

INTRODUCTION

The Town of Coeymans is requesting competitive proposals from qualified planning consultants/firms that are interested in coordinating a comprehensive review and update of the Zoning Code for the Town of Coeymans.

OVERVIEW

The Town of Coeymans is situated in the southeastern part of Albany County along the western bank of the Hudson River. It is bounded on the east by the Hudson River, on the north by the Town of Bethlehem, on the west by the Town of Westerlo, and on the south by the Town of New Baltimore in Greene County.

The current Comprehensive Plan for the Town was adopted in 2006 and was updated in 2021. The Town's existing Zoning Code was adopted in 1961 and been amended periodically to address changing conditions. The Town's current Comprehensive Plan and Zoning Code are available for review on the Town's website.

Recently, the Town has become aware of several outdated definitions in its Zoning Code, as well as some increasingly popular land uses that are not specifically provided as lawful uses. The Town has determined that rather than considering several small amendments to its Zoning Code, it would be more prudent to engage a comprehensive review and update.

SCOPE OF SERVICES

The scope of services includes, at minimum, the appropriate professional planning skills and deliverables necessary for a full review and update of the Town's Zoning Code, in accordance with New York State Law, and includes the following components:

- 1. Final Workplan.** Hold an initial meeting with the Town Board and Planning Board / Zoning Board of Appeals to develop a final workplan for the project. This final workplan should include a list of tasks, deliverables, and timelines. The workplan will include requirements for regular updates to the Town Board. As necessary, the workplan will also include any requirements for subcontracts and written certifications of compliance with the Town's procurement procedures. Work on subsequent components shall not proceed prior to Town Board review and approval of the proposed workplan. The consultant/firm shall provide the following deliverables to the Town Board at this stage:
 - a. Final workplan with tasks, deliverables, and timelines.
 - b. Schedule of quarterly updates to the Town Board.
 - c. Intended subcontract agreements, if any, with written certifications of compliance with the Town's procurement procedures.

The consultant/firm shall also attend meetings of the Town Board and other advisory committees when necessary and upon request.

2. **Review of Plans, Documents, Data.** Review Zoning Code, Zoning Map, relevant sections of the Town Code, current 2006 Comprehensive Plan and 2021 Amendment, including studies and plans, regional and state plans, and any relevant changes in state laws, policies and procedures.
3. **Community Outreach.** The consultant/firm, in collaboration with the Town Board, will facilitate public engagement to ensure that community members have multiple opportunities to provide input and feedback on the proposed Zoning Code update. There are three different methods that the public will be able to participate in the Zoning Code update project and meaningfully shape the outcome of the Zoning Code update.

- a. **Public Participation Plan.** The consultant/firm, in collaboration with the Town Board, will prepare a Public Engagement Plan that identifies roles, responsibilities, timelines, and logistics for interviews with stakeholders, public meetings, public hearings, and a webpage with links to announcements, presentations, and documents prepared over the course of the project

The Public Engagement Plan will include outreach activities that are directed and coordinated by the consultant/firm and the Town Board. The consultant/firm is expected to prepare the overall outreach and engagement strategy and create and maintain a project website. The consultant/firm's responsibilities will include at a minimum: three public information meetings/community workshops, one community survey, one public hearing, and interviews with local stakeholders as necessary and appropriate. The Public Engagement Plan may include additional outreach to be conducted by the Town Board.

- b. **Public Information Meetings.** The consultant/firm will conduct at least three public information meetings to introduce the project to the public, gather feedback on existing zoning regulations, identify smart growth-oriented solutions to current zoning issues, and solicit feedback on draft zoning regulations.
 - c. **Community Survey and Focus Groups.** Develop at least one community survey to gather input on local conditions and issues. Conduct focus groups that include residents and industry stakeholders to gather detailed feedback on existing zoning regulations, identify smart growth-oriented solutions to current zoning issues, and solicit feedback on draft zoning regulations. Interviews and focus groups will be conducted both at the beginning of the planning process, and intermittently during the process to gather comments on draft regulations.
4. **Initial Draft Law & Technical Report.** The consultant/firm will draft an analysis of existing conditions and a new draft Zoning Code based on feedback from the Town Board, the community survey, the focus groups, and the general public. The consultant/firm should ensure that the proposed law is consistent with the Town's character and goals. The proposed law should be user-friendly and serve to encourage future development in an organized manner and further the goals and vision of the community.

