



Syracuse - Onondaga County Planning Agency

John H. Mulroy Civic Center, 11th Floor

421 Montgomery Street

Syracuse, NY 13202

www.ongov.net

Phone (315) 435-2611

FAX (315) 435-2439

JOANNE M. MAHONEY

County Executive

DON M. JORDAN, JR.

Director

November 23, 2010

Subject: Request for Proposal 10-8700-001
Syracuse-Onondaga County Planning Agency, Sustainable Development Plan

Dear Vendor:

Enclosed is an Onondaga County Request for Proposal (RFP) seeking a contract to provide consulting services for the preparation of a Sustainable Development Plan for Onondaga County, New York. The County is seeking a quality firm to provide high quality services.

Please review the attached materials and respond in accordance with the instructions in the RFP. If you have technical questions relating to the scope of services or questions relating to the RFP process, please contact me directly.

One original, six copies and one electronic copy of the proposal must be received by Don Jordan, Director of the Syracuse-Onondaga County Planning Agency no later than 2:00 p.m., January 5, 2011.

Thank you for your anticipated interest in this service to Onondaga County. If it is not your intention to submit a proposal, please notify us in writing before the proposal close date.

Sincerely,

Don M. Jordan, Jr.

Director

Attachments

INTRODUCTION AND INSTRUCTIONS

- 1.1. RFP Certification. Pursuant to the provisions of New York State Municipal Law, the Onondaga County Division of Purchase certifies the use of competitive sealed bidding will not be practical or advantageous to the County in procuring this service. Therefore, this professional service can be procured through the RFP process instead.
- 1.2. Schedule of Events. The schedule of events set out herein represents the County of Onondaga's best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFP will be sent out as an official, written addendum prior to the closing date of this RFP. After the close of the RFP, the County reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, negotiations, contract award and the contract term on an as-needed basis with or without notice.

Release Date:	11/23/10	Proposal Submission Deadline:	1/05/11
Final Date for Submission of Questions:	12/08/10	Expected Award Date:	2/12/11
Addendum Answering all Questions Issued by County:	12/15/10	Expected Contract Start Date:	3/04/11

1.3. Submission of Proposals

- 1.3.1. Sealed Proposals, (one (1) original, six (6) copies and one (1) electronic copy), will be received by the Syracuse-Onondaga County Planning Agency, John H. Mulroy Civic Center, 11th Floor, 421 Montgomery Street, Syracuse, New York, 13202 until January 5, 2011, 2:00 p.m. EST, at which time they will be publicly opened. Note: Packages not containing the required number of copies will be rejected.
 - 1.3.2. No proposal will be considered which is not accompanied by price sheets and signed by an authorized official of the firm.
 - 1.3.3. Proposals must be received on or before the time and date specified. Proposals received after the time specified will not be considered and will be returned unopened.
 - 1.3.4. Proposal information is restricted and not publicly available until after the award of the Contract by the Division of Purchase.
 - 1.3.5. Responses to this RFP may require that potential vendors include corporate information that is proprietary. This may include patent pending materials, internal operational material, or other materials that, if released to the public would damage the firm. All RFP materials are subject to the Federal and State Freedom of Information Laws, unless marked in advance as proprietary. You may NOT protect the entire RFP response or the pricing pages as proprietary. Should a request be filed to view the RFP responses, all material marked proprietary will be redacted. Should additional justification be required to protect a section, it will be the vendor's responsibility to qualify the section under the proprietary exemption. The Onondaga County Law Department reserves the right to release sections which as a matter of law do not meet the standard to be exempted, regardless of how they were marked by the vendor.
- 1.4. Modifications or Withdrawal of Proposal A proposal that is in the possession of the Syracuse-Onondaga County Planning Agency may be altered by a letter bearing the signature or name of the authorized

person, provided it is received PRIOR to the date and time of the opening. Fax, telephone or verbal alterations will not be accepted. A proposal that is in the possession of the Syracuse-Onondaga County Planning Agency may be withdrawn by the vendor up to the time of the opening. Failure of the successful Vendor to furnish the service awarded, as a result of this advertisement, shall eliminate the Vendor from the active Vendors list for a period of time as determined by the Division of Purchase.

