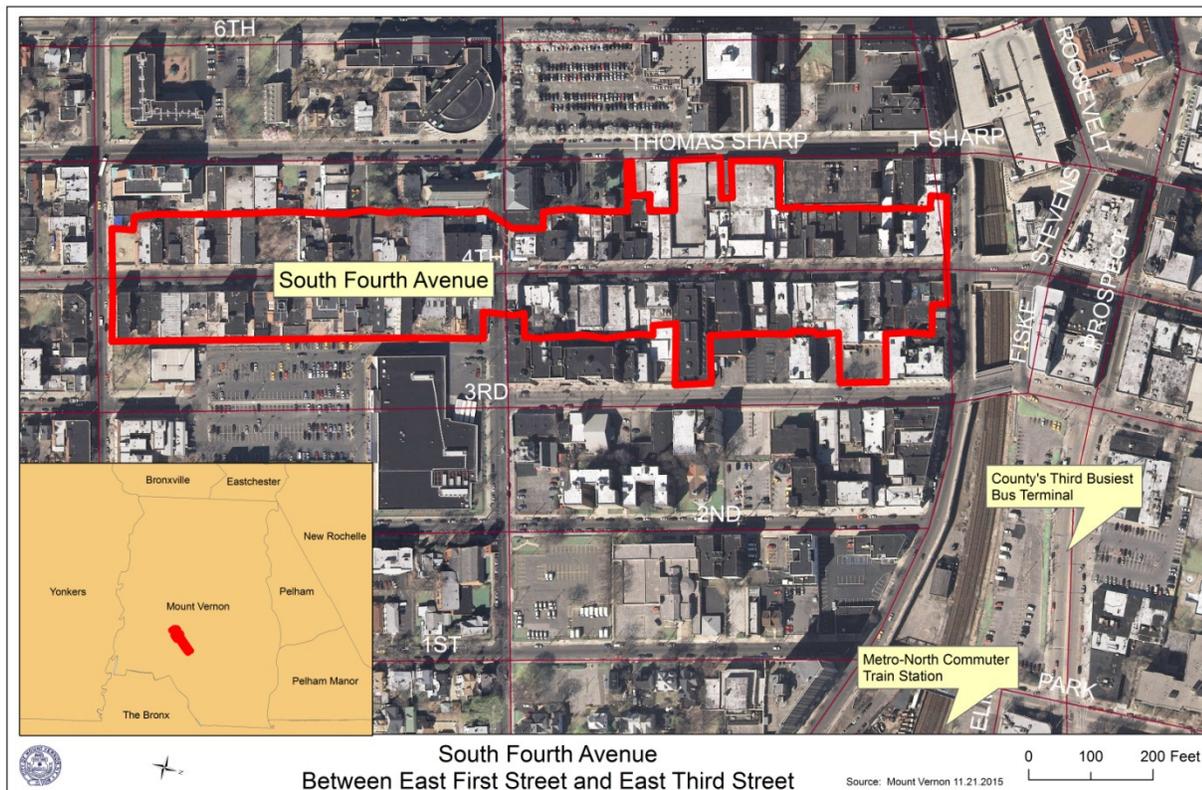
The Study Area

Mount Vernon hosts a historic two block area within its downtown that is the heart of the City's core, located along South Fourth Avenue between East First Street and East Third Street. Mount Vernon as an urban center was the engine of the region's secondary market until the late 1950's. Mount Vernon seeks to evaluate economically feasible solutions through policy development and implementation with the incorporation of public engagement that will rejuvenate Mount Vernon's downtown by fostering greater use of existing infrastructure.

As indicated in Figure 1, this two block area is plagued with disinvestment and the under utilization of commercial space. This grant will facilitate an area-wide study to identify and alleviate barriers to economic growth by engaging the public in the creation of a comprehensive plan/strategy for the area and generate zoning standards that incentive the investment of the area. To achieve the aforementioned goal, this local level planning initiative facilitates public engagement by obtaining stakeholders' thoughts and desires regarding the future growth of the area. This process will consist of evaluating the following:

- marketing strategies that can achieved within the area to create a stronger presence in the regional market;
- programs including but not limited to capital investments to create a “sense of place”;
- creating a standardized marketing campaign for the area;
- business attraction, expansion and retention methods;
- identifying any historically and/or architecturally significant structures for preservation purposes;
- enhanced urban design techniques for future buildings; and/or
- streetscape improvements for a better pedestrian experience.

Figure 1: Aerial Map



The History of the Study Area

This two block area is characterized by an approximate eighteen percent (18%) commercial vacancy rate with approximately two percent (2%) vacant land. This indicates that these two blocks are mostly built-out with commercial buildings consisting of approximately 164 commercial spaces within 98 parcels of land. Many of the sites contain upper story space that was at one point used for storage space, manufacturing or residential occupancy. During the late 1950's, planning doctrine dictated that the separation of uses was most appropriate (Euclidean zoning) for cities in particular downtowns for growth into the future. While that may have been true in some places, localities like the City of Mount Vernon which were born and economically prospered because of mix used development, suffered under this tenet. Mount Vernon's established urban fabric had been undermined. Accordingly, Mount Vernon has been attempting to recover ever since.

Economic Leakage

The aforementioned factors are strongly precluding the City of Mount Vernon from implementing the appropriate mechanisms to revamp this two block area. Currently, the area has \$23 million of unmet retail sales potential according to a citywide market study conducted in 2011. This translates into 86,000 square feet of supportable retail space. The City is losing this revenue stream to neighboring communities because of the leakage that is occurring. This study will allow the City to capture revenue generated by fostering people to shop, live and work in the City of Mount Vernon's historic downtown area.

Historic, Cultural and/or Architectural Significant Structures

Another fundamental aspects for which the City seeks to study this area, is to identify the properties within the two block area that have cultural, architectural and/or historical significance for the City. By doing so, this study fosters another untapped market within the City of Mount Vernon which is tourism. The City has many

cultural, historical and/or architecturally significant features and/or buildings which if identified, may be eligible for listing on the National Register of Historic Places, the New York State Register of Historic Places and/or the Westchester County Inventory of Historic Places. The study will help the City establish appropriate preservation and/or commemoration methods for any sites that warrant such designation. As visitors to the New York City Region seek these types of places to visit, there is a need to investigate and determine whether these can be viewed as attractions to visit from a tourism standpoint. As time progresses and disinvestment continues, the City seeks to prevent these attractions from being lost due to demolition or deterioration due to current market pressure.

Employment Opportunities

The study will allow the City to create more employment opportunities to support livable wages for residents. Due to the fact that the City's zoning ordinance and comprehensive plan are currently outdated, commercial enterprise finds it difficult to economically compete, relocate, expand and remain in the study area. All of these factors translate into a decrease in the number of jobs and the number of employment opportunities available to citizens within the area. The rezoning recommendations of these two blocks will create and open potential markets, grow existing industries and generate jobs in the area which will bring the City's "jobs to housing" balance closer to equilibrium. Rezoning recommendations for the area will allow citizens greater opportunity to reach a livable wage as identified in the City's updated comprehensive plan process. The results of rezoning recommendations will afford citizens greater opportunity to participate in the City's economy and society as a whole while providing an income appropriate to support a decent quality of life.

Tax Burden

The economic stabilization of the study area will assist in the equalization of the City's high tax burden. Residents contribute the highest proportion to the City's tax base. This area which consists of mostly commercial activity, if increased and enhanced, will be revitalized into a viable area and a stronger contributor to the City's tax base. Mount Vernon residents front the burden of the tax base instead of industrial and commercial enterprise which demands less from City services while paying the higher tax rates. Accordingly, it is imperative that the requested funding corrects this imbalance.

Marketing

The requested funding will be used to create a marketing campaign for this historic two-block area. Currently, the area suffers from the lack of a well-established marketing campaign. Over the years, the City of Mount Vernon has constantly attempted to employ strategies geared toward the attraction and relocation of companies and business to this area within the City. The City implements its current marketing campaign through the City's Industrial Development Agency, the Excelsior Program offered through New York State and the City's Urban Renewal Agency. The City's marketing campaign consists of the Mayor's Office and the Planning Department serving as the City's marketing managers in terms of recruitment and providing businesses with the necessary incentives to attract companies into the City. However, the funding would be used to create specific localized marketing strategies.

Environmental Justice

All of the Census Blocks within the South Fourth Avenue two-block corridor are considered a Potential Environmental Justice Area according to the New York State Department of Environmental Conservation. Acknowledging that this historic two-block area holds this designation, the City seeks to improve air quality, increase pedestrian activity, offer complete streets so that recreational activity is incorporated in the area, increase the area's green space and have a very open, transparent public neighborhood planning process to engage and obtain as much public comment and input as possible for a very inclusive citizen participation process.

