

# *Town of Canandaigua*

5440 Routes 5 & 20 West  
Canandaigua, NY 14424  
(585) 394-1120  
[www.townofcanandaigua.org](http://www.townofcanandaigua.org)  
*Established 1789*

## **REQUEST FOR QUALIFICATIONS / REQUEST FOR PROPOSALS**

### **OPEN SPACE, CONSERVATION, AND SCENIC VIEWS MASTER PLAN**

CONSULTING SERVICES FOR OPEN SPACE, CONSERVATION, AND SCENIC VIEWS  
MASTER PLAN

#### **INTRODUCTION**

The Town of Canandaigua New York is seeking proposals for qualified parties to help develop and write a Town of Canandaigua Open Space, Conservation, and Scenic Views Master Plan.

The Request for Qualifications (RFQ) / Request for Proposals (RFP) is posted on the Town of Canandaigua's website at [www.townofcanandaigua.org](http://www.townofcanandaigua.org).

#### **Proposal Submission Requirements:**

Proposals **MUST BE RECEIVED** by 4:00 p.m. **June 30, 2017**. Proposals must be submitted through postal mail to:

Town of Canandaigua  
Attn: Doug Finch, Town Manager  
5440 State Route 5 & 20 West  
Canandaigua, NY 14424

Email and facsimile copies will not be accepted.

#### **QUESTIONS CONCERNING THE RFQ/RFP**

All questions or clarifications needed regarding this RFQ/RFP should be submitted to the above address with Attn to: Sarah Reynolds or by email to [sreynolds@townofcanandaigua.org](mailto:sreynolds@townofcanandaigua.org). All questions must be submitted by 4:00 p.m., **June 23, 2017**.

A proposed consultant's Q&A discovery meeting will be held with the Open Space Project Team on **May 24, 2017 @ 6:00 pm** at the Canandaigua Town Hall @ 5440 Route 5 & 20 Canandaigua – you are welcome to attend.

# **TOWN OF CANANDAIGUA OPEN SPACE, CONSERVATION, AND SCENIC VIEWS MASTER PLAN RFQ/RFP**

## **PROJECT PURPOSE**

The purpose of this project is to update a comprehensive Town of Canandaigua Open Space, Conservation, and Scenic Views Master Plan. The Town of Canandaigua did complete a Farmland and Open Space Conservation Plan in 2004, with a Prioritizing Farmland and Scenic Views Plan in 2006 which both may serve as a starting point for this update.

The purpose of the current project is to look forward over the next ten to twenty years to chart a course for balanced development in a very quickly growing community.

The overall goals of the Open Space, Conservation, and Scenic Views Master Plan will be to preserve the open space, lands of conservation interest, and protect the scenic beauty for the health, economic, social and environmental benefits, and quality of life for the residents of the Town of Canandaigua. The goals of the New York State Open Space Conservation Plan should be closely considered.

This project will insure that local planning documents contain clear language and explicit policies and goals that are supportive of local open space, conservation, and scenic views. Your proposal should be consistent with The Agricultural Enhancement Plan.

## **BACKGROUND**

Residents of the Town of Canandaigua, and the Canandaigua Lake area, enjoy a wonderful quality of life. Residents value the beauty of Canandaigua Lake, the ease of access, and the rural character of the Town, and strive for a balanced community allowing for continued development while maintaining our farms, open space, scenic vistas, wooded areas and conserved lands.

This unmatched quality of life has helped to retain and attract residents to the Town of Canandaigua. Between 2004 and 2015, the Town of Canandaigua issued building permits for an average of 118.8 residential units per year, including an average of 61.3 for single-family dwellings. In 2016, the Town issued building permits for 62 residential units, including 36 single-family dwellings, 20 townhouse units, and 6 manufactured homes. The U.S. Census estimates a 2015 population of the Town at 10,518, a nearly 30% increase in population in the past decade.

The Town of Canandaigua's proposed Open Space, Conservation, and Scenic Views Master Plan is in response to the Town of Canandaigua's Comprehensive Plan Implementation actions taken since 2014.

In 2011, the Town of Canandaigua conducted a Comprehensive Plan update including approximately twenty goals. Goal # 7 was identified "conserve and maintain the land that provides critical open space and scenic resources." Goal # 8 was identified "create a network of linkages for wildlife habitat, scenic views and active recreational trails."