1.5. Award and Contract Information

- 1.5.1. Onondaga County hereby notifies all Vendors that it will affirmatively ensure that Minority Business Enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of age, race, color, sex, creed, national origin, or disability.
- 1.5.2. The Vendor also agrees that should this firm be awarded a Contract that the firm will not discriminate against any person who performs work hereunder because of age, race, color, sex, creed, national origin, or disability.
- 1.5.3. The Vendor expressly warrants to the County that it has the ability and expertise to perform its responsibilities hereunder and in so doing shall use the highest standards of professional workmanship.
- 1.5.4. Onondaga County reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best interest of the County to do so.
- 1.5.5. This Request for Proposal shall become part of the Contract and will be in effect for the duration of the Contract period.
- 1.5.6. The successful Vendor will be required to enter into and sign a formal Contract with the County with reasonable adjustments acceptable to the County. This RFP and the response of the successful vendor will become a part of the Contract and will be in effect for the duration of the contract period. The Contract language will control over any language contained within this RFP that conflict with the signed and fully executed Contract.
- 1.5.7. The successful Vendor shall comply with the Americans With Disabilities Act.

1.6. Preparation of Proposal

- 1.6.1. No proposal will be considered which modifies, in any manner, any of the provisions, specifications or minimum requirements set forth in the Request for Proposal.
- 1.6.2. In case of error in the extension of prices in the proposal, unit prices will govern.
- 1.6.3. Vendors are expected to examine special provisions, specifications, schedules and instructions included in this request. Failure to do so will be at the Vendor's risk.
- 1.6.4. Failure to respond (i.e. submission of a proposal, or notice in writing that you are unable to offer but wish to remain on the active mailing list) to Request for Proposals will be understood by the Onondaga County to indicate a lack of interest and will result in the removal of the firm's name from the applicable mailing list.



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JOANNE M. MAHONEY
County Executive

DON M. JORDAN, JR.
Director

REQUEST FOR PROPOSAL

TITLE: Onondaga County Sustainable Development Plan

NUMBER: 10-8700-001

CLOSING DATE AND TIME: January 5, 2011 2:00 P.M. EST

DELIVER TO:

**Syracuse-Onondaga County Planning Agency
John H. Mulroy Civic Center, 11th Floor
421 Montgomery Street
Syracuse, NY 13202**

In compliance with the RFP specifications and the Conditions of Proposing, I, the undersigned, offer and agree to furnish any or all materials and/or services upon, which prices are offered, at the price set opposite each, to the County within the time specified. I (we) further certify that this company has not been debarred, suspended, or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549 Debarment and Suspension: as described in the Federal Rules and Regulations. I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Offeror.

Name and Address of Record

State of Incorporation _____

Telephone number _____ Fax number _____

Mailing Address _____

Federal I.D. number _____

Authorized signature _____

Typed or Printed Name _____

Title of Authorized Person _____

Receipt of Addenda Nos. _____ is hereby acknowledged. (Where none received, place the figure (0) Zero in this space.)

NO LATE PROPOSALS WILL BE ACCEPTED

2. ONONDAGA COUNTY GREEN AND SUSTAINABLE PRACTICES

Sustainable Practices: It is the goal of Onondaga County to limit its carbon footprint and the environmental impact of its activities. If contractor participates in any sustainable practices such as but not limited to alternative fuels in contractor vehicles, recyclable materials used in advertising, or sustainable features at any support facilities, please include them here for consideration. County may consider sustainability of the contractor after reviewing full and compliant responses to inquiries made in the RFP.