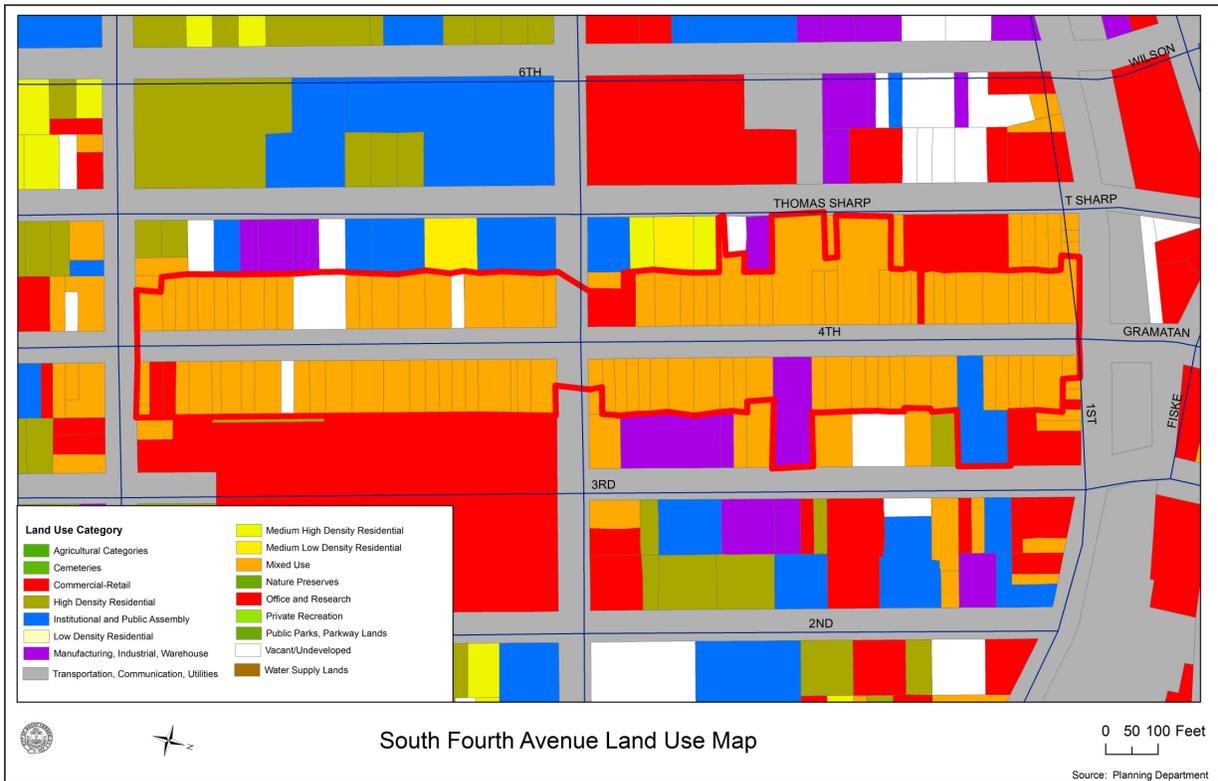
HUB Zones

Most of the Census Tracts that comprise this historic two-block area within Mount Vernon’s downtown are qualified for the United States Small Business Administration's HUB Zone Program. This program is designed for communities that have been historically underserved by business development and business incentive resources. It facilitates economic growth by providing incentives for businesses to open and operate within these zones in exchange for obtaining government contracts. Qualified Hub Zone Census Tracts typically have prolonged periods of low employment, lack of investment and very little economic growth throughout the years. This is a perpetual reoccurrence within the study area.

Current Land Use

According to the historic two-block area’s land use map (Figure 2), approximately 92% of the area’s properties are categorized as mixed use. While historically this may be true, many of these properties are host to defunct and/or underutilized upper story space. As a result, this area is no longer a 24-hour place where residents and shop owners live, work and play. Over the years, it has become an area; wherein, the shops open at 10am and close by 9pm. This creates a dead zone within the heart of the City's Downtown where unwarranted activity can take place due to an inactive and neglected street presence. The study is needed to reactivate this historic two-block area and make it a destination where people want to live, work and play.

Figure 2: Land Use Map



Comprehensive Plan

The City’s lack of a comprehensive plan also serves as a severe impediment to City’s growth and economic sustainability. The City's comprehensive plan has not been updated since 1968. Accordingly, antiquated planning principles and practices are governing the development and growth of the City. Therefore,

development has been happening in a haphazard fashion. In an effort to make the City's growth sustainable, orderly and correct this symptomatic approach, the City has recently drafted an updated comprehensive plan. However, the City Council cannot begin public hearings nor adopt the comprehensive plan without conducting an environmental review process (SEQRA) as required by New York State Law. The environmental review is the last step in the process for the City to implement a long range comprehensive strategy for economic growth and development which will foster the economically sustainability of the community.

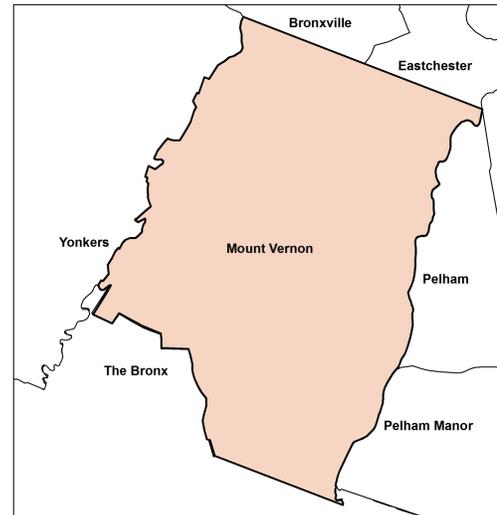
Commercial Amenities

The study will increase the amount of commercial amenities afforded to City's residents and workers. In the City's recently conducted marketing study, there is an approximate \$205 million retail gap within the City. This indicates that the City loses or "leaks" \$205 million of untapped retail demand. In order to effectively keep the dollar circulating within the City of Mount Vernon, rezoning must be conducted to ensure that this idle retail market is tapped by having the appropriate zoning in place to allow the needed commercial amenities to become established within the City.

City Overview

Location and Size

The City of Mount Vernon is a very urban, dense inner first ring suburb of New York City located just north of The Bronx and also bordered by the Villages of Pelham and Pelham Manor to the East, the Village of Bronxville and the Town of Eastchester to the North and the City of Yonkers to the West. The City is 4.4 square miles and is home to approximately 70,000 residents (approximately 16,000 per square mile), making it the 8th largest city in New York State; the 2nd most densely populated municipality in New York State; and among the ten (10) most densely populated municipalities in the United States. Given the City's location within the New York City Metropolitan Region and its transportation infrastructure, Mount Vernon is extremely accessible to all areas within the region.



Population and Demographics

According to the 2000 US Census, the City of Mount Vernon is home to 68,381 residents. It is the 8th largest city in New York State; the 2nd most densely populated municipality in New York State; and the 7th most densely populated municipality in the United States. Mount Vernon is virtually built out with the following land uses: 70% residential; 29% commercial/industrial and 1% undeveloped/open land. The City is very accessible to all areas within the region. Three parkways run through the City and two major highways are less than a mile each from the City's borders. Midtown Manhattan is less than a one-half hour express trip by rail from Mount Vernon's three Metro North Railroad Stations. Two New York City subway lines terminate/commence within three city blocks of the Mount Vernon border. The Westchester County Bee-Line System operates the third (3rd) busiest bus terminal, with nine bus routes in Mount Vernon that provide bus transit throughout the County and into New York City.

According to the 2000 US Census, the City's ethnically diverse population is approximately 60% African American, 27% white, 10% Latino, and 2% Asian and is home to over 98 different ethnicities. Mount Vernon's per capita income is \$20,827.00 while Westchester County as a whole has a per capita income of \$36,726.00. With almost 14% of the population living below the poverty level; approximately 15% of the

population are senior citizens and approximately 25% of the population are under the age of 18, it is very important that considerations are given for those who are not economically able to participate in the planning process. As a neighbor of New York City, the City of Mount Vernon shares similar socio-economic characteristics as the Bronx. Due to market pressure economic for an inner first-ring older urban suburb, the City has experienced consistent neglect for preserving historical aspects of the City while accommodating future growth.

Income and Employment

While located in affluent Westchester County, many Mount Vernon residents are considered to be “cost-burdened.” Cost-burdened is defined by the following factors:

- Spend more than 30% of their income on housing,
- 70.8% of all children receive free or reduced lunch (2010-2014 American Community Survey 5-year Estimates) during the 201-11 school year
- 30.1% of families are single-parent families, the unemployment rate was 7.2%, among the highest in Westchester County, versus New York State’s rate of 5.3% for the same period per the 2010-2014 ACS 5-year Estimates, and
- 8% of the City’s total population is under age 5, 18% are 6-17, 23% are 18-34, 39% are 35-64, and 13% are 65 and over.

Mount Vernon is the poorest community per capita (\$27,059) in the County (\$36,726) with almost 12.7% of our population living below the poverty level; 13% of our residents are senior citizens (highest in the county) and 23.5% are under the age of 18 (also the highest in the county). Further, Mount Vernon has the highest unemployment rate in Westchester County for adults in 2015 (7.2% vs. 2.8%, respectively). In 2015, 42.6% of our City’s youth were unemployed. The median income for 2015 was \$49,495.00 vs. Westchester County \$84,220. As a northern neighbor of New York City, Mount Vernon shares some of the same ills: high poverty rates and high crime rates in a densely packed community within a small area, and budgetary constraints. For these reasons the City aims to preserve and enhance its industrial base which is a good source of employment for residents of Mount Vernon and neighboring Communities.

Travel to Work

The 2010-2014 ASC 5-year Estimates suggest that 57% of the City of Mount Vernon workers drove to work alone, approximately seven percent (7%) carpooled, 23% used public transportation and 8% used some other means. The remaining two percent (4%) worked at home. The average commute time was 32.5 minutes among those who commuted to work.

Housing

According to the 2009 US Census American Community Survey, the City of Mount Vernon had a total of 29,056 housing units, 12% of which were vacant. Of the total housing units, approximately 40% are single-unit structures and 60% are multi-unit structures. Of the City’s total housing stock, approximately 80 percent (80%) of the housing stock was built prior to 1960. Accordingly, many structures are eligible for the National Register of Historic Places.

