



Request for Letters of Interest

Town Planning, Engineering & Municipal Support Services

The Town of Manlius has established a procedure to periodically solicit proposals for professional services under contract with the Town in order to ensure that residents are getting high quality services at a competitive price.

The Town is seeking firms to provide a team of professionals to assist with a number of roles in the fields of land use planning, sustainability, landscape architecture, hydrology, civil engineering, grant writing and grant management. This request is designed to give firms the option to express interest in all, or only in the areas for which they have expertise and capacity. The Town does not expect to select a single firm to do everything outlined below, but does expect the firms engaged to coordinate their work to avoid duplication and gaps in effort.

The team members assigned to the Town of Manlius are expected to maintain frequent communication with the municipal personnel involved with their work and provide regular update reports to the Town Board.

SCOPE OF WORK OPTIONS

1. **Highway**
 - a. Work with the Highway Superintendent to select, design, and prepare specifications for and review proposals for two to six repair and/or re-pavement projects annually that will be funded by the NYS Consolidated Local Street and Highway Improvement Program [CHIPS], Extreme Winter Recovery [EWR], PAVE-NY and/or the annual budget appropriation.
 - b. Prepare bid documents in accordance with Town policies and provide construction management support to ensure that work is performed according to the specifications.
 - c. Promptly evaluate incidents and locations of roadway concerns [potholes, erosion, cracks, collapsing culverts etc.] and provide engineering recommendations to the Highway Superintendent.
 - d. Assist with writing funding proposals for larger projects when needed.

- e. Prepare required documentation of Salt Storage, Oil/Water Separator and Spill Protection environmental compliance.
- f. Review subdivision and commercial development plans; meet with Developers as appropriate and monitor drainage and pavement during construction
- g. Stay up to date on NYS Highway law and Highway funding
- h. Be available to the Highway Superintendent for general planning advice
- i. Provide periodic training to Highway personnel as needed.
- j. Prepare communication to property owners impacted by Highway projects regarding regulatory requirements
- k. Explore opportunities to video and GIS map Highway infrastructure solutions over the course of several years
- l. Same day response to Highway Superintendent calls/texts/emails is expected.

2. **Stormwater Management**

- a. Evaluate incidents and locations of stormwater concerns [resident complaints, washouts, flooding, debris build-up, poor drainage, invasive species etc.] and provide engineering recommendations where public infrastructure is involved.
- b. Work with the Highway Superintendent, Town Manager and Board Liaison to select, design, prepare specifications for and review proposals for stormwater projects that will be funded by one or more of the Town Drainage Districts.
- c. Review Flood Insurance Risk Maps [FIRM], previous flooding, stormwater management studies and best practices in other municipalities to recommend stormwater mitigation strategies, such as
 - Additional standards for builders in certain areas
 - Retention basins and wetlands
 - Reduction of inflow to combined sewer
 - Tributary studies
- d. Produce NYS Department of Environmental Conservation [DEC] Annual and Semi-Annual Reports.
- e. Produce US Environmental Protection Agency [EPA] Storm Water Management Plan.
- f. Produce Municipal Separate Storm Sewer System [MS4] Plan & Reports in collaboration with Onondaga County.
- g. Participate in the National Pollutant Discharge Elimination System [NPDES].
- h. Participate in the CNY Stormwater Coalition Compliance Assistance Program.
- i. Coordinate with the Onondaga County Department of Transportation.
- j. Coordinate with the US Corps of Engineers regarding permits to work in creeks and streambeds.
- k. Coordinate with the US Department of Agriculture [USDA] Natural Resources Conservation Service [NRCS] for watershed projects.

- l. In the event of a declared disaster, coordinate with the Federal Emergency Management Agency [FEMA] and the NYS Division of Homeland Security and Emergency Services [DHSES] in conjunction with the Board Liaison.
- m. Prepare communication to property owners impacted by Stormwater projects regarding regulatory requirements
- n. Evaluate requests from property owners to tie into municipal infrastructure
 - Usually, sump pump discharge
- o. Address property owners who express Stormwater concerns
 - Meet with property owners in a manner that they feel that their concerns are respected and taken seriously
 - Evaluate the situation brought to the attention of the Town
 - Prepare a response to the concern for the Town Board
 - Write a letter that can be shared with the property owners
- p. Assist the Town with a systematic plan to replace/line/remove single wall metal stormwater infrastructure from the 1980's that has reached the end of its effectiveness
- q. Develop periodic educational materials regarding for Town newsletters, website and social media