Consultant/firm will work closely with the Town Board in determining an outline of components to be included in the updated Zoning Code.

In addition to the draft updated Zoning Code, the Consultant will draft a memorandum/report summarizing key changes between the existing Zoning Code and proposed updated Zoning Code. The memorandum/report should be accessible to the public with visuals and maps as appropriate.

- 5. Present Initial Draft Zoning Code.** The consultant/firm will present the initial draft Zoning Code to the Town Board and to the community. Resulting comments and/or discussions will be utilized to gather input on any desired refinements to the initial draft.

The initial draft documents shall be made available to the public and to all interested participants following an initial presentation to the Town Board. The public should be given a review and comment period, as well as explicit guidance for providing feedback.

- 6. Refine the Initial Draft Zoning Code.** This component includes presentations and revisions of the initial draft Zoning Code, depending on public feedback. The consultant/firm should include preparation of the initial draft and, at minimum, three subsequent revisions. The consultant/firm should track feedback provided based on each draft and keep a record of how each subsequent draft responds to previous feedback. Between each draft, sufficient time should be allowed for feedback from the public.
- 7. Final Proposed Zoning Code.** The consultant/firm will address comments and recommendations received from the public and from local, regional and State agencies in the final zoning regulations. The final draft will be submitted to the Town Board for review. Following submittal to the Town Board, the consultant/firm shall attend at least one Planning Board / Zoning Board of Appeals meeting to address any comments and/or questions of that Board.
- 8. SEQR.** In coordination with the Town Attorney, the consultant shall be responsible for ensuring compliance with the State Environmental Quality Review Act.

INSTRUCTIONS FOR REQUEST FOR PROPOSAL

- 1. Receipt and Opening of Proposals.** Sealed proposals from consultants/firms for professional services to assist the Town in the comprehensive review and update of the Zoning Code for the Town of Coeymans will be received at the address listed below until noon on October 30, 2026. Proposals not received by the Town by the deadline will not be considered.

All proposals must be submitted in a sealed package marked “Comprehensive Zoning Code Update Bid” to:

Town of Coeymans
Office of the Town Clerk
2524 Route 9W
Ravena, New York 12143

- 2. Proposals Remain Subject to Acceptance.** Regardless of the award of proposal, no consultant/firm may withdraw its proposal after the date of opening the proposals. Submittal of a proposal indicates acceptance of the conditions contained in the RFP. The Town reserves the right to retain all proposals submitted, accept or reject any or all proposals, waive informalities, negotiate changes in the scope of work or services to be provided, and otherwise waive any technicalities.
- 3. Questions.** Any questions or requests for clarification of the RFP documents should be directed to the Town Clerk, by email at townclerk@coeymans.gov, on or before September 30, 2026. The Town will not respond to questions submitted orally. Answers to questions that materially change the conditions of this RFP will be posted on the Town’s website, as an addendum to this document. It is the responsibility of each consultant/firm to retrieve addenda from the Town’s website. Any discussions or documents will be considered non-binding unless incorporated in an addendum to the original. If addenda are issued, the proposal opening date may be extended at the discretion of the Town.
- 4. Format of Proposals.** One (1) physical and one (1) electronic copy shall be submitted, as required above. Each proposal must be submitted using the following format:
 - a. Submit a Cover letter outlining: the consultant’s/firm’s interest in the project with a description of current workload to demonstrate capability to undertake the work as required; and description of the proposed approach to the project.
 - b. Submit detailed proposed project schedule and budget with fee proposal.
 - c. Provide a brief description of the consultant/firm, including full business name, legal status (corporation, partnership, sole proprietor), number and type of employees, specialties, and longevity.
 - d. Include resumes for all personnel, including subcontractors, who will be assigned to the project describing their professional qualifications and past experience.
 - e. Provide references for three similar assignments within the past five (5) years.
 - f. Provide information on the circumstances and status of any disciplinary action taken or pending against the consultant/firm during the past five (5) years with State regulatory bodies or professional organizations.
 - g. A copy of any recent peer review(s).
 - h. Any resources and/or assistance you will require from the Town. Existing Town resources are available on the Town’s website.
 - i. GML Section 103-d Non-Collusion Statement on the form provided herein.
 - j. Iran Divestment Act Certification on the form provided herein.

