

REQUEST FOR QUALIFICATIONS (RFQ)

Town of Hunter, New York

Comprehensive Planning Program (Intermunicipal: Town of Hunter, Village of Hunter, Village of Tannersville)

Due: October 2nd, 2025 at 4pm.

Responses must be submitted as a PDF via email to:

Sean Mahoney, Town Supervisor smahoney@townofhuntergov.com

For questions about this RFQ, please contact:

Sean Mahoney, Town Supervisor

smahoney@townofhuntergov.com 518-589-6150

ext: 312

A digital copy of this document will be available online at: www.townofhuntergov.com

A. INTRODUCTION

The [Town of Hunter](#), in partnership with the [Village of Hunter](#) and the [Village of Tannersville](#), is requesting qualifications from experienced consultants to prepare a new **Comprehensive Plan**. This effort is unique in that it will be developed under one contract for all three municipalities, providing a unified vision while addressing shared priorities and the distinct character of each community and must incorporate the Smart Growth Comprehensive Planning principles outlined by the NYS Department of State.

B. PROJECT DESCRIPTION

The Town of Hunter is located in the northern Catskills of Greene County and encompasses two incorporated villages: **Hunter** and **Tannersville**. Together, these communities are embarking on an intermunicipal comprehensive planning process that will:

- Establish a **shared vision** for growth, land use, and community development.
- Identify and document the **unique priorities** of each municipality while highlighting commonalities. §
- Guide policies related to housing, infrastructure, natural resources, economic development, recreation, and climate resilience.
- Strengthen coordination across municipal boundaries to promote efficiency, sustainability, and a stronger regional identity.

The Town of Hunter will administer all grant funding and contracts. An **Intermunicipal Comprehensive Plan Steering Committee**, with representatives from each of the three municipalities, will guide the process and serve as the primary decision-making body.

C. PROJECT ORGANIZATION

The consultant will work with the **Intermunicipal Steering Committee**, which will provide direction, review, and community representation throughout the planning process. The consultant should anticipate regular meetings (monthly or as needed) and be prepared to engage directly with community stakeholders, municipal officials, and the public in each municipality.

D. SCOPE OF WORK

The consultant will be responsible for completing all tasks outlined in the NYS Department of State-approved Work Plan for Smart Growth comprehensive planning projects. Tasks include, but are not limited to the following; (See appendix for further detail on tasks)

Task 4: Subcontract and Compliance with Local Procurement Requirements
Task 5: Comprehensive Plan Committee Meetings
Task 6: Community Participation Plan and Website
Task 7: Community Survey
Task 8: Community Profile and Review of Recent Plans and Studies
Task 9: Community Workshop(s)
Task 10: Draft Comprehensive Plan
Task 11: Review by the Local Municipal Board
Task 12: Environmental Quality Review
Task 13: Agricultural Review and Coordination
Task 14: County Planning Board Review
Task 15: Final Draft Comprehensive Plan
Task 16: Public Hearing and Local Adoption
Task 17: MWBE Reporting
Task 18: Project Status Reports

E. BUDGET

The budget for contractual services is **\$75,000.00**. The Town seeks a consultant with demonstrated experience in **comprehensive planning** and the ability to deliver the most extensive and high-quality product within the available budget. The Town reserves the right to authorize all or part of the work requested in this RFQ.

F. QUALIFICATIONS SUBMISSION

Applicants shall submit one (1) digital copy of their qualifications via email by **September 30th at 4pm**. If file size is excessively large, applicants may provide a download link. Late submissions will not be accepted.