3. **Stormwater Analysis Project**

The Town of Manlius has applied for funding from Department of Homeland Security and Emergency Services [DHSES] - decision anticipated June 2023 - and allocated funds from the American Rescue Plan [available 2023-2026] for a comprehensive analysis of flood mitigation options for the Limestone Creek watershed inclusive of the East and West Branches, Bishops Brook, Crane Brook, and the tributary from Three Falls Woods.

The Town conducted a study several years ago. New analysis should build upon and not duplicate those findings. The findings from these studies will be used as justification for applications to fund significant [expensive] mitigation projects [2025-2030]. The Town seeks a long-term strategy and coordination with surrounding Towns, especially the Town of Pompey.

One objective of this analysis is to evaluate opportunities to redesign the current three Drainage Districts to better reflect actual stormwater conditions

Please see the reports/videos of the 2022 Stormwater Study Group:

- February Stormwater:
<https://www.youtube.com/live/QZkRE96SkLU?feature=share&t=91>
- March Stormwater
https://www.youtube.com/live/U_O2wpsd3Bc?feature=share&t=87

- April Stormwater:
<https://www.youtube.com/live/jfWdcAMLmKo?feature=share&t=127>
- May Stormwater:
<https://youtu.be/Jg7s2oAXkbs>

4. **Utility Compliance**

The firm engaged will have pre-existing established contacts with representatives of utility companies that interface with municipalities in order to ensure that Town residents receive prompt and effective service. The Town will foster 'Dig Once' planning for utility work under Town roads.

- a. Onondaga County Water Environmental Protection [WEP] - sanitary sewers and wastewater treatment
- b. Onondaga County Water Authority [OCWA] - drinking water & hydrants
- c. National Grid - right of way, poles, buried gas & electric
- d. Underground Facilities Protection Organization/Dig Safely New York [UFPO/DSNY]
- e. Public Service Commission/Internet/Fiber/5G
- f. Onondaga County Department of Transportation [OCDOT]

5. **Landfill**

- a. Prepare Landfill monitoring reports to NYS DEC. Assist with environmental sampling as needed.
 - The Town of Manlius contracts with Alpha Analytical for the inspections.
 - The Towns of Manlius and Dewitt coordinate quarterly so that inspections of both landfills are done on the same day.

6. **Planning & Development**

- a. Collaborate with the Town Board, Economic Development Committee and Onondaga County to facilitate sustainably designed commercial development that will provide jobs and enhance economic vitality without reducing resident quality of life.
- b. Meet with Developers and the Director of Planning & Development to review proposals for significant new development early in the application process [*+/- 6 per year*] and remain engaged during Planning Board review.
- c. Maintain communication among other Departments such as Highway, Town Manager, Attorney, Assessment, Planning Board and Zoning Board of Appeals.

- d. Provide expertise and best practice advice to enhance the Town of Manlius GIS resources
 - Keep the interactive zoning map current as zoning changes are approved during the year
 - Provide video and location information for Town infrastructure such as roads and drainage; coordinate storm sewers with WEP
- e. Coordinate with third-party energy efficiency engineers
- f. Interface with GIS system to update maps as needed.

7. **Sustainable Manlius**

- a. Participate with the Sustainable Manlius community group [*meets monthly*].
- b. Facilitate implementation and record keeping for Climate Smart Community [DEC] and Clean Energy Community [NYSERDA] requirements.
 - Assist Town of Manlius to continue to be an Environmental Champion
- c. Facilitate implementation of the Neighborhood Sidewalk Program.
 - When a neighborhood successfully completes the pre-petition process, prepare the Map, Plan and Report for a Sidewalk District
 - Assist the Town to apply for funding to construct the sidewalks
 - Oversee construction of sidewalks so approved
- d. Stay up to date with NYSERDA, the NYS Environmental Bond Act and the federal Inflation Reduction Act programs to ensure that the Town is in compliance and takes advantage of appropriate opportunities.
- e. Provide planning support to the Tree Commission.
 - Assist with Tree Inventory and GIS mapping of Town trees

