

TOWN OF CAROGA
Fulton County, New York

REQUEST FOR PROPOSALS

**TO PROVIDE SMART GROWTH COMPREHENSIVE PLANNING
PROGRAM DELIVERY • ANALYSES • MAPS • TECHNICAL WRITING
COMMUNITY ENGAGEMENT • SUPPORT • FINAL DOCUMENT**

Issued: April 9, 2026

Due By: May 13, 2026 2:00 PM

Deliver To: ComprehensivePlan@Caroga.Town
Town of Caroga
PO Box 328; 1840 State Highway 10
Caroga Lake, NY 12032
Attention: Comprehensive Plan Committee

Contact: Chris Foss, Comprehensive Plan Committee Chair
ComprehensivePlan@Caroga.Town

The *Town of Caroga Comprehensive Plan* was prepared with funding provided by the New York State Department of State Environmental Protection Fund.



**Department of State
Planning, Development
& Community Infrastructure**

PROJECT DESCRIPTION

The Town of Caroga is excited to move forward with its **New York State Department of State (NY DOS) Smart Growth Community Planning Grant** with the creation of town's *Smart Growth Comprehensive Plan*. This is a unique opportunity to shape the future of a distinctive Adirondack community with a wide range of environmental assets, an evolving downtown area, and forward-thinking development goals. This will require a planning process grounded in robust community engagement and anchored in Smart Growth principles. The planning process will ultimately need to guide targeted reinvestments and policy improvements to reclaim Caroga as a great destination and attractive place to live.

With these priorities in mind, the Town of Caroga invites proposals from qualified planning consultants to develop the *Town of Caroga Smart Growth Comprehensive Plan*; applicants are encouraged to submit proposals that demonstrate experience in community engagement, land use planning, capital improvement projects, infrastructure improvements, diverse housing solutions, environmental stewardship, recreational development, and Smart Growth policies and practices. Further, as required by the grant, the selected firm will enter into a fixed-price planning contract with the Town of Caroga.

The Smart Growth Comprehensive Plan must serve as the Town's primary long-range policy document and establish a clear framework for future municipal decision-making. Notably, the Town is in an active stage of investment, focusing on installing wastewater collection and management systems and updating its existing utility systems. These critical infrastructure goals must be addressed in the plan through detailed coordinated planning efforts. Additionally, the town is seeking diverse housing options for year-round residents and new methods to attract younger families and a growing workforce. Caroga's lakes, trails, golf course, and placement within Adirondack Park also presents significant, underutilized potential to increase economic development for the community.

Considering these needs, the Smart Growth Comprehensive Plan must provide the planning, policy, and programmatic foundations to advance key priorities and projects in a coherent, effective, community-led direction. The Town is soliciting firms with demonstrated experience in rural and Adirondack comprehensive planning, with the technical depth to address infrastructure planning, future land use, housing strategy, workforce and economic development, and environmental stewardship. Firms should also be able to coordinate the plan's development with ongoing municipal efforts.

The selected consultant will lead the public engagement process in partnership with the Comprehensive Plan Committee, capturing meaningful input from Caroga's year-round and seasonal residents alike. The result must be an actionable, Smart Growth-grounded plan that positions Caroga for sustained reinvestment and one that local officials can implement and build on for decades to come.

BACKGROUND & CONTEXT

About the Town of Caroga:

Located in northern Fulton County, the Town of Caroga is conveniently located within a 15-minute drive of the cities of Gloversville and Johnstown and roughly an hour drive from Utica, Schenectady, Albany, and Saratoga. In addition to its nearly 1,200 year-round residents, the Town attracts several thousand seasonal residents and numerous visitors throughout the year. This sustained tourism and interest is thanks to the community's history as one of the first planned Adirondack resort destinations with unique recreation assets.

As part of the Mohawk Valley Regional Economic Development Council (MVREDC), Caroga is notable as one of only six municipalities entirely within the Adirondack Park, and among those, one of four situated in northern Fulton County's Adirondack foothills. The downtown area is located along the New York State Route 10/29A (NYS 10/29A) corridor. While these highways act as major connectors for Caroga and scenic views for motorists, Caroga leadership and stakeholders believe they would benefit from improved safety conditions, increased wayfinding, and inclusion of all age and abilities designs to better serve the town and support all roadway users.

Caroga's 54-square-mile land area includes twenty-four lakes, numerous streams, and vast open space. Additionally, the Town owns about 200 acres currently used for forests and municipal services. Plus, protected open spaces includes over 300 acres of town-owned outdoor recreation lands and more than 20,000 acres of state-owned "forever wild" Adirondack Forest Preserve lands. With this in mind, the Town seeks a qualified consultant to create a Smart Growth Comprehensive Plan that aligns future land use, housing, and infrastructure improvements with the protection of these vital environmental and recreational assets.