Submissions should include:

1. A detailed description of the approach and schedule to complete the Scope of Work.
 2. Firm qualifications and relevant experience, including intermunicipal planning.
 3. Samples of similar work, with references.
 4. Descriptions of key staff and subconsultants, including the proposed Project Manager.
 5. Minority and/or Women-Owned Business Enterprises (M/WBE) participation plan.
-

G. REVIEW PROCESS

Qualification submissions will be evaluated by the Intermunicipal Steering Committee based on:

- Relevant experience with similar intermunicipal or regional planning efforts.
- Knowledge of Catskills/Greene County planning issues.
- Quality and completeness of submission.
- Creativity and innovation in approach.
- Experience with public engagement in small communities.
- Qualifications of the project team.
- M/WBE participation.
- References.

The Committee may conduct interviews with finalists before making a recommendation. The selected consultant will be subject to contract negotiations and approval by the Town Board and NYS Department of State.

H. PROJECT COMPONENTS

Tasks will align with the NYSDOS Work Plan, including:

- Comprehensive Planning Committee meetings
 - Community participation and surveys
 - Community profile and planning analysis
 - Draft and Final Comprehensive Plan preparation
 - SEQRA review
 - County and state reviews
 - Final adoption by all three municipalities
-

Schedule (anticipated):

- **Issuance of RFQ:** 9/18/25

- **Submissions Due:** 10/2/25 @ 4pm.
- **Interviews (if necessary):** TBD Week of 10/7.
- **Consultant Selection & Contract Award:** TBD Week of October 14^h.

Appendix: Task Breakdown

TOWN OF HUNTER SMART GROWTH COMPREHENSIVE PLAN WORK PROGRAM NARRATIVE Task 1: Project Initiation Meeting

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

Task 2: Comprehensive Plan Committee

Establish a Comprehensive Plan Committee to conduct/oversee the development of the Comprehensive Plan in cooperation with municipal officials, other municipal boards, and the project consultant(s), if applicable. The Comprehensive Plan Committee shall have at least one member from the planning board, if applicable, and shall include representatives from a range of ethnic, social, and cultural backgrounds and a diversity of stakeholders, such as residents, civic leaders, business owners, elected officials, environmental experts, and municipal board members. The members of the Comprehensive Plan Committee (CPC) conduct/oversee the planning process and the development of the Comprehensive Plan, participate in meetings, generate ideas and build consensus, provide the project team with relevant information reflective of the community's current conditions and needs (including a list of completed and ongoing local planning efforts and initiatives), review materials drafted by the project team and provide constructive feedback, support each of the proposed public participation and outreach efforts, and set the stage for the plan's implementation.

Task 3: Procurement of Consultant (if applicable)

Prepare a Request for Proposals (RFP) or similar instrument (if applicable) including a complete project description with community conditions, expected final products, a schedule for completion, MWBE requirements, and criteria for selecting a preferred proposal. Consultant services requested shall include all applicable tasks, activities and responsibilities outlined in the "Project Components" section of this work program. The Contractor must actively solicit bids for contracts and subcontracts from qualified State

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

- Evidence of outreach to MWBEs: mail, email, phone calls and follow-up. Scroll down at this link to find MWBE solicitation log and good faith effort instructions: <https://dos.ny.gov/opdci-contract-resources>.
- Written responses by MWBEs to the Contractor/vendor's outreach.
- Copies of search(es) of the directory and advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications.
- Attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the Contractor with MWBEs including dates and location.
- Description of how the RFP maximizes opportunities for MWBE participation.
- Description of how non-MWBE subcontractors' have engaged MWBEs to undertake part of the project's work or to procure equipment/ materials/supplies.

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

Task 4: Subcontract and Compliance with Local Procurement Requirements

Prepare the draft subcontract(s) to conduct project work with the selected consultant(s). The subcontract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of product completion, a payment schedule with payments tied to receipt of products, and project costs. Incorporate the Department's comments on the subcontract work plan, or scope of services, prior to execution of the final subcontract(s). The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that the Contractor fully complied with applicable provisions of General Municipal Law and with local procurement procedures. A procurement certification form will be supplied by the Department. The Contractor's procurement record and consultant selection are subject to approval by the Department. The Contractor remains responsible for the legal sufficiency of the subcontract in accordance with the requirements in the Master Grant Contract and all attachments.