3. PROPOSAL SUBMITTAL

- 3.1. Original Proposal The complete proposal must be submitted in a sealed package with one (1) original, six (6) copies and one electronic copy, prior to the opening date and time. All proposals shall be marked Sustainable Development Plan RFP, 10-8700-001. Vendors shall include all documents necessary to support their proposal in the sealed package. Vendors shall be responsible for the delivery of proposals during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.
- 3.2. Proposal Format Proposals must be typed or printed on 8 1/2 x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.) and placed with tabs delineating each section. Pages must be sequentially numbered within major document sections, which are clearly defined below. Sales materials or brochures, if submitted, must be in a separately bound appendix. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

3.2.1. Cover Page:

- 3.2.1.1. Full proposal name and number.
- 3.2.1.2. Submission date and time.
- 3.2.1.3. Prime Contractor name (Onondaga County/Vendor who is responsible).

3.2.2. Table of Contents:

- 3.2.2.1. All items listed in Proposal Format in the sequence listed.

3.2.3. Executive Summary:

- 3.2.3.1. Summarize understanding of the scope of the RFP (project).
- 3.2.3.2. Explain how your solution or approach addresses the requirements provided in this RFP.
- 3.2.3.3. Provide a summary or overview of each proposed solution, for each corresponding component of Scope of Work offered in this proposal.
- 3.2.3.4. State exceptions and omissions to stated requirements.
- 3.2.3.5. Summarize any assumptions (made by the Vendor) in order to adequately respond to the requirements of this RFP.
- 3.2.3.6. Summarize all resources, assumed or expected, to be provided by Onondaga County. This summary should clearly identify what the Vendor expects or anticipates by way of County personnel or resources. This is to be summarized by component.

3.2.4. Compliance Statement:

3.2.4.1. State agreement with all General Provisions, Special Provisions, Equipment, Standard of Performance and Reliability.

3.2.5. Project Coordination and Scheduling

3.2.5.1. Provide a work plan with start date, duration and physical requirements. To be provided for each component if proposed separately.

3.2.6. Price Proposal Sheets

3.2.6.1. Proposal must contain all applicable price sheets.

3.2.7. Vendor Responsibilities

3.2.7.1. Proposal Certification, Verification, and Signature. Proposals not signed by authorized officer of the Vendor's organization will be eliminated.

3.2.7.2. It is the sole responsibility of the VENDOR to assure that they have received the entire Request for Proposal. This proposal and any addenda may be secured by contacting the Syracuse-Onondaga County Planning Agency. All proposal documents and addenda will be available on the Syracuse-Onondaga County Planning Agency web site at www.ongov.net/planning by following the RFP link in the left hand menu.

4. QUESTIONS

4.1 During the period between the earliest notice of the RFP to vendors and the contract award, no county employee can accept oral, written, or electronic contact from vendors regarding the procurement, except as authorized in Section 4 of the RFP. All proposals will remain sealed until after the submission deadline.

4.2 All questions regarding the RFP must be submitted in writing to:

Don M. Jordan, Jr., Director
Syracuse-Onondaga County Planning Agency
John H. Mulroy Civic Center, 11th Floor
421 Montgomery Street
Syracuse, NY 13202

4.3 Questions may also be directed to Don Jordan by email at donjordan@ongov.net. All questions must be received by the date listed in Section 1.2 (Schedule of Events) of this RFP.

4.4 All questions received in writing by the assigned date will be answered in an addenda posted on the Syracuse-Onondaga County Planning Agency web site at www.ongov.net/planning by following the RFP link in the left hand menu. No hard copies will be issued to vendors, unless a vendor has difficulty accessing the document on line. In such cases, please contact the Planning Agency at (315)435-2611 and one will be faxed or mailed to the vendor. The addendum will be posted in accordance with the date listed in Section 1.2 (Schedule of Events) of this RFP.

5. REIMBURSEMENT/GIFTS

- 5.1. Denial of Reimbursement The County will not reimburse vendors for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
- 5.2. Gratuity Prohibition Vendors shall not offer any gratuities, favors, or anything of monetary value to any official, employee or agent of the County for the purpose of influencing consideration of this proposal.