About the Comprehensive Plan Committee (CPC):

The Town of Caroga has established a Comprehensive Plan Committee (CPC) to oversee and guide the development of the Comprehensive Plan. The selected consultant will work collaboratively with the CPC throughout the planning process, with the CPC providing local insight, assisting with public engagement efforts, and reviewing draft materials.

SCOPE OF WORK

The Town of Caroga (Contractor) and its Comprehensive Planning Committee (CPC) wish to engage the successful responder (Consultant) to help prepare a Smart Growth Comprehensive Plan. The Comprehensive Plan will establish the objectives that the community wants to achieve, and will guide future sustainable growth within the municipality, enhance the local identity, and protect natural and cultural local resources.

The SGCP must address the following general Smart Growth principles, in addition to the elements suggested by the New York State statutes:

1. Allow for and encourage neighborhoods with a mix of uses, such as residential, commercial and community spaces.
2. Enable a diverse mix of housing types, providing opportunity and choice for people of all ages, abilities and incomes.
3. Prioritize infill and redevelopment of existing buildings to revitalize neighborhoods and downtowns, including areas around public transit.
4. Provide well-planned, equitable, and accessible public spaces for people of all ages and abilities.
5. Encourage compact neighborhood design and concentrated development around existing infrastructure.
6. Preserve open space, agricultural resources and natural resources.

7. Prioritize transportation options that are safe and accessible for everyone, including pedestrians, cyclists and public transit users.
8. Promote climate resiliency and adaptation, preferably through nature-based solutions, and reduce greenhouse gas emissions.
9. Build on unique traits to create an attractive and welcoming community with a strong sense of place.
10. Engage in an inclusive, collaborative public planning process that considers the needs and character of the community.

The process must also comply with applicable Laws of New York State:

- Town Law § 272-a
- State Smart Growth Public Infrastructure Policy Act
- General Municipal Law § 239-m Review
- Executive Law § 805 Adirondack Park Land Use and Development Plan ("APA Act")
- State Environmental Quality Review Act 9 NYCRR 586
- APA Act Agency-Approved Local Land Use Plan "ALLUP" 9 NYCRR 582.5

The Contractor will use the funding/grant for municipal, non-profit, and/or consultant planning service necessary for the coordination of the planning process and preparation of the Comprehensive Plan.

2. Project Attribution and Number of Copies

The Contractor must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project. All final and public facing materials must include the Department of State logo and the following acknowledgment:

"This [document, report, map, etc.] was prepared with funding provided by the New York State Department of State Environmental Protection Fund."

The contributions of the Department must also be acknowledged in community press releases and other notices issued for the project, including web site postings and other forms of digital distribution. The Contractor must provide adequate notice, at least two weeks to the Department prior to any press release and/or events including groundbreakings and ribbon-cuttings to coordinate appropriate DOS attribution and participation. Project press releases and other notices shall be approved by the Department prior to release.

The Contractor must submit to the Department all required products, clearly labeled with the NYS Comptroller's contract number as indicated on the Face Page of this Contract and where applicable, the related task number from this Work Plan.

Unless otherwise specified in the Work Plan tasks, the Contractor shall submit products in the following formats:

- Draft products: one digital copy of each product must be submitted in Microsoft Word and Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution.
- Final products: one electronic copy of each product must be submitted in Microsoft Word, PDF (20 MB maximum, per PDF), created using 300 dpi scanning resolution. In addition, one paper copy of each final product (including reports, designs, maps, drawings, and plans) must be submitted, upon request (and as specified in Project Components Task 16).
- Electronic data for all Geographic Information System-based mapping products and associated spatial data must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information. (As noted in Task 16, USB copies of final electronic and metadata must also be submitted to the Town of Caroga and the Fulton County Planning Department.)

3. Compliance with Procurement Requirements

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that applicable provisions of General Municipal Law were fully complied with.

4. Reporting Documents

Documents and guidance for regular reporting and payment requests are made available the OPDCI Contract Resources webpage available at <https://dos.ny.gov/opdci-contract-resources>. Documents available include payment requests, status reports, amendment requests, final project closeout document, procurement certification, contract reporting requirements and MWBE forms.

5. Project Components

Task 1: Project Initiation Meeting

The Contractor, the Department, 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.

Products:

- Project initiation meeting held with appropriate parties
- Written meeting summary outlining agreements reached.

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.

Products:

- Draft and final list of members of Comprehensive Plan Committee
- Comprehensive Plan Committee established.

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.

Products:

- Approved RFP or similar instrument released through advertisement in local papers, the New York State Contract Reporter, or other appropriate means
- Documentation of procurement including direct solicitation to MWBEs and actions taken toward meeting MWBE contract participation goals.

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.