In April 2014, under the direction of a new Town Supervisor, the Town Board of the Town of Canandaigua created a group of interested residents and staff to form what is referred to as the Citizen's Implementation Committee (CIC) in order to work toward the full implementation of the town's comprehensive plan.

The mission statement of the CIC is:

*By focusing on each individual goal of the 2011 Comprehensive Plan Update, we will examine every action step and, if necessary, amend the description to allow for quantifiable objectives in order to track progress and ultimately achieve the goals identified, while keeping in mind the original plan for the future development of the Town of Canandaigua.*

After completing a Town of Canandaigua Agriculture Plan in 2016, a Sewer Master Plan in 2016, the creation of the Padelford Brook Greenway in 2015, attention was turned to the goals and action steps of the Town's Comprehensive Plan for 2017. Currently a Water Master Plan is in progress, and a new Parks and Recreation Master Plan is in progress, updating of site design criteria is in progress, and a Natural Resource Team is currently working on Ridgeline / Viewshed Protection measures, and has just successfully shepherded the passage of local laws relating to Steep Slope Protection and Onsite Wastewater Systems. The Town is also implementing a pilot program concerning transfer of development rights in 2017 as another tool to protect prime farmland.

An Open Space, Conservation, and Scenic Views Project Team has already been organized and is actively meeting to generate this RFP, and will work closely with the hired consulting firm to provide input, identify key components, outline and discuss scope of work, and ensure the success of the finished product. This plan when finished will dovetail with the existing plans, and plans in progress to chart a specific course of action for the protection of open space.

### **PROJECT OVERSIGHT**

The Town of Canandaigua Town Board will have ultimate oversight of this project. Key project personnel and teams include the Citizens Implementation Committee; Open Space and Conservation Team, Planning Board, Environmental Conservation Board, Natural Resource Team, Development Office staff and the Town Manager.

NOTE: Throughout the process reviews and approvals will need to include the Town of Canandaigua Planning Board, the Town of Canandaigua Environmental Conservation Board. Advisory opinions will be requested from the Ontario County Planning Board, the Canandaigua Lake Watershed Council, and possibly other interested stakeholders.

## **SCOPE OF WORK**

- a) Hold meetings with Open Space and Conservation Team to determine the planning process. Hold at minimum five meetings during which open space issues will be discussed and strategies for the plan developed.
  - Meetings will be open to the public to encourage an understanding of the planning process, with time for public comment. Additional meetings may be necessary with: Town Board, Town Planning Board, Environmental Conservation Board, CIC, NRI Team, Ag Committee, and Parks and Recreation Committee.
- b) Review existing Town ordinances and land use regulations to determine if these are consistent with the open space protection policies contained within the Town's Comprehensive Plan.
- c) Evaluate the full range of zoning, assessment, and land use techniques available to protect open space and conservation with CIC, taking into account the geographic, economic, legal and cultural realities in the Town, and present a wide range of approaches. Relevant past programs and policies employed or considered by the Town in recent years include conservation subdivision, incentive zoning, purchase of development rights, transfer of development rights, Open Space Fund, Parks and Recreation Fund, acquisition of conservation lands, and conservation easements. Review the success of these measures and make recommendations for continued use or new policies.
- d) Work with the Ontario County Soil & Water Conservation District Office to review soil information in existing comprehensive plans to determine if adequate information is available to make land use decisions. Update as necessary.
- e) Evaluate existing and proposed infrastructure plans for possible impact on open space including 2016 Town of Canandaigua Sewer Master Plan;
- f) Incorporate as many of the Open Space and Conservation Team interested components into the final plan as possible dependent on communication, feedback, review by committees, and interviews with stakeholders.
- g) Inventory existing open space, conservation lands, and scenic views and historic & cultural sites in the Town of Canandaigua, utilizing existing resources including:
  - Farmland and Open Space Conservation Program (Feb. 2004);

- Prioritizing Farmland and Scenic Views Canandaigua (Dec. 2006);
- Parks and Recreation Master Plan (2007, update currently underway) and Trails Master Plan (2010, update currently underway)
- Natural Resources Inventory (Dec. 2011)
- Town of Canandaigua Agriculture Enhancement Plan (Dec. 2016);
- Town of Canandaigua Sewer Master Plan (Dec. 2016);
- Town of Canandaigua Padelford Brook Greenway (2015);
- Town of Canandaigua Purchase of Development Right Program;
- Town of Canandaigua potential Transfer Development Right Program;
- Gather existing information from the Town Assessor in terms of operations and inventory.
- The October 2015 report from the Conservation Easement Team.