7. **Codes Enforcement**

- a. Assist the Codes Enforcement Officer [CEO] to evaluate properties with engineering code compliance issues as requested [*+/- 4 per year*].
- b. Assist the CEO to evaluate large commercial projects [*+/- 4 per year*] for code compliance. Provide advice/calculations about:
 - Mechanicals/HVAC
 - Life Safety
 - Energy Code/LEED
 - Floodplain/Floodway
- c. Assist the CEO with site inspections upon request [*+/- 4 per year*].
- d. Assist the Town to enhance environmental sustainability through the adoption of building codes [such as the NY Stretch Code].
- e. Same day response to Code Compliance Officer calls/texts/emails is expected.

8. **Comprehensive Plan Implementation**

The Town of Manlius has been working on a Comprehensive Plan since 2020. The Comprehensive Plan is expected to be adopted during Spring 2023. We are seeking a Municipal Planner to operationalize the recommendations described in the Comprehensive Plan.

- a. Design and set up a Comprehensive Plan Community Implementation Advisory Committee.
- b. Organize the Action Steps in the Comprehensive Plan with implementation targets.
 - i. Clarify resources needed
 - ii. Estimate realistic timelines
 - iii. Identify agencies, approvals or permits required
- c. Identify potential funding resources and assist with applications.

9. **Grant Funding**

- a. Maintain general awareness of grant funding sources, timelines and expectations so that the Town may prepare for applications prior to the announcement of funds available.
- b. Serve as lead writer for applications, in consultation with Town personnel
- c. Coordinate grant applications with the goals of Town of Manlius Comprehensive Plan, Plan Onondaga, OCIDA and the Regional Economic Development Council
- d. When grants are awarded, set up reporting mechanisms based on the Work Plan to ensure that the project stays on schedule and provides deliverables to the funder as expected.
- e. Assist the Town to prepare community communications regarding grant projects including a final report upon completion.

10. **Engineer for the Planning Board**

- a. Participate in Planning Board agenda meetings *[+/- 20 per year]*
- b. Review all Planning Board submissions in detail
- c. Participate in Planning Board meetings *[+/- 20 per year]*
- d. Coordinate highway permitting with County and NYS DOT
- e. Review proposals before the Planning Board and provide analysis related to:
 - Utility access
 - Soil types and geology
 - Density and siting
 - Stormwater prevention plan

- f. When construction is in process, provide on-site inspections for:
 - Road construction
 - Cut and fill management
 - SWPPP compliance

Town of Manlius Work Session

The Town Board hosted a Work Session on January 11, 2023. Firms interested in submitting a Letter of Interest are strongly encouraged to view this recording:

<https://www.youtube.com/watch?v=7XnshVdoRhg>

Letter of Interest Requirements

1. Provide a brief history of your firm and its areas of expertise.
2. Describe your firm's experience facilitating outreach and meaningful resident engagement.
3. Describe how your firm has incorporated principles of complete streets, smart growth, environmental sustainability, age-friendly design and livability into its work with municipalities.
4. Identify grant funding sources that may be appropriate to fund municipal projects and your firm's experience in securing this funding for other municipalities.
5. List any potential conflicts your firm might have due to work being done for other parties. This should include, but is not limited to, other work being done by your firm in the Town of Manlius.

Scope of Work

6. Identify the component(s) of work for which you are submitting. Provide a narrative outlining your firm's capabilities, resources and strategies related to the areas of interest identified.
7. Based on the portion of the Scope of Work that your firm is interested in providing, please provide a non-binding estimate of fees.
 - a. Contracts and fee agreements will be negotiated after interviews.

Attachments

8. Resume of principal(s) to be assigned. Other resumes may be submitted at applicant's option.
9. Rate sheet showing payment rates for planners, engineers and other personnel likely to be assigned to the Town of Manlius
10. Three Municipal references.

THIS IS NOT A REQUEST FOR PROPOSAL. THE TOWN OF MANLIUS IS GAUGING THE INTEREST OF PLANNERS AND ENGINEERS 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 OR ENGINEERING FIRMS 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 by 4pm on February 28, 2023 **and** one paper copy must be mailed [postmarked by February 28, 2023] to John Deer, Town Supervisor, 301 Brooklea Drive, Fayetteville, NY 13066.