Task 5: Comprehensive Plan Committee Meetings

The Comprehensive Plan Committee will meet on a regular basis during the planning process to advance the preparation, review, and approval of the Comprehensive Plan, and to organize and conduct community participation events as appropriate. During the first meeting, the Comprehensive Plan Committee will review project requirements and roles and responsibilities, transfer necessary information to the project team, and identify new information needs and next steps. The Committee must also complete the Community Assessment provided by DOS. The Comprehensive Plan Committee or the project team will prepare and distribute a brief meeting summary clearly indicating the understandings reached at the meeting in addition to noted responses to the Community Assessment. All subsequent meetings will advance the preparation of the Comprehensive Plan and assess

the evolution of the project, the new information needed, changes in roles and responsibilities, and next steps.

Task 6: Community Participation Plan

Prepare a Community Participation Plan describing the public outreach and participation efforts that will be conducted during the development of the Comprehensive Plan, pursuant to the local and State statutes. The Community Participation Plan should include, at a minimum, the following elements tailored to be most applicable to the community:

- Two or more public workshops (one to solicit input on existing resources, community character, future growth, and other issues; one to develop recommendations to address community issues, challenges, and opportunities)
- One or more public hearing(s)
- One or more community survey(s)
- Interviews with local stakeholder focus groups
- Overall outreach and engagement strategy
- Efforts to ensure accessibility and outreach to frequently underrepresented populations, including lower-income residents, youth, immigrants, and minorities
- Roles and responsibilities of individuals, organizations, and entities involved in engagement
- Proposed schedule for implementation
- A website with links to announcements, materials, and input opportunities

All public outreach and participation efforts will be publicized in the community through press releases, announcements, digital media, individual mailings, or other appropriate means as determined by the Contractor, Comprehensive Plan Committee, DOS project manager, and the project team. Such means should be identified within the Community Participation Plan. Public access must be provided to each public meeting or workshop. Meetings and public engagement sessions should be scheduled at times that are convenient to underrepresented communities (e.g., at night or on weekends instead of during the day) and at locations that are ADA accessible. Meetings shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation.

Task 7: Community Survey

Develop a relevant community survey to identify and gather input on current local conditions and issues. The survey should be made available to the public in hard copy and online. A draft survey should be provided to DOS for review prior to publication of the survey. Following the completion of the survey, develop a summary of results and analysis.

Task 8: Community Profile

Draft a Community Profile consisting of an inventory and analysis of existing conditions and trends, including narratives, maps, and relevant data. The inventory will be used to assist in the identification of local issues and potential opportunities. The analysis will be conducted from a Smart Growth perspective and provide a basis for recommendations to address community issues, challenges, and opportunities. The inventory and analysis of existing conditions and trends may include the following subjects, at a minimum:

- History of the municipality
- Assessment of recent plans relevant to the municipality and related progress

- Demographic characteristics (population and growth trends, age distribution, average household size, ethnic composition, average household income, social diversity and integration, and other demographic trends)
- Local and regional economic characteristics (unemployment rates and trends, work force characterization, dominant business sector type, major employers and industries, sales tax information, property tax rates, economic trends and jobs range)
- Housing characteristics (the age, type, and condition of structures, type of occupancy - renters versus owners, vacancy rates, length of residency, the extent and availability of low-income housing throughout the community and in identified neighborhoods, assessment of housing opportunities and choices, housing trends and access to jobs and other necessities)
- Land use characteristics
- Consideration of cumulative impacts of development trends on community natural, agricultural, and other resources
- Zoning and other relevant local land use laws and development controls
- Vacant and underutilized properties, including parking lots, abandoned structures, or potential or existing brownfields
- Agricultural and forest lands, uses, characteristics, and districts
- Infrastructure and public utilities extent, capacity, age, and maintenance. (i.e., drinking water supply, sewage disposal, solid waste disposal, stormwater management and green infrastructure, communications, gas and electricity)
- Transportation systems, (mobility and circulation characteristics, pedestrian and cyclist conditions, connectivity with areas outside jurisdictional lines, distance to jobs, associated impacts such as greenhouse gas emissions)
- Natural resources and climate (air quality, watercourses, wetlands, floodplains, aquifers, forests/tree cover, steep slopes, soil types, and rare plant and animal habitats, precipitations, winds, temperatures, etc.)
- Risk assessment for extreme weather events (flooding, erosion hazards, high and low temperatures, drought, fire) and local resiliency with corresponding maps
- Health and emergency services and facilities
- Parks and public spaces (recreation facilities, range of passive and active recreation, capacity and maintenance, accessibility, waterfront resources, etc)
- Historic, cultural, and scenic resources
- Fiscal resources of the municipality