h) Have an understanding of and include relative information from the other project teams simultaneously working on projects including:

- 1) Open Space and Conservation Team (this project);
- 2) Natural Resources Inventory Team;
- 3) Parks and Recreation (Master Plan) Committee;
- 4) Water Master Plan Team;
- 5) Site Design Criteria Team;
- 6) Economic Development / Mixed Use Overlay Team;
- 7) Complete Streets Team;
- 8) Town Historian.

i) Complete a strengths, weaknesses, opportunities, and threats (S.W.O.T.) analysis on existing open space, conservation lands, and scenic views in the Town of Canandaigua.

j) Select protection approaches of open space and conservation in the Town of Canandaigua based on a build-out analysis that identifies:

- (1) the capacity for growth based on zoning and buildable areas,
- (2) appropriate location, amount and type of development, and
- (3) public infrastructure requirements, and shows the outcome of policies.

### **OPEN SPACE AND CONSERVATION TEAM INTERESTED COMPONENTS**

The Open Space and Conservation Project Team has identified a number of qualities and perhaps questions or components that they feel are important to open space and conservation protection in the Town of Canandaigua. The final product should include answers or references to as many of these component questions as possible.

- How can we preserve and protect land in the Town, including gullies, outdoor recreational opportunities, streams, wetlands, scenic views, meadows, woodlands, trails and other linkages, and wildlife habitat?

- What funding sources (local, regional and state) exist for the protection of these lands?
- What is already preserved in the Town? Summarize existing and recommended conservation lands on one map.
- How are property values impacted by adjacent open space?
- What cultural and historic resources should be considered? What is the appropriate mechanism for identifying and protecting cultural resources – i.e. as part of NRI, Open Space Plan, Comprehensive Plan or other?
- How can we incorporate tourism in open space protection, and what is the economic impact of increased tourism due to open space protection?
- The goals of the New York State Open Space Conservation Plan are noted below. The goals should be incorporated into the Plan, with particular attention to those associated with water quality, as the quality of Canandaigua Lake water is critical to the community's public health and economic prosperity. While Canandaigua Lake's water quality is good, its nutrient loads are increasing due to development pressures and other factors, and the Town intends to be proactive in maintaining best practices and reducing threats to water quality within the watershed.

**The Goals of the State Open Space Conservation Plan are:**

- To protect habitat for the diversity of plant and animal species in order to ensure the protection of healthy, viable and sustainable ecosystems.
- To protect our State's water quality, including surface and underground drinking water supplies, lakes, streams and coastal and estuarine waters needed to sustain human life and aquatic ecosystems.
- To maintain an interconnected network of protected lands and waters allowing wildlife to be able to shift range with climate change to follow natural migration patterns.
- To reestablish broad riparian corridors along, and around, water bodies throughout the State.
- To combat global climate change by adding to the tree canopy in our urban centers and urban communities in order to moderate temperature fluctuations, thereby lowering our energy consumption.
- To improve quality of life and overall health in our State's communities, especially those with limited current access to open space.
- To maintain critical natural resource industries such as farming, forest products, commercial fishing and tourism.
- To combat global climate change by sustainable stewardship of our State's forests for carbon sequestration and air quality enhancement.
- To combat global climate change by encouraging more compact community design patterns.
- To protect habitat to sustain the traditional pastimes of hunting, fishing, trapping and wildlife viewing.

- To provide accessible, quality outdoor recreation and open space to all New Yorkers.
- To provide places for education and research relating to ecological, environmental and cultural resources.
- To protect and enhance scenic, historic and cultural resources considered to be valued parts of the common heritage of our State's citizens.

## **SCHEDULE**

Provide an implementation schedule based on a timeline that you will be able to deliver the final product.

## **RFQ – REQUEST FOR QUALIFICATIONS**

### **MANDATORY QUALIFICATIONS**

To be eligible for consideration the proposer must have previously completed at least two Open Space or Conservation Protection Plans and identify for whom they have provided such plans. Provide electronic copies or web links to comparable work products. Proposers must have familiarity with town-based Comprehensive Plans.

### **NOTIFICATION OF AWARD**

The Town of Canandaigua will notify the successful proposer(s) verbally, followed by a written confirmation. Each proposer whose proposal is not selected will be notified in writing (either by email or postal mail) by the Committee. A contract defining all project terms and conditions and responsibilities of the successful proposer(s) is subject to development, review and approval by the Town Attorney and the Town Board.