Products:

- Consultant(s) selected by Contractor and approved by the Department
- Executed subcontracts and written certification of compliance with procurement procedures.

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.

The Comprehensive Plan Committee members and other core members of the Contractor team (for example, the Town Supervisor) will attend a virtual training session or sessions focused on developing smart growth strategies. The purpose of this training session is to build knowledge and provide support to community leaders to advance smart growth planning and zoning efforts prior to the process getting underway.

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.

Products:

- Meeting summaries for each Comprehensive Plan Committee meeting
- Results of the Community Assessment.

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.

Products:

- Draft and final Community Participation Plan to be implemented throughout the planning process.

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.

Products:

- Draft and final Community Survey
- Summary of survey responses 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)
- Consideration of appropriate locations and guidelines for siting clean energy generation (solar and wind) and storage facilities (considering access to electric grid infrastructure and

- sensitive resources such as mineral soil groups 1-4, wetlands, forests, habitats, etc.)
- 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

Products:

- Draft and final Community Profile reports, including a comprehensive inventory and analysis in the form of relevant data, narrative, maps, and graphics.

Task 9: Community Workshops

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.

Products:

- Published announcements and fliers
- Draft and final materials prepared for each public workshop
- Summary of the results/feedback received.

Task 10: Draft Comprehensive Plan

Assemble a draft Comprehensive Plan. The draft should address each of the DOS 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 considering DOS Smart Growth Principles.
- A future land use map with GIS future land use plus capacity/constraint overlay 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 and in a Smart Growth Compliance Matrix.

Products:

- Draft Comprehensive Plan, including relevant data, narrative, maps, and graphics
- Completed Smart Growth checklist form, provided by Department of State, identifying how and where Smart Growth principles are addressed within the plan.

Task 11: Review by the Local Municipal Boards

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.

Products:

- Comments and recommendations received from the local municipal board and associated revisions.

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.

Products:

- Completed SEQRA Documentation.

Task 13: Agricultural Review and Coordination

Comprehensive plans are subject to the provisions of article twenty-five-AA of the agriculture and markets law. 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.

Products:

- Consideration given to agricultural review and coordination during the development of the Comprehensive Plan.

Task 14: County Planning Board Review and Adirondack Park Agency Review

Submit the draft Comprehensive Plan for review and recommendations to the County Planning Board pursuant to Section 239-m of the New York State General Municipal Law and to the Adirondack Park Agency pursuant to the NYS APA Act 9 NYCRR 582.5, for an ALLUP Comprehensive Plan. Comments received from the County Planning Board and Adirondack Park Agency shall be addressed in the final version of the Comprehensive Plan that will be locally adopted.

Products:

- Comments and recommendations prepared by the County Planning Board and Adirondack Park Agency.

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.

Products:

- Final draft Comprehensive Plan ready for local adoption

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 offices of the Caroga Town Clerk, the Fulton County Planning Department, the Adirondack Park Agency, and the Department of State. In addition, the consultant team shall provide to both the Town of Caroga Comprehensive Plan Committee and the Fulton County Planning Department: (A) all metadata, analyses, and notes in a USB file along with (B) twelve (12) printed color copies and one (1) DOCX and one (1) PDF versions of the final adopted *Town of Caroga Comprehensive Plan* with all attachments and appendices.

Products:

- Minutes from the public hearing(s) and record of decision
- Final adopted Comprehensive Plan
- Final Smart Growth checklist form, provided by Department of State, identifying how and where Smart Growth principles are addressed within the plan.

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).

Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the “Contact Us & Support” link.

Products:

- Ongoing reporting through NYSCS during the life of the contract.
- Form D submitted as necessary to reflect updated MWBE subcontractors.

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.

Products:

- Completed project status reports submitted to the Department during the life of the contract.

6. Project Responsibilities

The Contractor shall administer the grant, execute a contract with the Department, and ensure the completion of work in accordance with the approved Work Plan and budget.

The Contractor:

- will be responsible for conducting all project work in conformance with the Work Plan included in the executed contract with the Department.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and sub consultants.
- will certify to the Department that the procurement record for project consultants and subcontractors complies with the applicable provisions of General Municipal Law.
- will receive approval from the Department for any and all consultant subcontracts before beginning project work.
- will be responsible for submission of all products and payment requests.
- will be responsible for coordinating participation and soliciting comments from local government personnel, project volunteers, and the public.
- will be responsible for ensuring that all public engagement communications and opportunities are made accessible to underrepresented communities (e.g., meeting locations, meeting materials, meeting notices, plan documents)
- will keep the Department informed of all important meetings for the duration of this contract.
- will receive approval from the Department before purchase of any equipment.
- will secure all necessary permits and perform all required environmental reviews.
- will ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project.
- will ensure that all products prepared as a part of this contract shall include the NYS Comptroller's contract # as indicated on the Face Page of this contract.
- will ensure the project objectives are being achieved.