Governmental Structure

Mount Vernon is governed by a Mayor and a City Council. The City Council consists of five representatives, one of which is the City Council President. Each council member is elected at large and; therefore, represents all of the citizens of the city. The city also has an elected Comptroller who serves as

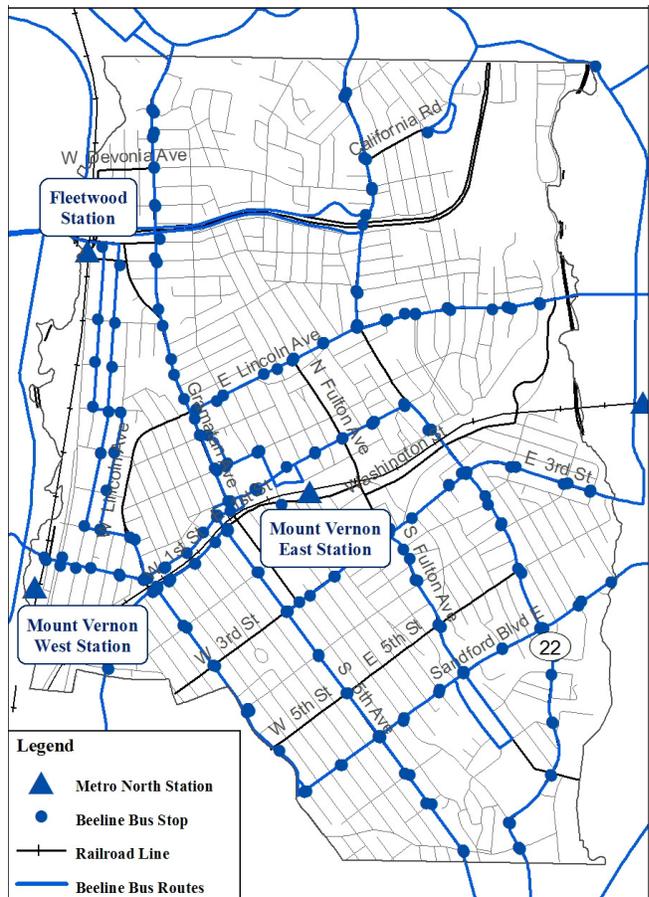
the Chief Financial Officer for the City. The Police and Fire Department fall under the purview of the City. However, the school district is an independent entity and is not under the authority of the City.

Land Use and Development

With such a densely populated community, the City in the past has been guided by practices that do not directly correlate to the City's embedded development and growth pattern. The City's land use consists of 70% residential, 29% commercial/industrial and 1% undeveloped/vacant land. Currently, the City is also operating under the framework of a Master Plan that was last updated in 1968. As a result, the City has been implementing outdated principals and practices. Further, the City's Zoning Ordinance does not reflect the City's built-out character by not allowing mixed use development although the City was established based on a mixed-use development pattern. The City has been accomplishing planning in a piecemeal fashion by the Zoning Board of Appeals issuing use variances on an individual lot basis, rather than formulating a comprehensive planning strategy toward growth and development. By composing and instituting a comprehensive planning strategy for South Fourth Avenue, the City will be able to retain more affluent residents and businesses which will sustain the City's tax base and take advantage of the City's economies of scale. Therefore, as a mostly built out City, enhancement strategies, infill development and the redevelopment of underutilized parcels are the most instrumental and effective methods of future growth for the City.

Transportation Networks

The Bronx River, Cross County and Hutchinson Parkways traverse Mount Vernon and Interstates 87 and 95 are each less than a mile from the City's borders. The City is also well served by a network of mass transit options that allows every resident in Mount Vernon to be within a seven to ten minute walk of a bus, subway or train line. Midtown Manhattan, Downtown White Plains and Downtown Stamford, Connecticut are less than a one-half hour express trip by rail from Mount Vernon's three Metro-North Railroad Stations. Two New York City subway lines, the #2 and #5 trains, terminate/commence within three City blocks of the Mount Vernon/Bronx border. The Westchester County Bee-Line System operates nine bus routes in Mount Vernon that provide bus transit throughout Westchester County and into New York City. The City of Mount Vernon is less than a fifth a mile from the Wakefield and Pelham Metro-North Train Stations. While Mount Vernon's transit network makes the City one of the best models of a walkable community in the County and perhaps the region, 60% of residents still use a private vehicle for everyday practical use.



Natural and Cultural Resources

Defined by the river valleys of the Hutchinson River Basin along its eastern border and the Bronx River Basin along its western border, there are two watershed systems that traverse the City of Mount Vernon from North to South. These watersheds drain into the Hutchinson River and Bronx River respectively; however, there are limited points of access to their shorelines or for people to directly enter the water.

The City of Mount Vernon has 15 parks, playgrounds and open space either owned by Westchester County or the City. These parks and open space total 241 acres citywide. Although these parks and open space offer a wide variety of recreational choices and activities, when compared to 94 other similarly sized cities in terms of population, the City of Mount Vernon falls within the lower quartile of total acres of park and open space land within a municipality with Mount Vernon's total population.¹ Accordingly, strategies and actions identified through the comprehensive plan will be established to increase the amount of park and open space available to residents.

¹ A study was conducted by the National Recreation and Park Association (NRPA) in 1996 to assess 94 municipalities containing similar size total populations to set a comparable guide for municipalities throughout the Country to assess the amount of open space within the municipality for residents to enjoy.

Comprehensive Planning Initiatives to Date

In the draft Comprehensive Plan Update, general overall strategies are identified for this area. Upon completion of this two-block area wide plan, the plan will be appropriately incorporated into the City's Comprehensive Plan Update as a neighborhood and/or area wide plan.

Accordingly, a substantial amount of work has been performed by the City's Department of Planning and Community Development (PCD) toward the preparation for a new comprehensive plan for the City. The City's comprehensive plan process has been governed by PCD staff along with the Mount Vernon Comprehensive Plan Steering Committee which is a core group of City stakeholders including elected officials, citizens, the Mount Vernon School Board and business owners that have a vested interest in guiding the overall City's growth and development.

The City developed a vision for the comprehensive plan through a public planning process. This process included several meetings with the public, City officials, businesses, neighborhood associations and other community stakeholders. The process also included a citywide survey; wherein, residents provided survey responses, identifying scores of potential actions that the City may implement to improve the quality of life. The City further synthesized the results of the public meetings and surveys to identify the most widely supported actions that would guide the City in the future. A sampling of the actions/feedback identified during the public planning process is included within this document.

Through this process, six major planning themes were identified for the city's new comprehensive plan:

- Transit Oriented Development
- Rezoning
- Adaptive Reuse
- Mobility
- Sustainable Investments
- Employment Generation

Simultaneously, the Comprehensive Plan Steering Committee determined that the City should be categorized into three (3) distinct Planning Intensity Areas. These designations delineate the amount of focus and evaluation that the land uses and development pattern will receive as the planning process continues to move forward. The three distinct Planning Intensity Areas are:

- High Intensity Planning Areas
- Limited Intensity Planning Areas
- Character Enhancement Areas

The comprehensive plan themes and the planning intensity areas, along with the feedback from the community planning process will be the basis and guide for the development of the City's new comprehensive plan. The six themes and three planning intensity areas are explained in greater detail in this RFP on pages 11 and 13, respectively. Also within this document on pages 14 to 15 is a listing and brief description of previously completed studies containing information that will support the creation of the comprehensive plan document.

Currently, PCD staff is in the final stages of completing a Comprehensive Plan Status. This report goes into great detail of the work completed in the City's comprehensive plan process to date. It also provides the proposed layout for the Comprehensive Plan document itself. The status report will be provided to the selected consultant to assist in the preparation of the comprehensive plan draft.

Issues to Actions: Actions for the City to Take

To develop the City's comprehensive plan, a series of citywide public meetings and charrettes were held which identified action items that should be implemented through the comprehensive plan. These actions were collected after initial public meetings were conducted. During these initial public meetings, an introduction to the comprehensive planning process was illuminated, followed by facilitated group discussions on topics related to the physical development of the city and public comments were gathered. The second round of public meetings required public participants to prioritize the proposed actions/feedback gathered as result of the initial public meetings. During the comprehensive plan public meetings, participants were asked:

What issues are of particular concern to you as the City plans for the future?

For each issue, consider the following:

What's good now?

What do you like?

What should be maintained?

What's not working?

What do you dislike?

What needs to be changed?

What opportunities are there?

What new things can we do to make it better?

What do you hope to see in Mount Vernon's future?

As a result of the public, community and stakeholder meetings, PDC analyzed the results which included the feedback from the public surveys. Accordingly, PDC was able to categorize the results according to the proposed comprehensive plan themes:

Housing

- Create and enforce design guidelines (height limits, design buildings at a human scale, building materials)
- Explore historic preservation ordinances and policies (maintaining building quality and character)
- Explore mixed income housing and minimum requirements for affordable units in new construction
- Better use of Code Enforcement (demolish burnt out housing, impose tax liens, illegal improvements made on weekends and after City business hours)
- Identify illegal rooming houses (illegally converted housing)
- Create moderate income housing
- Explore character preservation policies
- New housing should incorporate "green" standards and designs
- Impose minimum construction standards to improve quality of housing stock
- Evaluate new housing before it is built for effects on transportation, aesthetics and schools
- Modify zoning regulations to allow mixed-use commercial residential development as of right

Transportation/Transit Services/Parking

- Take advantage of Transit Oriented Development opportunities throughout the City
- Create greater amenities at train stations, mixed use development
- Implement streetscape improvements to enhance safety for pedestrians and people with disabilities
- Implement place making / gateway improvements
- Create an In-Town shuttle to provide a link between Mt. Vernon West and Mt. Vernon East train stations and from train stations to 241st Street subway station
- Encourage multi-modal transportation of freight using rail and barge over trucks
- Consider creating commercial loading zones and times to reduce congestion at peak hours
- Enhance infrastructure at bus stops to encourage use of mass transit
- Examine pedestrian and vehicular safety (cross-walks, pedestrian audible signals, sidewalks, school children safety)
- Examine timing of traffic signals
- Restrict truck movements (trucks using local streets)/develop truck routes
- Analyze current parking capacities and consider developing new parking lots near commercial areas
- Implement bike lanes
- Create bike storage facilities at train stations, schools and city facilities to encourage bike usage

