

## **Request for Letters of Interest for Comprehensive Planning Services**

The Town of Manlius plans to execute an agreement with a qualified Municipal Planning firm for 2021 fiscal year. It is anticipated that this relationship will continue into future fiscal years.

The Town of Manlius has already engaged several resident volunteers and has organized three Listening Sessions during the fall of 2020. These are:

- September: Our Natural Environment
- October: Our History
- November: Our Economy

### **Timetable**

- Request for Letters of Interest released xx/xx/2020
- Questions Due xx/xx/2020 [one weeks later]
- Answers to Questions provided xx/xx/2020 [one week later]
- Letters of Interest due xx/xx/2020 [one week later]
- Response to Letters of Interest xx/xx/2020 [two weeks later]
- Full proposals submitted by those invited to submit [two weeks later]
- Response to full proposals xx/xx/2020 [two weeks later]
- Contract development with selected firm
  - Scoping meeting with Principals
  - Transition plan for projects in process
  - Legal review
- Contract executed [estimated to be January 2021]

### **Letter of Interest Requirements**

1. The Town of Manlius plans to implement a multi-year Comprehensive Land Use Plan that will require a robust resident and business engagement process as well as technical research. We anticipate needing grant funding to support this effort. Please identify grant funding sources that may be appropriate to fund this effort and your experience in securing this funding for other municipalities. [maximum 250 words]
2. We anticipate needing professional Planners to facilitate both the community engagement and the technical research components. Please describe your experience

- facilitating a Comprehensive Land Use Planning process for municipalities and conducting outreach and meaningful citizen engagement. [maximum 500 words]
3. Narrative description of firm's experience with municipal planning. Please include how the firm has incorporated principles of smart growth, environmental sustainability and livability into its work with municipalities. [250 words]

### **Scope of Work**

4. Please provide a conceptual schedule and rough budget for the following Planning elements. The anticipated time frame for the comprehensive planning process is 30 months: January 2021 - June 2023.
  - a. Public information strategy including traditional & social media
  - b. Public Outreach/Engagement/Focus Groups
  - c. Consensus on common themes/Vision/guiding principles for the Town
  - d. Inventory of Assets & Infrastructure
  - e. Community Aspirations/Goals
  - f. Coordination with Village and County Comprehensive Plans
  - g. Recommendations
    - i. Possibly specific plans for targeted areas
  - h. Implementation Plan
    - i. Who, What, When
  - i. Monitoring and Evaluation Plan.
    - i. Indicators and measures
    - ii. Public facing dashboard
  - j. Draft Written Report
  - k. Public Comment Period
    - i. Accessible resident engagement
  - l. Final Comprehensive Plan
  - m. Other Items we have not thought about
5. Include establishing criteria to select 12-15 members of a volunteer Comprehensive Planning Steering Committee at the beginning of the engagement.
6. Identify Scope of Work items you could provide during 2021, and which would be needed in later years.

### **Required attachments**

7. Resume of principal Planner. Other resumes may be submitted at applicant's option.
8. Rate sheet showing payment rates for Planners, Engineers and other personnel likely to be assigned to the Town of Manlius
9. Three Municipal references.

THIS IS NOT A REQUEST FOR PROPOSAL. THE TOWN OF MANLIUS IS GAUGING THE INTEREST OF PLANNERS TO PROVIDE PROFESSIONAL SERVICES TO THE TOWN. UPON RECEIPT OF THE INTEREST PROPOSALS, THE TOWN RESERVES THE RIGHT TO DETERMINE WHAT, IF ANY ACTION, IT IS IN THE BEST INTEREST. NOTHING CONTAINED IN ANY APPLICATION OF INTEREST SHALL BIND THE PARTIES TO ANY BENEFITS OR OBLIGATIONS. A PROFESSIONAL SERVICE CONTRACT WILL BE ENTERED INTO BY THE TOWN AND THE CHOSEN PLANNING FIRM THAT WILL DETAIL THE SCOPE OF WORK AND THE BENEFITS AND OBLIGATIONS OF THE PARTIES.

**Submission Process**

Letters of Interest must be emailed to Ann Oot, Town Manager [aoot@townofmanlius.org](mailto:aoot@townofmanlius.org) by 5pm on xx/xx/2020. **and** one paper copy must be mailed [postmarked by xx/xx/2020] or delivered by xx/xx/2020 to Ed Theobald, Town Supervisor, 301 Brooklea Drive, Fayetteville, NY 13066.

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