6. GENERAL PROVISIONS

- 6.1. Independent Contractors The contractor shall function as an independent contractor for the purposes of the Contract, and shall not be considered an employee of Onondaga County for any purpose. The contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the contractor in fulfilling the terms of the Contract, and shall be solely responsible for the payment of all federal, state and local taxes, which may accrue because of this Contract. Nothing in the Contract shall be interpreted as authorizing the contractor or its agents and/or employees to act as an agent or representative for or on behalf of Onondaga County or the contracting department, or to incur any obligation of any kind on the behalf of Onondaga County or any department. The contractor agrees that no health, hospitalization benefits, workers' compensation and/or similar benefits available to Onondaga County employees will be made available to the benefit of the contractor or the contractor's agents and/or employees as a result of this Contract.
- 6.2. Insurance The contractor shall indemnify and save harmless the County, its officers, and employees from all suits, actions, or claims of any character brought because of injuries or damages received or sustained by any person, persons, or property; on account of the operations of the said contractor or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect, or misconduct of said contractor or from any claims or amounts arising or recovered under the Workers' Compensation Act, or any other law, ordinance, order or decree.
- 6.3. Taxes The contractor shall pay all taxes and other such amounts required by federal, state, and local law, including but not limited to Federal and Social Security taxes, Workers' Compensation, unemployment insurance and sales taxes.
- 6.4. Assignment/Contractor
 - 6.4.1. The Contract shall not be assigned by the contractor. Third party participation is authorized only as a joint venture which must be clearly stated with details on the original proposal, signed by all parties participating. Any alterations, variations, modifications or waivers of the provisions of this Contract shall be valid only if they have been reduced to writing, duly signed by the parties hereto and attached to the original Contract agreement.
 - 6.4.2. The contractor shall not enter into any subcontracts for any of the work contemplated under this Contract without prior written authorization of the County.
 - 6.4.3. Claims for money due or to become due by the contractor from the County under the Contract may be assigned to a bank, trust company, or other financial institution, or to a trustee in bankruptcy, without approval by the County. Notice of any assignment or transfer shall be furnished to the County.

- 6.4.4. The contractor shall not use the Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Onondaga County Division of Purchase.
- 6.5. Account Representative The successful Vendor shall appoint, by name, a company representative who shall be responsible for servicing this account. The appointed representative shall be responsible to provide the services required to insure that the account would be administered in an organized systematic manner.
- 6.6. Responsiveness Vendors are expected to examine specifications, schedules and instructions included in the package. Failure to do so will be at the Vendor's risk.
- 6.7. Effective Dates of Proposal All terms, conditions and costs quoted in the Vendor's response will be binding on the vendor for 180 days from the effective date of the proposal.
- 6.8. Advertising Award The successful Vendor must receive written approval from the County before advertising the award of the contract or the services being provided after the contract begins. The Vendor must agree not to refer to awards in commercial advertising in such a manner as to state or imply that the firm or its services are endorsed or preferred by the County.
- 6.9. Beginning Work The successful Vendor must not commence any work, which could be billed, until a valid contract has been executed.
- 6.10. Statement of Assumptions The Vendor will clearly describe any assumptions made (by them) in order to successfully complete the proposal. These assumptions could include, but are not limited to, Onondaga County providing space, people, materials and other resources, etc.
- 6.11. Contract The contract between the County and the contractor shall consist of:
- 6.11.1. The Request for Proposal (RFP) and any amendments thereto, and the proposal submitted by the contractor in response to the RFP. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. However, Onondaga County reserves the right to clarify any contractual relationship in writing with the concurrence of the contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the contractor's proposal. In all other matters not affected by the written clarifications, if any, the RFP shall govern.
- 6.11.2. The standard Onondaga County Vendor contract.
- 6.12. Extensions and Amendment Contract will be for one (1) year with two (2) possible one (1) year extensions requiring mutual consent of the County and the Vendor. In performing the Contract, both parties agree to comply with all applicable state, federal, and local laws, rules and regulations.
- 6.13. Audit The County or any of their duly authorized representatives shall have access to any books, documents, papers, and records of contractor which are directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transactions.
- 6.14. Conflict of Interest The parties warrant that no kickbacks, gratuities, or contingency fees have been paid in connection with the Contract and none has been promised contingent upon the award of the contract. Consultant warrants that no one being paid pursuant to the Contract is engaged in any activities, which would constitute a conflict of interest with respect to the purposes of the Contract.