Open Space and Recreation

- Update City's inventory of historic resources utilizing NYS OPRHP protocols
- Consider allowing individual gardening plots along ROW; have designated planting spots and locations at City parks
- Establish a green streets program like NYC
- Establish standards for consistent way finding and identification at city parks
- Develop Inventory of all resources within City parks
- Work with the School District to Encourage Greater Use of School Facilities After School Hours and During the Summer
- Establish an adopt-a-park program for fund-raising and to solicit community involvement in maintenance
- Develop cyclical maintenance standards for parks facilities. Capital projects planning
- Identify locations for public art; provide incentives for inclusion of public art in new developments; percentage for public arts requirement for city facilities and new developments
- Develop trailway plan to provide connections to trail networks outside the City borders; identify trail/bikeway trailway networks North/South and East/West within the City

Neighborhood Character Preservation

- Institute contextual zoning to retain existing character
- Institute tree preservation ordinance
- Explore local historic preservation ordinance

- Mandate a registration of maintenance for foreclosed properties
- Better use of Code Enforcement
- Widen the sidewalks to encourage greater pedestrian use
- Identify locations for neighborhood beautification initiatives
- Improve the current system for reporting maintenance issues
- Encourage participation of neighborhood associations and other civic groups located within the City
- Create a Conservation Advisory Committee to encourage preservation of open space
- The City's Capital Improvement Plan should include upgrade of existing streetscape infrastructure such as trees, lights and benches
- Establish design guidelines to preserve current aesthetics and to ensure that new development fits in with the existing character
- Educate the land use boards on the impacts and effects of their decisions

Sustainable Community/Energy Use

- Establish standards/incentives for the creation of green roofs on city-owned buildings, new and existing structures where appropriate; inventory buildings with potential for green roof adaptation
- Establish new policies and ordinances that focus on creating/preserving sustainable infrastructure for Mount Vernon
- Institute "green" technology and sustainable practices into the City's capital improvement plan
- Identify locations in Mount Vernon to consider for creating green (G) zones that will provide incentives for green manufacturers to operate
- Combine smart growth and conservation with industrial development by taking advantage of the City's excellent location, strong and available local work force and an excellent transportation network
- Encourage the use of recycled/reclaimed materials in construction
- Provide incentives for workers throughout the City to use mass transit
- Educate students in Mount Vernon schools about using "green" practices
- Inventory City's existing infrastructure to determine where "green" technology can be instituted
- Encourage redevelopment of existing sites recycling existing infrastructures and reducing consumption of newer materials.
- Implement recycling and conservation methods
- Update the City's Building Code and zoning ordinance to allow for more "green" technology
- Establish incentives and policies for implementation of new vehicle technologies in City fleet

Commercial/Industrial/Economic Development

- Determine commercial niches that exist within the City
- Create business attraction & retention incentives
- Explore the creation of City Office of Small Business Services
- Create greater entertainment and commercial offerings within the City
- Establish a partnership between local businesses & the school system for training programs; City create job training program

- Create Business Improvement Districts
- Streetscape Improvements in business areas
- Enforce Site Plan regulations
- Establish design guidelines for commercial storefronts
- Enable Mixed Use Commercial/Residential Buildings As of Right
- Create Special Development District for Transit Oriented Development implementation purposes
- Create business incentives to attract green businesses
- Promote the City through a business marketing campaign
- Evaluate parking requirements to remove burden on developers to provide parking on development sites
- Encourage a diverse mix of retail establishments within walking distance of neighborhoods

Comprehensive Plan Themes

Based upon discussions with the City's Comprehensive Plan Steering Committee, stakeholders, public meeting participants and city officials, six major planning themes emerged in which all identified actions/feedback mentioned previously in the "Issues to Actions" section would be based. Each major planning theme met the criteria of being a well established planning strategy to improve the quality and economic benefit of physical development in the city.

The City selected each major planning theme by analyzing the City's natural, physical, and socio-economic aspects in order to understand and identify the City's unique qualities. The proposed major planning themes need to be further expanded upon in a sustainable manner to establish guidelines that will facilitate the preservation and enhancement of Mount Vernon. The comprehensive planning themes will be illustrated in the drafted comprehensive plan by stating the fundamental principals of each planning theme as specific actions within the corresponding associated specific planning intensity areas. The six major comprehensive planning themes are defined as follows:

Transit Oriented Development

Mount Vernon's mass transit stations, nodes of transit activity and transit transfer points should be considered as locations to develop new commercial, shopping, living, entertainment and cultural facilities for the city. This new transit oriented development (also known as TOD) should encourage both and daytime and nighttime activities and consist of structures designed to emphasize access to and between these new developments by walking, biking, bus use and train ridership. Encouraging the growth of Mount Vernon's TOD locations would be provided through incentives such as zoning to permit residential and commercial development within the same building and /or on the same site, establishing ratios between the amount of new commercial and living spaces to appropriately balance economic and residential growth, allowing increased building square footages for developments that create public spaces for recreational and cultural use, and parking requirements being achieved through building shared parking structures in centralized locations jointly funded by project developers and the City.

Rezoning

Mount Vernon's zoning regulations must be revised to both reflect the city's existing land uses and encourage a pattern of redevelopment that will provide a sound economic and tax base to provide and maintain city infrastructure and services at a level desired by city stakeholders. From a citywide perspective, rezoning must result in preserving Mount Vernon's variety of building forms, capitalize on the city's mass transit infrastructure, establish an appropriate level of residential density and city population, and allow for the city's continual physical changes in an environmentally sustainable manner. The zoning districts covering the city's downtown, transit activity centers, and commercial corridors must allow for commercial and residential uses to be developed adjacent to each other (or on the same property) to positively reinforce the current development patterns of these areas. For Mount Vernon's residential neighborhoods, the zoning regulations must be modified to preserve the city range of affordability, architectural character and ownership options of it housing supply by establishing appropriate requirements for minimum lot sizes, number of dwelling units per site and minimum distances between structures.

Adaptive Reuse

As a municipality with only one percent of its land area vacant and available for new construction, the accommodation of new land uses and types of physical development for Mount Vernon must be done through evaluating the reuse of previously developed buildings and structures. Planning strategies, building ordinances and density bonuses must be adopted to prioritize the reuse of the city's existing

building stock as opposed to building demolition to accommodate new construction. Adaptive reuse of the city's existing building inventory integrates with the sustainable redevelopment for Mount Vernon by accommodating a greater variety of commercial and residential offerings taking place within previously built structures retrofitted for contemporary needs. The promotion and protection of Mount Vernon's current physical form, scale and character will enhance the city's unique districts and neighborhood while strengthening the City's unique cultural identity with the region.

Mobility

Mount Vernon's density of development, pattern of land use, vehicular corridor arrangement and plentiful mass transit options require analysis to understand how people and goods arrive at, move within, and travel through the city. The study of the city's corridors to accommodate the current amount of walkers, drivers, bikers, mass transit users and commercial traffic is necessary to sustain the city's ability to accommodate new physical development, future increases in volumes of movement and better accommodate a shift from one type of transit to another. While motorized vehicles are currently the dominant mode of transport within the city, redevelopment goals and mobility strategies should be geared to reducing the percentage and duration of motorized trips, providing vehicle parking in a manner that minimizes their consumption of land area and impact on the environment.

Sustainable Investments

Mount Vernon is a city based upon a sustainable development pattern due to its close proximity to a major metropolitan center, its diverse land uses in a compact geographic area, multitude of public transit options, and residential units of a wide range of unit types, affordability and architectural styles. These physical attributes allow the potential for the city to efficiently use energy and environmental resources in a responsible manner to accommodate future development that exemplifies best practices in protecting the environment. The redevelopment of Mount Vernon in a sustainable manner will be accomplished through establishing policies, ordinances, and guidelines related to new structures, adaptive reuse of existing buildings, and historic sites and resources. Additional sustainability concepts related to the physical growth of the city should also include embracing green education, green manufacturing, green transportation, and green zones that offer incentives for instituting environmentally beneficial technologies.

Employment Generation

The inevitable physical changes that will take place in Mount Vernon should happen based on strategies, goals and regulations that seek to maximize local employment opportunities and provide a diverse offering of work experiences through the city's growth and redevelopment. Since the city's physical base is a model of sustainable development, new economic opportunities should be geared around supporting the creators, providers and maintainers of green technology, products, and practices. As the home to a diverse range of businesses and industries that produce custom and specialized goods, strategies to promote and attract more businesses of this type should be pursued through branding of the city's distinct industrial areas and their business resources. The creation of incentives for the city's existing wholesale operators and custom manufacturers to establish limited retail operations and showrooms for their establishments would lead to additional business volumes, increased number of customers visiting the city and the generation of additional employment opportunities. For city infrastructure maintenance and expansion projects initiated by the City, the inclusion of city residents, local businesses and local material suppliers for the project should be used as criteria for selecting entities to perform the necessary work.