Task 9: Community Workshop(s)

Conduct at least two public workshops to solicit input on existing resources, community characteristics, future growth, and other topics; inform the public about the findings of the planning process; present a clear assessment of how Smart Growth policies are being integrated into the Comprehensive Plan; and develop recommendations to address community issues, challenges, and opportunities. Each workshop shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation. The site of the workshop(s) must be accessible to the public.

Task 10: Draft Comprehensive Plan

Assemble a draft Comprehensive Plan. The draft should address each of the Smart Growth principles and establish a long-term strategy for future growth and protection of resources. The draft plan may include but is not limited to the following,

- A comprehensive analysis of the community that integrates the findings of the community profile outlined above, public input and professional planning assessments. The analysis should incorporate discussion of key community characteristics in light of Smart Growth principles.
- A future land use map that articulates proposed changes to land use policies in response to the above analysis, complete with supporting narrative.
- A complete set of goals for the immediate and long-range enhancement of the community, with specific recommendations and strategies informed by community profile, public input, and professional planning assessments, complete with details such as responsible parties, proposed timelines, and potential funding sources. Each Smart Growth principle shall be addressed by strategies within this section.

Task 11: Review by the Local Municipal Board

Submit the draft Comprehensive Plan to the local municipal board for review, comments, and recommendations. The comments received from the local municipal board shall be addressed before the initiation of the SEQRA compliance process. The comments and recommendations prepared by the local governing board/local legislature shall be addressed and incorporated into the final plan prior to making the draft available for public review.

Task 12: Environmental Quality Review

The Contractor's preparation of a Smart Growth Comprehensive Plan funded through the Smart Growth Community Planning Program should comply with the State Environmental Quality Review Act (SEQRA). The local municipal board is the Lead Agency for purposes of SEQRA. The Lead Agency shall undertake a SEQRA review according to 6 NYCRR Part 617 State Environmental Quality Review.

Task 13: Agricultural Review and Coordination

The Comprehensive Plan Committee and the project team must take into consideration applicable county agricultural and farmland protection plans as created under article twenty-five-AAA of the agriculture and markets law. Consideration given to agricultural review and coordination during the development of the Countywide Comprehensive Plan.

Task 14: County Planning Board Review

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

Task 15: Final Draft Comprehensive Plan

Address all comments and recommendations received from the public and involved local, regional and State agencies and incorporate into the final draft Comprehensive Plan.

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

Task 16: Public Hearing and Local Adoption

Conduct a public hearing prior to adoption of the Comprehensive Plan. Notice of the public hearing shall be published in a newspaper of general circulation in the community at least ten calendar days in advance of the hearing. The draft Comprehensive Plan shall be made available for public review during said period at the office of the municipal clerk and shall be posted on the municipal website. The public hearing may also be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means. The adopted comprehensive plan and any amendments thereto shall be filed in the office of the city/village/town clerk and a copy thereof shall be filed in the office of the county planning agency.

Task 17: MWBE Reporting

Comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYSCS).

Task 18: Project Status Reports

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