- 6.15. Ownership of Documents/Work Product It is agreed that all finished or unfinished documents, data, or reports, prepared by contractor under the Contract shall be considered the property of the County, and upon completion of the services to be performed, or upon termination of the Contract for cause, or for the convenience of the County, will be turned over to the County.
- 6.16. Confidentiality of Information All documents, data compilations, reports, computer programs, photographs, and any other work provided to or produced by the contractor in the performance of the Contract shall be kept confidential by the contractor unless written permission is granted by the County for its release.
- 6.17. Indemnification The contractor shall release, indemnify, and hold harmless the County, the Division of Purchase, and their officers, agents, employees, successors and assignees from any cause of action or claims or demands arising out of contractor's performance under the Contract.
- 6.18. Proprietary Information: All RFP materials are subject to a Freedom of Information Request from other vendors and the general public. Some of the information requested may be proprietary and covered under an exemption to the Freedom of Information Laws (FOIL). If any request is received regarding this RFP, you will be allowed to submit justification to exempt any section you have marked as proprietary. All other sections will be released, pending approval by the Onondaga County Law Department. The county will not accept any request by a potential vendor to declare the whole RFP response as proprietary, or to declare any pricing pages as proprietary.

7. SCOPE OF SERVICE

7.1. Introduction

The Syracuse-Onondaga County Planning Agency (SOCPA) intends to enter into contract for consultant services leading to the completion of a visionary and innovative new Sustainable Development Plan for Onondaga County.

Onondaga County is interested in developing a comprehensive plan that focuses on sustainable land development decisions. The plan will include an analysis of the fiscal, social, environmental, economic and other impacts of existing land use policies and practice. Involvement of local governments and citizens in a public dialogue on existing trends and new alternatives will be an essential component of the plan.

The plan is to culminate in the creation of policy directives and strategies for County operations, planning principles and standards to be used in initiating and reviewing development and infrastructure projects, and educational materials to engage the municipalities and citizens of Onondaga County in implementing the vision.

7.2. General Agency Information

Onondaga County is an urban county, centrally located in Upstate New York, with a land area of approximately 800 square miles and just over 450,000 urban, suburban and rural residents. The City of Syracuse is the County's urban core and is surrounded by 19 suburban and rural towns and 15 villages.

The Syracuse-Onondaga County Planning Agency provides a regional perspective to planning through its Planning Services division, and also houses the county's robust GIS resources. The Planning Services division, who will lead this project, performs a variety of functions to promote and coordinate good planning and coordination of decision making by County departments, regional stakeholders, local

municipalities and citizens. The Agency staffs the Onondaga County Planning Board, which reviews over 600 local planning board cases annually to provide guidance on inter-municipal and countywide impacts of proposed developments. New York State is, however, a home-rule state in which regulation of zoning and land use ultimately occurs at the municipal level.

7.3 Background

Typical of many older northeast regions, Onondaga County has been struggling with a transitioning economy, population decline, urban sprawl, and typical suburban development patterns. The redistribution of our population and jobs over the past decades has left us with a myriad of challenges that include housing and schooling disparities and centralized poverty, an inability to support mass transit, a loss of open space and farmland, inefficient infrastructure and burdensome taxes, and increasing energy usage.

Onondaga County has recognized the need for a new comprehensive plan. The existing county plan was last updated and adopted in 1998, and while its messages were valid, its utility was limited, its recommendations often overlooked, and its contents were not developed in concert with the unique economic paradigm that has emerged for the region since its adoption. As such, the County is looking to create a new plan, with a direct focus on land use and sustainable development patterns. Ideally, the plan will not only direct county departmental policy, but inform our governments, stakeholders, and residents and act as a platform to challenge our assumptions of what good growth looks like and engage in a positive regional discussion on what comprises a sustainable future for Onondaga County.