Planning Intensity Areas

The Mount Vernon Comprehensive Plan Steering Committee, through the public planning process, concluded that the City would be categorized into three (3) distinct planning intensity areas. The three distinct planning intensity designations are the following:

Higher Intensity Planning Areas

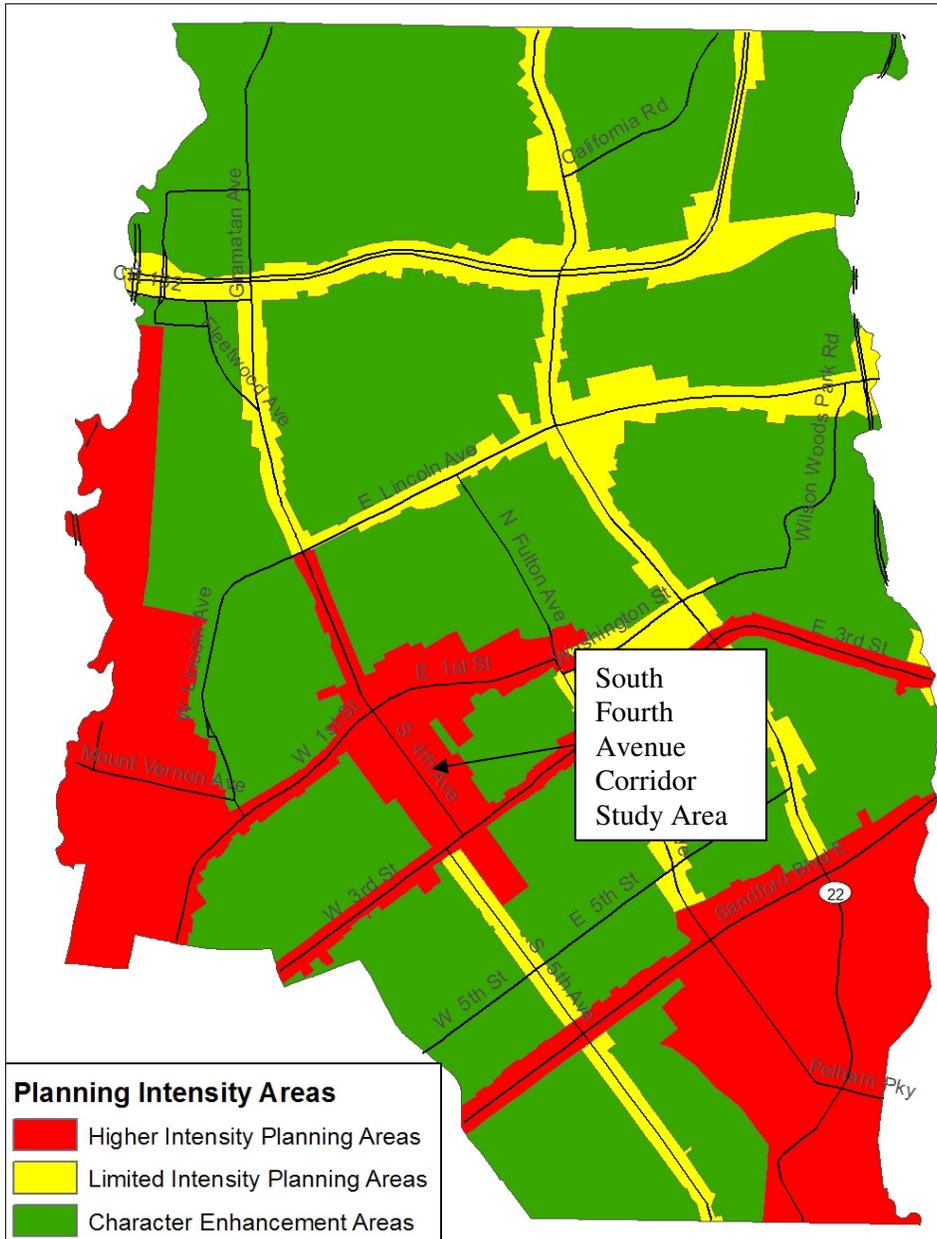
Sections of the city where permitted land uses are to be modified to promote higher/greater development potential and quality of life. Some of these areas are Downtown Mount Vernon, Mount Vernon West, Mount Vernon East Station Area, Canal Village Industrial Area and the First Street, MLK Jr. Boulevard (Third Street), and Sanford Boulevard corridors.

Limited Intensity Planning Areas

Sections of the City where the existing land uses are encouraged while planning strategies may need to be implemented to improve the visual quality and functionality. The areas under this classification are the Washington Street Industrial District, as well as many of the City’s major street corridors and gateways.

Character Enhancement Areas

Sections of the City where the existing land uses are encouraged and should be protected through implementing quality of life ordinances and policies. These areas are primarily residential areas within the City.



Previously Completed Studies

During the past few years, several studies have been prepared by the City or on behalf of the City that are adjacent to the South Fourth Avenue Study Area and would be available to the consultant to conduct the study. Several of these studies are as follows:

Mount Vernon East BOA Pre-Nomination Study

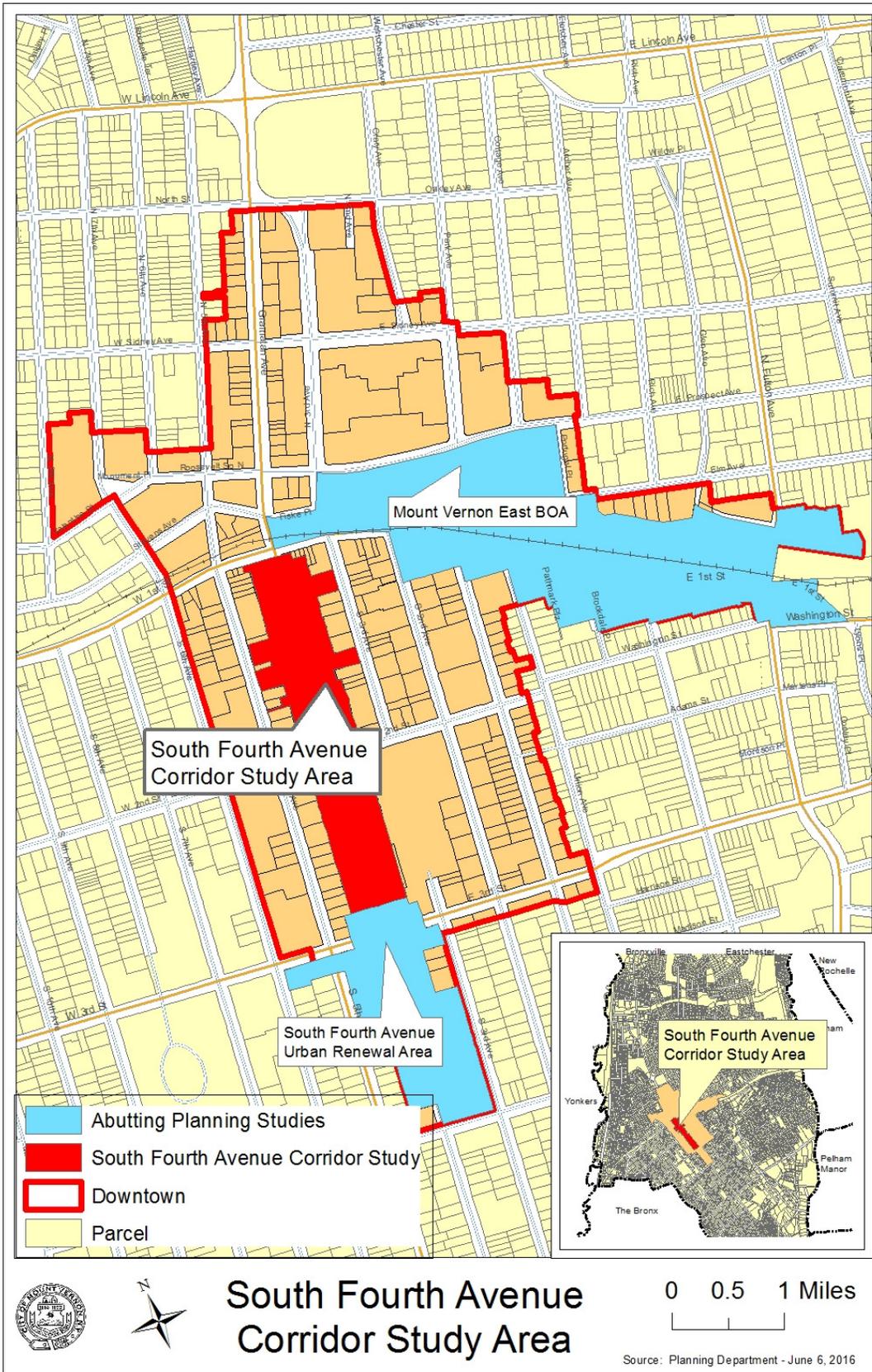
In September 2010, the City of Mount Vernon Department of Planning & Community Development completed a pre-nomination study on the Mount Vernon East area of the city. The study detailed the existing conditions and land use of the parcels surrounding the Metro-North Mount Vernon East train station. The land in the Mount Vernon East section of the City represents some of the most developable land in the city, and holds a very high potential to be a successful site for transit oriented development, as the area includes a Metro-North stop connecting to both Stamford, Connecticut and New York City, as well the third most actively used bus transfer stop in the County (Petrillo Plaza). This study was done as a prerequisite to an application for grant funding under the New York State Brownfield Opportunity Areas Program.

Opportunities for Bicycle Sharing in Westchester County – WCDOT, NYU Wagner Capstone Team 2009-2010

Completed by a New York University Urban Planning Capstone Project team during the 2009-2010 academic year, the report details the potential for the implementation of a bicycle sharing program in Westchester County, New York. The report reviews several successful case studies from throughout the United States, and provided in-depth analysis of how a program would work in several different municipalities in Westchester County, including the city of Mount Vernon.

South Fourth Avenue Urban Renewal Plan

In 2015, the City of Mount Vernon adopted the UR-PUD-S4 South Fourth Avenue-East Third Street Urban Renewal Planned Unit Development Overlay Zone. The purpose of this zoning and urban renewal plan is to preserve the special character of architecturally and culturally significant structures within the South Fourth Avenue-East Third Street Area while fostering the development of high-rise mixed use structures and creating an enhanced pedestrian streetscape. This adopted rezoned area is south of and directly adjacent to the aforementioned historic two-block area.