- 5. Qualifications.** Interested consultants/firms should have extensive experience and knowledge in the fields of municipal planning and zoning, including but not limited to, land use, urban design, housing, transportation, economic development, environmental and coastal protection, sustainability and community outreach.

The Town may make such investigations as it deems necessary to determine the ability of the consultant/firm to perform the work, and the consultant/firm shall furnish to the Town all such information and data for this purpose as the Town may require. The Town reserves the right to reject any proposal if the evidence submitted by such consultant/firm fails to satisfy the Town that such consultant/firm is properly qualified to carry out the obligation of the contract and to complete the work contemplated herein.

- 6. Subcontracts.** Subcontractors for any portion of the work is not permitted except to the extent disclosed in the proposal.

- 8. Interviews.** Upon evaluation of all proposals received, qualified consultants/firms may be invited to interview with Town officials prior to award of contract.

- 9. Contract.** The successful consultant/firm will be required to enter into a contract with the Town for the duration of the project.

- 10. Laws and Regulations.** The firm/consultant shall comply with all applicable federal, state, and local laws, rules and regulations of all authorities having jurisdiction over the project throughout the term of the contract.

- 11. Evaluation Criteria.** The Town will award the contract to the firm/consultant deemed, in its sole discretion, to be able to perform in the Town's best interests. Proposals will be evaluated and scored on the basis of the following criteria (100 points):

- a. Quality of proposal, completeness, and clarity/accuracy of information requested. (35 points)
- b. Experience, strong capabilities, and reputation in projects similar to those described in this RFP. (35 points)
- c. Personnel assigned to the project demonstrating the consultant's/firm's capacity to complete the requested deliverables on time and within budget. (15 points)
- d. Familiarity with the project area. (10 points)
- e. Proposed budget. (5 points)

The Town Board of the Town of Coeymans reserves the right to accept or reject any or all proposals and to waive any informalities at its discretion.

- 12. Obligations of Consultant/Firm.** At the time of the opening of proposals, each consultant/firm will be assumed to be thoroughly familiar with the RFP documents (including all addenda). The failure or omission of any consultant/firm to examine any form, instrument, or document shall in no way relieve the consultant from any obligation in respect to its proposal. The successful consultant/firm agrees to execute the contract and provide certificates of insurance within fifteen (15) days after receipt.

13. FOIL. All proposals will be subject to the Freedom of Information Law.

TENTATIVE SCHEDULE

<u>Activity</u>	<u>Estimated Date</u>
Advertise RFP	September 15, 2026
Deadline for Questions	September 30, 2026
Response to Questions	October 15, 2026
Deadline for Proposals	October 30, 2026
Interviews	November/December
Town Board Award/Rejection Action	November/December
Agreement Executed	January 2027
Anticipated Project Start	First Quarter 2027

The Town reserves the right to amend the schedule at its discretion.

GENERAL MUNICIPAL LAW – SECTION 103-d

Non-Collusive Bidding Certificate

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under the penalty of perjury, that to the best of knowledge and belief:

- (A) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (B) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not be knowingly disclosed by the bidder prior to opening, directly or indirectly, to any other bidder, or to any competitor; and
- (C) No attempt has been or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

I hereby affirm, under the penalty of perjury, the foregoing statement is true:

Bidder Name: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

IRAN DIVESTMENT ACT CERTIFICATION

As a result of the Iran Divestment Act of 2012 (the “Act”), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (“SFL”), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (“OGS”) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both defined terms in the Act). Pursuant to SFL § 165-a(3)(b), the initial list was expected to be issued no later than 120 days after the Act’s effective date, at which time it was posted on the OGS website.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law (SFL § 165-a(3)(b)). Further by submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder (or any assignee) certifies that it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list. Additionally, Bidder is advised that any Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the TOWN OF COEYMANS receive information that a person is in violation of the above-referenced certification, the TOWN OF COEYMANS will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the TOWN OF COEYMANS shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The TOWN OF COEYMANS reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Bidder Name: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____