The Syracuse-Onondaga County Planning Agency has already embarked on some aspects of the planning process, most notably creation of a Steering Committee, research on existing conditions and trends and execution of a statistically valid public survey of residents' opinions on transportation and land use, which was distributed to approximately 4,000 Onondaga County households earlier this year. A presentation which staff has been utilizing as well as the public survey can be found on the Syracuse-Onondaga County Planning Agency web site. It is anticipated that any research performed to date by staff, as well as the public survey results, will be incorporated into the final work product.

Proposers are encouraged to visit www.ongov.net/planning to learn more about the Agency and view the above referenced documents and work products.

7.4 Scope of Work

The Syracuse-Onondaga County Planning Agency is open to flexibility and creativity, and would like contractors to propose an exciting and engaging approach, with appropriate skills, tools, and resources to produce a new Sustainable Development Plan that achieves the following general plan objectives which have been developed by Agency staff and reviewed by the Steering Committee:

- Trends Analysis: Clearly quantify, document and communicate regional existing conditions and trends relating to planning and land use in Onondaga County, both positive and negative. Specific attention should focus on illustrating the interrelationships, challenges and opportunities that exist in land use decision making in Onondaga County. A fiscal impact analysis of different development patterns and infrastructure investment decisions, including local tax implications and household costs is encouraged for inclusion.
- Engagement: Engage the Steering Committee, County departments, local governments, stakeholders and citizens in a public discussion of those trends and relationships in land use. It is envisioned that the consultant will propose the use of scenario modeling or other innovative visual

tools to foster community understanding of the trade-offs and costs of development decisions, to introduce the concepts of smart growth to the public, and to guide consensus on future development goals for the county. Proposals should also include a proposed strategy for dialogue with each of the 35 municipalities in Onondaga County, to ensure their direct inclusion into the planning process.

- Define and detail the components of regional sustainable development, as they relate to the preferred vision, scenario, and/or goals. Specific topics of interest include:
 - Inter-municipal planning and cooperation, planning for regional assets
 - Infrastructure investment policy, integrated with land use and development outcomes
 - Cost recovery, tax-base sharing, innovative tax policy, strategic funding mechanisms
 - Farmland protection, rural zoning and development pressures, urbanized area expansion
 - Economic development, regional priority growth areas, revitalization of existing communities
 - Livable communities, complete streets, suburban retrofit, mass transit
 - Distribution of housing, housing types, affordable housing, senior housing , mixed use
 - Energy efficiency and alternative energy in our communities and region
 - Stormwater and wastewater planning, green infrastructure, open space planning
- Identify the principles, policies, projects and actions necessary to implement the vision for use by County Departments, the County Planning Board, municipalities and citizens, including:
 - Implementation Strategies – regulatory and non-regulatory, primarily for use by county departments, Legislators, the County’s planning board, and local boards
 - Specific proposed policy statements for consideration by County government
 - Potential incentives and disincentives for smart growth in our communities
 - Standards and benchmarks to utilize in future years to assess our progress
- Produce a relevant, readable and relatable work product that can be easily utilized and referenced in future decision making. It is envisioned that a final work product be presented to the County Legislature, and possibly local governments, for adoption/endorsement at the culmination of the planning process. The product(s) should be accessible both in print format and through web sites in order to reduce printing costs and offer increased access. Strong use of graphics and visuals is encouraged.

The Contractor should incorporate the following minimum of services in its proposed approach:

- Meeting facilitation (Steering Committee, municipal, stakeholder, public meetings)
- Public Visioning exercise (web-based or other creative approach)
- Public outreach – web, mail, press, branding, other media
- Vision, strategy & policy development
- Document Preparation
- SEQRA Compliance Documents

The anticipated schedule for completion of a final draft work product for presentation to the County Executive is approximately nine months from the contract start date.