2010-2014 CDBG Consolidated Plan

Completed in 2009, the plan was submitted to US HUD to meet the requirements for the CDBG, HOME, and HOPWA, formula programs. The study outlines housing and community development needs for the City of Mount Vernon, including an in-depth study of income, housing and other key demographic components.

Mount Vernon Action Plan

In March 2009, the City College Anne and Bernard Spitzer School of Architecture Architectural Center submitted a report detailing a Downtown Action Plan. The report illustrates possibilities for future revitalization of the downtown central business district. The report identified three key action areas: employment generation, building restoration and adaptive-reuse, and establishing sustainable development practices.

The City College Architectural Center Analysis and Recommendations for Central Business District

Completed in 2003, this study detailed existing conditions, land-use, and community priorities in recommending improvements to storefronts and buildings in addition to building more pocket parks and plazas. This study played off of an earlier study for promoting an arts district in Mount Vernon by Hutton Associates. The plan for the arts district was not implemented but set the stage for initializing a need to redevelop South Fourth Avenue.

Project Descriptions and Deliverables

South Fourth Avenue Two-Block Corridor Plan Components and Tasks

While the City crafted its comprehensive plan update in the aforementioned manner, this two-block corridor plan will be integrated as an area specific component of the proposed Comprehensive Plan Update as it continues through the adoption process. Accordingly, the document will consist of components completed by the consultant in conjunction with PCD staff. The South Fourth Avenue Two-Block Corridor Plan’s outline with corresponding tasks and components is as follows:

Request for Proposals South Fourth Avenue Two-Block Corridor Plan

Plan Component	Reference Materials	Deliverable/Tasks
Project Initiation – Kick off meeting; Tour of area; Establish project schedule; Determine role and responsibilities; Develop approach for effort.		Summary of Kick off meeting including project schedule and public participation plan
Review Existing Resources – Consultant will be given previously conducted plans and studies.	Comprehensive Plan Update; Downtown Action Plan; Parking Management Workshop; South Fourth Avenue Urban Renewal Plan; Market Study; Westchester County Comprehensive Plan; Mid-Hudson Regional Sustainability Plan; Census Data; NYMTC Regional Transportation Plan; RPA Fourth Regional Plan; Mid-Hudson Bicycle and Pedestrian Plan	Opportunities Memo
Identify Major Themes	Analyze the existing themes	
Interim Public Meeting	Goals; Issues; Ideas; Challenges; Opportunities	Community Input Memo
Draft Two-Block Corridor Plan	Concept Map; Strategies; Implementation Guidance	Draft Area Plan
Final Public Meeting	Additions; Suggestions; Accuracy	Summary of Input
Final Two-Block Corridor Plan	Final Plan Submitted	Final Area Plan

Priority and Cost Assessments for Plan Components

For each action proposed within the corridor plan document, the Consultant will categorize the action in terms of both completion priority and estimated cost for execution.

From the completion perspective, actions should be categorized in terms of priority as one of the following:

Stage I – To be completed directly after the adoption of the area-wide plan.

Stage II – To be completed after most Stage I activities.

Stage III - To be completed after most Stage II activities.

Stage IV – To be completed after most Stage III activities.

From the cost perspective, actions should be categorized as one of the following:

Low Cost – Completed with existing City staffing and a minimum outlay of funds.

Mid Range Cost - Completed with an outlay of funds greater than \$20,000 but less than \$100,000.

Higher Cost - Completed with an outlay of funds greater than \$100,000.

The priority and cost assessments for each proposed action should be a component of the area-wide plan's Summary of Proposed Actions as well as presented within the Area-wide Plan text.

General Provisions

Statement of Rights

The City of Mount Vernon reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this Request for Proposals:

1. to reject any and all proposals;
2. to issue additional solicitations for proposals and/or amendments to this Request for Proposals;
3. to waive any irregularities in proposals received after notification to proposers affected;
4. to select any proposal as the basis for negotiations of a contract, and to negotiate with proposers for amendments or other modifications to their proposals;
5. to conduct investigations with respect to the qualifications of each proposer;
6. to exercise at its discretion and apply its judgment with respect to any aspect of this Request for Proposals, the evaluation of proposals, and the negotiation and award of any contract;
7. to enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals;
8. to select the proposal that best satisfies the interests of the City and not necessarily on the basis of price or any other single factor.

Use of City Documents

During the project, any documents provided to the consultant by the City, including, but not limited to, drawings, reports and maps, whether in hard copy or in electronic form, shall remain the property of the City and shall be returned immediately to the City at such time as they are no longer necessary for the completion of those elements of the scope of work of this contract for which such documents are necessary, but in no case later than the final completion of the scope of work of this contract. The consultant shall use its best efforts to maintain the confidentiality of such documents. The consultant shall only use such documents for the purposes contemplated in the scope of work of this contract and for no other purpose whatsoever. No information shall be provided to any third party without the prior written consent of the City.

Inquiries

All inquiries regarding the City and the proposal arising during the process of proposal preparation are to be made in writing and submitted no later than one week prior to the proposal due date specified in the Proposal Delivery Section. Answers to those inquiries will be made via certified, return receipt mail to all potential proposers.

Inquiries are to be directed in writing to:

William Long, Planning Administrator
Department of Planning & Community Development
City of Mount Vernon
1 Roosevelt Square
Mount Vernon, New York, 10550

Any oral explanations or interpretations of instructions shall NOT be binding on the City.

Addenda and Supplements to Request for Proposal

In the event that it becomes necessary to revise any part of this request for proposals, or if additional information is necessary to enable the proposer to make an adequate interpretation of the provisions of this request for proposals, a supplement to the request for proposals will be provided to each proposer via certified, return receipt mail.

Cost of Proposal Preparation

No reimbursement will be made for any costs incurred for preparation of proposals and/or interviews.

Contract

If the City selects a proposal, a formal written contract shall be entered into between the City and the successful proposer. The proposal, or any part thereof, submitted by the successful proposer, may be attached or become a part of the contract. The contract shall not become binding until signed by both parties and approved by the City Council and the Board of Estimate and Contract of Mount Vernon.

Proposal Requirements

Proposal Content and Format

This Request for Proposals is intended to provide interested consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the proposal should respond to information presented in this Request for Proposals. The proposal submission shall adhere to the following format, including page limits, but is not intended to be an expensive or elaborate proposal. Any proposal that violates these requirements shall be judged non-responsive regardless of the remainder of its contents.

Proposal Format:

- Part A: A brief understanding of the project objectives and scope of work. This part is limited to ten (10) pages of text and graphics.
- Part B: A listing of recent and relevant experience in similar projects that includes the firm's function during those projects (prime or sub-consultant, project cost, the firm's share of total project costs, etc.). Three (3) references from the above list including a contact's phone number and title, and an address at the agency where the work was performed. A strong background in comprehensive planning in an urban setting must be exhibited. This part is limited to three pages.
- Part C: One-page resumes of the key personnel of the consultant (principal, project manager and project designer only) and all sub-consultants (project manager only) that will be assigned to this project. The resume shall indicate each employee's status with the firm (full-time, part-time, per diem, etc.) and length(s) of such employment.
- Part D: A one-page spreadsheet detailing the timeline for the completion of all tasks related to the Area-wide Plan.
- Part E: Required Forms
1. Please complete, sign and submit the Project Quotes Worksheet. (Attachment A)
 2. Please complete, sign and submit the Standard Insurance Provision. (Attachment B)
 3. Please complete, sign and submit Compliance Statements (Attachment C)
 4. Please complete, sign and submit Questionnaire Regarding Business Enterprises Owned and Controlled by Persons of Color or Women (Attachment D)
 5. Please sign and submit Certification Regarding Business Dealings with Northern Ireland (Attachment E)
 6. Please sign and submit Proposer Certification (Attachment F)

In addition, after the proposals have been submitted to Mount Vernon, interviews with the most qualified responsive parties may be scheduled with the City of Mount Vernon and its officials. Each party may be expected to make a formal presentation on content of its proposal and its ability to undertake the required work.

Professional Liability and Other Insurance Coverage

All proposals shall include a statement by the proposer and its sub-consultants, if any, concerning professional liability for negligent acts, errors and omissions and any other insurance coverage that would protect the City of Mount Vernon from loss or harm should the proposal be accepted. The standard insurance provisions are indicated in Attachment B.

Proposals to be in Effect

Each proposal shall state that it is valid for a period of one hundred eighty (180) calendar days from the date of submission.

Signature Requirements

Proposals must be signed by a duly authorized official(s) of the proposer. Consortia, joint ventures, or teams submitting proposals, although permitted, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for contract execution on behalf of the proposal team.

Proposal Submission

All respondents are required to submit one (1) original plus six (6) copies of their proposal. Any proposal that fails to meet this requirement may be judged non-responsive regardless of the remainder of its contents.

Proposal Delivery

Proposals and all attachments shall be submitted by all proposers in sealed envelopes with a description of the above title on the outside of the envelope. The name and address of the persons submitting the proposal must appear on the envelope. All proposals must be received no later than **4:00 p.m. on Friday, December 21, 2016**, and should be addressed as follows:

William Long, Planning Administrator
Department of Planning & Community Development of the City of Mount Vernon
City Hall
1 Roosevelt Square
Mount Vernon, New York, 10550

Faxed or e-mailed proposals will not be accepted. Any materials received at a later time and/or date will be judged non-responsive. The City is not responsible for any internal or external delivery delays that may cause any proposal to arrive beyond the stated deadline. To be considered, proposals must arrive at the place specified herein and be time stamped prior to the deadline.

Freedom of Information Law

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84-90, mandates public access to government records. However, proposals submitted in response to this request for proposals may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposer's competitive position or constitute a trade secret.

