**RFP-Updating Piermont’s LWRP**

**1. Intent:** The Village of Piermont (the Village) working in partnership with the New York State Department of State (DOS) is seeking proposals from qualified planning firms (the Consultant) to assist the Village in the preparation of an update to the Village’s 1992 approved Local Waterfront Revitalization Program (LWRP) as set forth in the DOS Work Plan attached herein as Attachment 1 of this document.

**2. Proposal Due Date:** Proposals will be accepted up until 4:00 pm on **Wednesday, November 30,** **2016** in Village Hall, Office of the Clerk, 478 Piermont Avenue, Piermont, NY 10968.

For those wishing to respond, they can request an electronic copy, with all the attachments, from the Piermont Village Clerk, Jennifer DeYorgi, at: [clerk@piermont-ny.gov](mailto:clerk@piermont-ny.gov), or 845-359-1258, ext. 303.

**2.a Contract Award Date and Timeline:** The Village intends to award the contract on or before December 21, 2016, and execute the contract on or before by January 9, 2017, with work to start immediately upon execution. The contract will require that the Preliminary Draft LWRP be prepared for public review on or before September 12, 2017, and the Draft LWRP prepared for public review on or before October 24, 2017. Any revisions required by DOS after public review will be the responsibility of the consultant, and considered as part of the contract term. Of the contract term to be completed prior to the 12-month expiration.

**3. RFP Submittal Requirements:** Consultants shall submit five hard copies of a proposal to include, at a minimum, the following items:

a.) Cover letter indicating the firm’s desire to provide professional and technical services, as well as a summary of the items included in the submittal.

b.) A work plan for completing the proposed scope.

c.) A payment schedule (payments will be tied to receipt of products), and a project cost.

d.) Background and CVs for the firm and or team, naming those directly involved in specific project tasks

d.) Samples of work from similar completed projects, which may include examples of GIS asset mapping, identification of flood risk due to sea-level rise rendering and modeling abilities, and community engagement.

e.) References (at least three) for past projects representing relevant or similar experience. Include names and contact information.

**4. Background:** Following the devastation of Superstorm Sandy to Piermont, in 2013 the Village was designated one of the four communities to partner with Scenic Hudson, the New England Interstate Water Pollution Control Commission and NY State Department of Environmental Conservation to identify the steps needed to make the waterfront more resilient today as well as reimagining the waterfront in order to reduce future flood risk while enhancing economic opportunity, public access, safety and water quality. A Waterfront Resiliency Task Force composed of residents and stakeholders was named by the Village to work with Scenic Hudson as the Lead Agency to develop a Waterfront Adaptation Vision—suggestions for reducing risks to infrastructure and property from projected sea level rise and flooding, while enabling economic revitalization, conserving coastal natural resources and expanding public access to the Hudson River. In 2014, the task force published a Resiliency Roadmap, which can be accessed on the Scenic Hudson website at: [*http://www.scenichudson.org/ourwork/riverfrontcommunities/waterfrontresiliencetaskforces/piermont*](http://www.scenichudson.org/ourwork/riverfrontcommunities/waterfrontresiliencetaskforces/piermont%20%20)

Following that work, in 2015, the Village designated the Waterfront Resiliency Task Force as a permanent commission within the Village- the Piermont Waterfront Resiliency Commission (PWRC) whose scope is to implement the recommendations developed by the Task Force.

With the intention of building upon the work of the PWRC and recognizing that its 1992 LWRP needed updating in light of the impacts of sea level rise and rapid climate change, the Village secured a grant from DOS in the amount of $35,000 to update its LWRP with a focus on resiliency. A steering committee was then formed to advise on implementing the update, and coordinating with the PWRC, some of whom also sit on the LWRP steering committee.

Prior to Superstorm Sandy, the Village had established an LWRP steering committee to update the 1992 document. It was comprised of committees that began studying the major areas of the village that began studying the major areas of the village in the Summer of 2012, but their work was halted by Sandy, and its subsequent damage. These committees were called back by the Mayor in 2015-Business District, the Pier, the Upland areas, the Patch (neighboring areas of Paradise Avenue), neighborhoods along the Creek and the waterfront north of the business district. Part of the fact-finding process included several meetings open to the public to present the work of the committees to inventory assets, detail risks and make action recommendations. The work of the committees and LWRP steering committee to date is summarized in the report attached to this document as Attachment 2, and includes a brief history of the LWRP process from pre-Sandy to present.

The Village also took the first steps in 2015 to certify as a Climate Smart Community, and named a Climate Smart Committee to implement certification actions. The LWRP steering committee is coordinating with the Climate Smart Committee to integrate their findings and recommendations into the LWRP.

The LWRP update work will also have an additional resource to draw upon - a study of the Piermont Marsh for Protecting Coastal Communities to be undertaken by the National Oceanic and Atmospheric Administration. A brief summary of the study prepared for the PWRC and the LWRP steering committee by a member of both, Klaus Jacob of Lamont-Doherty/Columbia University (LDEO), is attached as Attachment 3.

It should also be noted that the Village is undergoing the Community Rating System qualification work with FEMA for flood insurance rate reduction under the guidance of the consulting Village Engineer.

**4. Project Description:**  The work of the LWRP committees and the steering committee complemented and enhanced by the work of the PWRC for more than two years and, currently, the Climate Smart Committee has advanced the development of an updated LWRP that will guide the village for the next 25+ years, particularly with regard to resiliency planning. With the breadth and depth of the preliminary work to update the LWRP in hand, what the Village is seeking is a planning consultant with experience in preparing and updating LWRPs to provide technical assistance and products as required for Sections I through VII detailed in the attached DOS Work Plan. Products will include:

**1.** Translation of the work of the LWRP committees into language of the 13 Policies and assessment of their conformance with these policies. Deliverable: A narrative of applicable State waterfront revitalization policies reflecting local conditions and circumstances, including specific standards and proposed land and water uses for determining consistency with the policies to be reviewed and approved by DOS ( See Section III of the Work Plan)

**2.** Analyses of Village codes and zoning laws, and other relevant land use and development controls, to identify those that will insure resiliency. Deliverable: Recommendations on codes and zoning laws that would need updating and the specific areas to be addressed.

**3.** Identification of accurate and informative maps that take account of sea level rise in recent years and projected over at least the next twenty-five years. Deliverable: Development/inclusions of these maps in the Preliminary Draft LWRP and the Draft LWRP to the extent feasible within the contract amount, or make recommendations on how the Village may obtain these maps.

**4.** Deliverable: Development of a Full Environmental Assessment Form for purposes of evaluating the importance/significance of the impacts associated with preparing and adopting a LWRP.

As a separate bid item, the Village will consider a proposal to prepare code and zoning legislative updates.

The consultant will participate in a kick-off meeting with DOS, if required, and meetings with the LWRP steering committee on a regular basis for reporting purposes and to assist in the planning process. The consultant will meet with the PWRC and LWRP steering committee to identify harbor management elements, and prepare a harbor Management Plan.

The consultant will prepare regular progress reports on the status of the project for the LWRP steering committee, and present to the Village Board to discuss progress. The consultant will also assist with the preparation of the semi-annual status reports, the Final Status Report and Measurable Results Form to the DOS.

The consultant will be responsible for preparing original informational materials for public meetings regarding the project, and will present at these meetings over the project term.

**5. Other Responsibilities of the Consultant:** The consultant will prepare all project documents according to the specifications details by DOS in the contract work scope with the Village.

The consultant will prepare all required MWBE reports as required by DOS