### **PAYMENT**

Final payment is dependent on acceptance and approval of the finished product by the Town Board of the Town of Canandaigua. All payment questions shall be submitted to the following persons:

Town of Canandaigua  
Doug Finch, Town Manager  
5440 NYS Route 5 & 20 West  
Canandaigua, NY 14424

Termination:

The Agreement may be terminated if the Consultant is not completing the deliverables in accordance with the terms of this Agreement and subsequent contract.

### **PROPOSAL CONTENT**

Proposals must include the following information:

- (1) Resumes (or other written statement of qualifications) that clearly and concisely identify the experience of all individuals that will be working on the Plan and also state the specific individual that will be responsible for deliverables. Identify past similar projects completed by the key team members.
- (2) A written description of the Consultant's understanding of the project and how the Consultant will meet the deliverables. Consultants may propose options such as web casting or other uses of technology to facilitate completion of the Plan and minimize travel costs. Identify the maps which, at a minimum, will be created or updated for inclusion in the Plan.
- (3) A time line for the duration of each of the plans.
- (4) A budget which clearly states the personal service costs to complete the project as well as other anticipated costs such as office supplies, printing and travel.
- (5) References.

### **REQUIRED REPORTING**

The Consultant shall file monthly written progress reports. Progress reports shall provide a detailed narrative description of the work that has been completed and shall include an identification of specific objectives that have been accomplished to date.

### **FINAL PRODUCT**

As part of the final product the following must be submitted to the Town of Canandaigua:

- 5 copies of interim products will be provided as part of each submission. This will not be applicable to very large scale maps or graphics. An electronic version must be provided in addition to the paper version;
- 10 printed copies of the Draft Final Report and digital copy in PDR and MS Word formats;
- 15 copies of Final Report;
- 15 copies of Final Executive Summary;
- One (1) copy each of Final report and Executive Summary in electronic (PDF and MS Word) formats;
- All GIS shapefiles and any other electronic documentation this includes Shapefiles, Geodatabases, CAD files, GPS raw data, standalone tables, layer files, and any other spatial information prepared during the project. Output products including digital maps (Map Documents, PDFs, JPEGs, CAD files, etc.), hardcopy maps, etc.

### **DELIVERABLES**

Deliverables will be presented for each of the following categories:

- Monthly Progress Reports submitted to the Open Space Team and appropriate board(s) (due last Friday of each month)
- Summary Report of Public Meetings (one week after each meeting)
- Summary of Stakeholder Interviews (one week after each interview meeting)
- Draft Plan (due on or before **October 13, 2017**)
- Final Plan (due on or before **November 30, 2017**)



## **PROPOSAL SUBMITTAL AND EVALUATION**

Responding firms are responsible for submitting their Proposal as described herein. Failure to submit a complete proposal by the submission deadline will disqualify a firm from consideration.

Fifteen copies of the Proposal along with an electronic version must be received on or before 4:00 p.m., on **June 30, 2017**. Proposals shall be addressed to:

Town of Canandaigua  
Doug Finch, Town Manager  
5440 NYS Route 5 & 20 West  
Canandaigua, NY 14424  
Email: [dfinch@townofcanandaigua.org](mailto:dfinch@townofcanandaigua.org)

All questions about this RFQ/RFP should be submitted to the above address with Attn to: Sarah Reynolds or by email to [sreynolds@townofcanandaigua.org](mailto:sreynolds@townofcanandaigua.org). All questions must be submitted by 4:00 p.m., **June 23, 2017**.

A proposed consultant's Q&A discovery meeting will be held with the Open Space Project Team on **May 24, 2017 @ 6:00 pm** at the Canandaigua Town Hall @ 5440 Route 5 & 20 Canandaigua – you are welcome to attend.

This RFQ/RFP does not commit the Town of Canandaigua to award a contract, to pay for any costs incurred in the preparation of a Proposal, or to pay for any costs incurred in the preparation of a contract for services. The Town of Canandaigua reserves the right to 1) accept or reject any or all Proposals received, for any reasons, 2) cancel, in part or in whole, this RFQ/RFP, or 3) re-solicit Proposals in the event no response is deemed acceptable.

The Town of Canandaigua reserves the right to invite any or all Proposers for an interview before making a final selection. Such an invitation does not commit the Town of Canandaigua to pay any costs incurred in participating in said interview.