Proposers who have a good faith belief that the information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall

- a) Insert the following notice in the front of its proposal:

NOTICE

The data on pages ___ of this proposal identified by an asterisk (*) contain technical or financial information which are trade secrets or information for which disclosure would result in substantial injury to the proposer's competitive position. The proposer requests that such data be used only for the evaluation of this proposal, but understands that the disclosure will be limited to the extent that the City considers proper under the law. If the City enters into an agreement with this proposer, the City shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law.

- b) Clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page:

The proposer believes that this information is protected from disclosure under the state freedom of information law.

The City assumes no liability for disclosure of information so identified, provided that the City has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

The contents of the proposal, except portions “Protected from Disclosure”, which is accepted by the City may become part of any agreement resulting from this request for proposal.

Non-Collusion

The proposer, by signing the proposal, hereby warrants and represents that any ensuing agreement has not been solicited or secured, directly or indirectly, in a manner contrary to the laws of the State of New York and the City of Mount Vernon, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any City employee, officer or official.

Avoidance of Conflict of Interest

All proposals shall contain an affirmation that the proposer, its employees, and sub-consultants, if any, will not seek to participate in this project, either directly or indirectly, except in accordance with the definitive terms of this Request for Proposal or those which may be sequel to it.

Prohibited Interest of Members, Officials, or Employees of the State of New York, the City of Mount Vernon and Local Public Bodies

No official, employee, or member of a governing body of Mount Vernon, New York State, or a local public body having jurisdiction within Mount Vernon, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof during his or her tenure or one year thereafter. The award of a contract is subject to provisions of all Federal, State and City laws. All firms must disclose with their proposals the name of any officer, director or agent who is also an employee of the City of Mount Vernon. Further, all firms must disclose the name of any City employee who owns, directly or indirectly, an interest of ten percent or more in the firm or any of its subsidiaries or affiliates.

Non-Discrimination Policy

In connection with this proposal, the proposer, its employees, its sub-consultants, if any, or any other person acting on its behalf shall not discriminate against or intimidate any employee or other individual on the basis of race, creed, religion, color, gender, age, national origin, ethnicity, alienage or citizenship status, disability, marital status, sexual orientation, familial status, genetic predisposition or carrier status during the term of or in the connection with any resulting contract.

The proposer will take affirmative action to assure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, religion, color, gender, age, national origin, ethnicity, alienage or citizenship status, disability, marital status, sexual orientation, familial status, genetic predisposition or carrier status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Minority Participation Policy

It is the policy of the City to use its best efforts to encourage, promote and increase the meaningful and significant participation of business enterprises owned and controlled by persons of color or women, Minority Business Enterprise (MBE) and Women Business Enterprise (WBE), in contracts and projects funded by all departments of the City and to develop guidelines to efficiently and effectively monitor such participation.

The term persons of color means a United States citizen or permanent resident alien who is and can demonstrate membership of one of the following groups: (a) Black persons having origins in any Black African racial groups; (b) Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent of either Indian or Hispanic origin regardless of race; (c) Native American or Alaskan native persons having origins in any of the original peoples of North America; or (d) Asian or Pacific Islander persons having origins in any of the Far East countries, South East Asia, the Indian sub-continent or the Pacific Islands.

An enterprise owned and controlled by persons of color or women means a business enterprise including a sole proprietorship, limited liability partnership, partnership, limited liability corporation or corporation that is: (a) at least 51% owned by one or more persons of color or women; (b) an enterprise in which such ownership by persons of color or women is real, substantial and continuing; (c) an enterprise in which such ownership interest by persons of color or women has and exercises the authority to control and operate, independently, the day-to-day business decisions of the enterprise; and (d) an enterprise authorized to do business in this state which is independently owned and operated.

In addition, a business enterprise owned and controlled by persons of color or women shall be deemed to include any business enterprise certified as an MBE or WBE pursuant to Article 15-a of the New York State Executive Law and implementing regulations, 9 NYCRR Subtitle N Part 540 et seq., or as a small disadvantaged business concern pursuant to the Small Business Act, 15 U.S.C. 631 et seq., and the relevant provisions of the Code of Federal Regulations as amended.

In furtherance of this goal, the proposer must complete a MBE/WBE questionnaire attached hereto as Attachment D. The completion of this form is requested to compile statistical data. The successful proposer shall also be required to complete a similar questionnaire as part of the contract.

Proposer Certification

Proposals shall not be accepted unless the certification annexed hereto as Attachment F is fully executed by the proposing entity.

Factors for Selection

General

Selection will be based upon the qualification of the proposer, its ability to satisfy the project requirements, schedule and approach as described in the proposal. The City of Mount Vernon reserves the right, at its sole discretion, to reject any and all proposals and to waive minor irregularities. The City also reserves the right to select any proposal as the basis for negotiating a contract; to exercise its discretion and apply its judgment with respect to any aspect of this request for proposals; the evaluation of proposals and the negotiation and award of any contract; and to weigh its evaluation criteria in any manner it deems appropriate.

Proposal Evaluation

Proposals will be evaluated using the following criteria:

1. Responsiveness to the Request for Proposals.
2. Demonstrated understanding of the Project Descriptions and Deliverables.
3. Recent and relevant experience in similar projects.
4. Demonstrated reliability to perform and manage projects of the nature described herein.
5. Qualifications and relevant experience of the consultant team.
6. Cost-effectiveness of the proposal.
7. Staffing Table.
8. Schedule.

MBE/WBE firms and Mount Vernon based firms are highly encouraged to apply.

Evaluation criteria are not necessarily listed in order of importance. The City reserves the right to weigh its evaluation criteria in any matter it deems appropriate.

Selection Process

The consultant selection process is as follows:

1. The City of Mount Vernon Department of Planning & Community Development will review and evaluate all proposals in accordance with the evaluation criteria.
2. Based on the evaluation of the proposals, a single successful consultant may be selected. If consultants are short-listed an interview to select one consultant will be conducted by the City.
3. Selection by the Department of Planning & Community Development as the winning consultant does not guarantee a contract; selected consultants are subject to approved by the City of Mount Vernon City Council and the Board of Estimate and Contract.
4. During negotiations and prior to designation as the consultant the selected firm may be asked to prepare more detailed information.

Attachments

- A. Project Quotes Worksheet***
- B. Standard Insurance Provisions (Consultants)***
- C. Compliance Statements***
- D. Questionnaire Regarding Business Enterprises Owned and Controlled by Persons of Color or Women***
- E. Certification Regarding Business Dealings with Northern Ireland***
- F. Proposer Certification***
- G. Sample Action Timeline Worksheet***

PROJECT QUOTES WORKSHEET
South Fourth Avenue Two-Block Area-wide Plan for the City of Mount Vernon Request for Proposals

Firm Name: _____

Firm Address: _____

Contact Name: _____ Title: _____

Contact Telephone #: _____ Contact E-Mail: _____

Comprehensive Plan Component	Price Quote
I. Project Initiation	\$
II. Review Existing Resources	\$
III. Identify Major Themes	\$
IV. Interim Public Meeting	\$
V. Draft Two-Block Corridor Plan	\$
VI. Final Public Meeting	\$
VII. Final Two-Block Corridor Plan	\$
<i>Total Area-wide Plan Consultant Cost</i>	\$

Signature: _____

Date: _____

STANDARD INSURANCE PROVISIONS (CONTRACTOR)

1. Prior to commencing work, the Contractor shall obtain at its own cost and expense the required insurance from insurance companies licensed in the State of New York, carrying a Best's financial rating of A or better, and shall provide evidence of such insurance to the City of Mount Vernon, as may be required and approved by the Office of Corporation Counsel of the City of Mount Vernon. The policies or certificates thereof shall provide that thirty days prior to cancellation or material change in the policy, notices of same shall be given to the Office of Corporation Counsel of the City of Mount Vernon by registered mail, return receipt requested, for all of the following stated insurance policies. All notices shall name the Contractor and identify the Agreement.

If at any time any of the policies required herein shall be or become unsatisfactory to the City, as to form or substance, or if a company issuing any such policy shall be or become unsatisfactory to the City, the Contractor shall upon notice to that effect from the City, promptly obtain a new policy, submit the same to the Office of Corporation Counsel of the City of Mount Vernon for approval and submit a certificate thereof. Upon failure of the Contractor to furnish, deliver and maintain such insurance, the Agreement, at the election of the City, may be declared suspended, discontinued or terminated. Failure of the Contractor to take out, maintain, or the taking out or maintenance of any required insurance, shall not relieve the Contractor from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the contractual obligations of the Contractor concerning indemnification. All property losses shall be made payable to and adjusted with the City.

In the event that claims, for which the City may be liable, in excess of the insured amounts provided herein are filed by reason of any operations under the Agreement, the amount of excess of such claims or any portion thereof, may be withheld from payment due or to become due the Contractor until such time as the Contractor shall furnish such additional security covering such claims in form satisfactory to the City of Mount Vernon.

2. The Contractor shall provide proof of the following coverage (if additional coverage is required for a specific agreement, those requirements will be described in the "Special Conditions" of the contract specifications):

(a) Workers' Compensation. Certificate form C-105.2 (9/07) or State Fund Insurance Company form U-26.3 is required for proof of compliance with the New York State Workers' Compensation Law. State Workers' Compensation Board form DB-120.1 is required for proof of compliance with the New York State Disability Benefits Law. Location of operation shall be "All locations in Mount Vernon, New York."

Where an applicant claims to not be required to carry either a Workers' Compensation Policy or Disability Benefits Policy, or both, the employer must complete NYS form CE-200, available to download at: www.wcb.state.ny.us (click on Employers/Businesses, then Business Permits/Licenses/Contracts to see instruction manual).