7.5 Proposal

The consultant’s proposal shall contain the following information:

- A description of the proposed study process, including the following:

- A description of specific tasks to be completed.
- A timeline showing the schedule for completion of specific tasks, with projected completion within nine months or less.
- A proposed municipal and public involvement process.
- How maximum participation from communities will be achieved.
- A description of the consultant's qualifications for this project including a short history of the consultant's experience in similar projects. The firm's background, resources (financial and personnel), and capabilities in the relevant areas shall be described. Include the personnel who will be working on this project. Any changes to the team that is initially submitted at any point during the project must be approved by the Syracuse-Onondaga County Planning Agency.
- The proposal must include a list of the three (3) most recent clients for whom the consultant has provided similar described services. The list should include the name, address, and telephone number of the client contact person. Please identify when the work was performed and the type of work and services performed.
- Staffing plan showing key personnel to be assigned, summarizing their qualifications and relevant experience.
- Names of any proposed subcontractor(s), and references, staff qualifications and relevant experience for proposed subcontractor(s).
- Hourly breakdown of individual staff time that will be devoted to the project.
- Detailed cost proposal that includes a breakdown of costs by task, personnel and other expenses.
- A statement as to the date the contractor will be able to begin providing these services.
- The consultant must show that it is certified to do business in the State of New York and that it can comply with all standard federal and state contracting requirements.
- Any information determined by the contractor necessary to meet the requirements of criteria for proposal acceptance.

7.6 Technology and Information Management

All work products shall become the property of Onondaga County, and digital source files of all work products shall be provided to the Syracuse-Onondaga County Planning Agency upon completion. All datasets provided to the consultant by Onondaga County should be used for the sole purposes of the creation of the Sustainable Development Plan.

The Syracuse-Onondaga County Planning Agency has GIS datasets that may be useful in the development of the plan. The Planning Agency will provide relevant and available datasets to the consultant for the purposes of this plan. Any new datasets created by the consultant in preparing the Sustainable Development Plan shall be provided to the Planning Agency in an ESRI Geodatabase or Shapefile format that seamlessly integrates into the County's Geographic Information System.

The Syracuse-Onondaga County Planning Agency will not make GIS datasets available prior to contract award.

7.7 Project Management

Oversight of the project will be the responsibility of the staff of the Syracuse-Onondaga County Planning Agency. The Agency will take an active role in providing available data, background information, and existing reports as necessary to the consultant to assist in the preparation of the plan, and will provide primary oversight of all project elements. The County-appointed Steering Committee will also provide substantial input on the strategic direction of the plan development effort

7.8 Budget

While an exact budget for this project is yet to be finalized at this time, it is anticipated that Onondaga County will have funding available totaling approximately \$175,000 for consultant services related to this project. Proposers shall create a detailed budget proposal which does not exceed the abovementioned available funding.

A portion of committed grant funding for this project is being administered through Onondaga County's Department of Facilities Management, and as such, billing services will likely occur through that department. The Syracuse-Onondaga County Planning Agency will, however, manage all work products and coordinate execution of county billing and contracts.

7.9 Additional Services

Additional services may be proposed and are encouraged for inclusion, given that a demonstrated need exists, that the proposed services add significant value to the project, and that adequate additional funding be secured. Additional services shall be presented separately from the core methodology, scope of services and budget. Please be sure to clearly differentiate between core services and additional proposed services within your proposal.

7.10 Interviews and Follow-Up Questions

Onondaga County reserves the right to ask follow-up questions, schedule interviews, require oral reports, or otherwise require a vendor or vendor(s) to submit additional materials to assist in determining the responsive and responsible vendor.

8. EVALUATION METHODOLOGY

8.1. The following criteria will be evaluated by the RFP Review Committees and the Division of Purchase:

- Related project experience
- Local experience, knowledge and access
- Experience and expertise in scenario modeling and visioning exercises
- Knowledge base of consultant team
- Responsiveness to the items in Section 7, Scope of Work
- References
- Price
- Oral Presentations
- Credibility of Vendor
- Compliance with the RFP format requirements
- County Goals
- Any other factors determined to be in the best interest of the County