If the employer is self-insured for Worker's Compensation, he/she should present a certificate from the New York State Worker's Compensation Board evidencing that fact (Either SI-12, Certificate of Workers' Compensation Self-Insurance, or GSI-105.2, Certificate of Participation in Workers' Compensation Group Self-Insurance).

(b) Employer's Liability with minimum limit of \$100,000.

(c) Commercial General Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$100,000 for property damage or a combined single limit of \$1,000,000

STANDARD INSURANCE PROVISIONS (CONTRACTOR)

(c.s.1), naming the City of Mount Vernon, NY as an additional insured. This insurance shall include the following coverages:

- (i) Premises - Operations.
- (ii) Broad Form Contractual.
- (iii) Independent Contractor and Sub-Contractor.
- (iv) Products and Completed Operations.

All Contracts involving the use of explosives and demolition shall provide the above coverage with elimination of the XCU exclusion from the policy, or proof that XCU is covered.

(d) Automobile Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and a minimum limit of \$100,000 per occurrence for property damage or a combined single limit of \$1,000,000 unless otherwise indicated in the contract specifications. This insurance shall include for bodily injury and property damage the following coverages:

- (i) Owned automobiles.
- (ii) Hired automobiles.
- (iii) Non-owned automobiles.

3. All policies of the Contractor shall be endorsed to contain the following clauses:

(a) Insurers shall have no right to recovery or subrogation against the City of Mount Vernon (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.

(b) The clause "other insurance provisions" in a policy in which the City of Mount Vernon is named as an insured, shall not apply to the City of Mount Vernon.

(c) The insurance companies issuing the policy or policies shall have no recourse against the City of Mount Vernon (including its agents and agencies as aforesaid) for payment of any premiums or for assessments under any form of policy.

(d) Any and all deductibles in the above described insurance policies shall be assumed by and be for the account of, and at the sole risk of, the Contractor.

COMPLIANCE STATEMENTS

Signatory

Contractual responsibility for the performance of this contract will rest solely with the legal entity that

is _____
(Legal Name of Person, Firm or Corporation)

Professional Liability and Other Insurance Coverage

This proposal meets the requirements concerning professional liability for negligent acts, errors and omissions and any other insurance coverage that would protect the City of Mount Vernon from loss or harm as stated in the Request for Proposal.

Effective Date of Proposal

The proposal shall remain in effect and is valid for a period of one hundred eighty (180) calendar days from the date of submission.

Conflict of Interest

The proposer and its sub-consultants hereby affirm that they will not seek to participate in this project, either directly or indirectly, except in accordance with the definitive terms of this Request for Proposal or those which may be sequel to it.

Prohibited Interest of Members, Officials, or Employees of the State of New York, the City of Mount Vernon

The proposer and sub-consultants hereby affirm that no official, employee, or member of a governing body of Mount Vernon, New York State or a local public body having jurisdiction within the City of Mount Vernon shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof during his or her tenure or one year thereafter. A disclosure statement, if necessary, is attached indicating the name of any officer, director or agent who is also an employee of the City of Mount Vernon or the name of any City employee who owns, directly or indirectly, an interest of ten percent or more in the firm or any of its subsidiaries or affiliates.

Non-Discrimination Policy and Minority Participation Policy

The proposer and its sub-consultants hereby affirm that they do not discriminate against any person for reason of race, creed, religion, color, gender, age, national origin, ethnicity, alienage or citizenship status, disability, marital status, sexual orientation, familial status, genetic predisposition or carrier status. Also, the proposer and its sub-consultants hereby affirm that they will adhere to the City of Mount Vernon’s Minority Participation Policy as stated in the Request for Proposal.

Alteration of Consultant Services Document(s)

The proposer hereby affirms that the text of the Consultant Services document(s) has not been altered from the City’s standard format except where indicated by the City. Also, the proposer hereby affirms that no limitations, qualifications or modifications to the scope of this request for proposals have been imposed.

Dated: _____
(Legal Name of Person, Firm or Corporation)

By: _____
(Signature) _____
(Title)

QUESTIONNAIRE REGARDING BUSINESS ENTERPRISES OWNED AND CONTROLLED BY PERSONS OF COLOR OR WOMEN

As part of the City's desire to encourage the meaningful and significant participation of business enterprises owned and controlled by persons of color or women in City contracts, completion of this form is required.

The term persons of color means a United States citizen or permanent resident alien who is and can demonstrate membership of one of the following groups: (a) Black persons having origins in any of the Black African racial groups; (b) Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent of either Indian or Hispanic origin regardless of race; (c) Native American or Alaskan native persons having origins in any of the original peoples of North America; or (d) Asian or Pacific Islander persons having origins in any of the Far East countries, South East Asia, the Indian sub-continent or the Pacific Islands.

An enterprise owned and controlled by persons of color or women means a business enterprise including a sole proprietorship, limited liability partnership, partnership, limited liability corporation or corporation that is (a) at least 51% owned by one or more persons of color or women; (b) an enterprise in which such ownership by persons of color or women is real, substantial and continuing; (c) an enterprise in which such ownership interest by persons of color or women has and exercises the authority to control and operate, independently, the day-to-day business decisions of the enterprise; and (d) an enterprise authorized to do business in this state which is independently owned and operated.

In addition, a business enterprise owned and controlled by persons of color or women shall be deemed to include any business enterprise certified as an MBE or WBE pursuant to article 15-a of the New York State Executive Law and implementing regulations, 9 NYCRR subtitle N Part 540 et seq., or as a small disadvantaged business concern pursuant to the Small Business Act, 15 U.S.C. 631 et seq., and the relevant provisions of the Code of Federal Regulations as amended.

- 1. Are you a business enterprise which is owned and controlled by persons of color or women in accordance with the standards listed above?
2. Are you certified with the State of New York as a minority business enterprise ("MBE") or a women business enterprise ("WBE")?

If yes, official documentation of such certification must be attached hereto.

- 3. If you are a business owned and controlled by persons of color, please specify the minority classifications which apply:
4. If you are certified with the State of New York as an MBE, please specify the minority classifications which apply:
5. Are you certified with the Federal Government as a small disadvantaged business concern?

6. Name of Firm/Business Enterprise:
Address:
Completed By (Print Name/Title):
Signature:

CERTIFICATION REGARDING BUSINESS DEALINGS WITH NORTHERN IRELAND

- A. The Contractor and any individual or legal entity in which the Contractor holds a ten percent (10%) or greater ownership interest and any individual or legal entity that holds a ten percent (10%) or greater ownership interest in the Contractor (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Principles.
- B. For purposes of this Certification, “MacBride Principles” shall mean those principles relating to nondiscrimination in employment and freedom of workplace opportunity which require employers doing business in Northern Ireland to:
- (1) increase the representation of individuals from underrepresented religious groups in the work force, including managerial, supervisory, administrative, clerical and technical jobs;
 - (2) take steps to promote adequate security for the protection of employees from underrepresented religious groups both at the workplace and while traveling to and from work;
 - (3) ban provocative religious or political emblems from the workplace;
 - (4) publicly advertise all job openings and make special recruitment efforts to attract applicants from underrepresented religious groups;
 - (5) establish layoff, recall and termination procedures which do not in practice favor a particular religious group;
 - (6) abolish all job reservations, apprenticeship restrictions and differential employment criteria which discriminate on the basis of religion;
 - (7) develop training programs that will prepare substantial numbers of current employees from underrepresented religious groups for skilled jobs, including the expansion of existing programs and the creation of new programs to train, upgrade and improve the skills of workers from underrepresented religious groups;
 - (8) establish procedures to assess, identify and actively recruit employees from underrepresented religious groups with potential for further advancement; and
 - (9) appoint a senior management staff member to oversee affirmative action efforts and develop a timetable to ensure their full implementation.
- C. For purposes of this Certification, “Northern Ireland” shall be understood to be the six counties partitioned from the Irish Province of Ulster, and administered from London and/or from Stormont.
- D. The Contractor agrees that the warranties and representation in paragraph “A” are material conditions of this Agreement. If the City receives information that the Contractor is in violation of paragraph “A”, the City shall review such information and give the Contractor opportunity to respond. If the City finds that such a violation has occurred, the City may declare the Contractor in default, and/or terminate this Agreement. In the event of any such termination, the City may procure the supplies, services or work from another source in accordance with applicable law. The Contractor shall pay to the City the difference between the contract price for the uncompleted portion of this Agreement and the cost to the City of completing performance of this Agreement either by itself or by engaging another contractor. If this is a contract other than a construction contract, the Contractor shall be liable for the difference in price if the cost of procurement from

another source is greater than what the City would have paid the Contractor plus any reasonable costs the City incurs in any new procurement and if this is a construction contract, the City shall also have the right to hold the Contractor in partial or total default in accordance with the default provisions of this Agreement. In addition, the Contractor may be declared not to be a responsible bidder or proposer for up to three (3) years, following written notice to the Contractor, giving the Contractor the opportunity for a hearing at which the Contractor may be represented by counsel. The rights and remedies of the City hereunder shall be in addition to, and not in lieu of, any rights and remedies the City has pursuant to this Agreement or by operation of law or in equity.

AGREED:

(Legal Name of Person, Firm or Corporation)

By: _____
(Signature of Authorized Representative)

(Title)

Dated: _____

PROPOSER CERTIFICATION

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the City of Mount Vernon and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the City of Mount Vernon for the required services. The undersigned agrees and understands that the City of Mount Vernon is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the City of Mount Vernon, its directors, officers, employees or agents unless an agreement is signed by a duly authorized officer of the City of Mount Vernon and approved by the Office of the Corporation Counsel.

It is understood and agreed that the City of Mount Vernon reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the City of Mount Vernon reserves all rights specified in the Request for Proposals.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the City of Mount Vernon is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

(Legal Name of Person, Firm or Corporation)

By: _____
(Signature of Authorized Representative)

(Title)

Dated: _____