- will ensure that comments received from the Department and the project advisory committee, or other advisory group, are satisfactorily responded to and reflected in subsequent work.
- will recognize that payments made to consultants or subcontractors covering work carried out or products produced prior to receiving approval from the Department will not be reimbursed unless and until the Department finds the work or products to be acceptable.

The Department:

- will review and approve or disapprove of subcontracts between the Contractor and consultant(s) and any other subcontractor(s).
- will participate in project initiation meeting and attend meetings that are important to the project.
- will review all draft and final products and provide comments as necessary to meet the objectives.

SUBMISSION OF PROPOSALS

Interested firms must submit three (3) paper copies and one (1) electronic version of their proposal no later than **May 13, 2026 at 2:00 PM**, to the address specified below.

ComprehensivePlan@Caroga.Town
Town of Caroga
PO Box 328; 1840 State Highway 10
Caroga Lake, NY 12032

Attn: Comprehensive Plan Committee Chair Chris Foss

INQUIRIES

All inquiries regarding the RFP should be made in writing (email preferred) and must cite the RFP section in questions. Answers to substantive questions will be provided to all proposers. Inquiries should be directed to: CPC Chair Chris Foss at ComprehensivePlan@Caroga.Town.

PROPOSAL CONTENT AND CONDITIONS

Each prospective firm must submit complete proposals that address each component of the RFP.

1. A cover letter expressing the firm's interest in working with the Town of Caroga and the Comprehensive Plan Committee.
2. A description of the general approach to be taken to completing the project, an explanation of any variances to the proposed project scope of work as outlined in the RFP, and any insight gained because of developing the proposal.
3. A full description of how the Scope of Work will be completed along with a schedule detailing when tasks will be completed, and products/deliverables resulting from each task.
4. Budget and expense information which details all costs including:
 - Personnel expenses stating the name/title of everyone assigned to the project, hourly rates, and the number of estimated hours the individual will be working on the project. The same information should be submitted in detail for subcontractors.
 - Administrative costs for travel, postage, photocopying, telephone, printing, and other related expenses must be detailed.
 - Estimates of expense for each of the tasks with assumptions.

5. A description and/or resume for each staff member or sub-consultant who will be involved with this project and their roles/responsibilities.
6. A representative work sample comparable to the work being requested.
7. Demonstrated success on projects of similar scope and nature. Please include brief project Descriptions for each and project contact names/phone numbers for reference.
8. A description of the respondent's efforts to comply with New York State's MBE/WBE goals.
9. A list of the firm's current planning team obligations and anticipated completion dates for project components, along with a brief narrative about how the firm will manage capacity over the course of this project's timeline

Proposal Items 2-5 should be limited to fifteen (15) pages. Resumes, professional qualifications, and work sample(s) are not included in this total. The electronic version must be in PDF format, divided into two (2) or more PDFs: (A) First PDF – Project Letter of Interest, required proposal components, resumes, summary of previous relevant work, proposed budget, and schedule.

(B) Second PDF – Examples of previous relevant work.

CONDITIONS GOVERNING PROPOSALS

Only those proposals containing complete information and are responsive to the RFP will be considered. Proprietary or patented information that may be included in the proposal is to be clearly identified and brought to the committee's attention.

The Contractor reserves the following rights:

- To accept or reject any or all proposals;
- To waive or modify minor irregularities in proposals received;
- To negotiate with proposers, within proposal requirements, to best serve the interests of the community and the Department of State;
- To amend specifications after their release, with due notice given to all bidders to modify their proposals to reflect changed specifications;
- To consider every offer as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation;
- To award a contract for all parts of a proposal including award of specific project components to individual proposer team members and to negotiate with the successful bidder(s);
- By submitting a proposal, the proposer agrees that is will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP;
- The Town of Caroga will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

The New York State Department of State must approve all consultants and subcontractors. The Consultant must comply with all provisions of the contract between New York State Department of State and Town of Caroga including all appendices. A copy of the contract is available upon request.

LIABILITY

The firm selected by the Town of Caroga will provide the Town with an insurance certificate verifying the existence of Liability Insurance (Worker's Compensation, Comprehensive General Liability, Professional Liability, Comprehensive Automobile Liability). Said certificate shall specifically state, **"Town of Caroga, its officers, employees and assigns shall be named additional insured parties."** No deviations from this specific language will be allowed.

The Town of Caroga and its Comprehensive Planning Committee are not liable for any cost incurred by any individual or firm for work performed to prepare its proposal or for any travel and/or other expenses incurred in the preparation and/or submission of its proposal. Further, the Town of Caroga is not liable for any costs incurred prior to approval of the contract.

NEW YORK STATE MWBE PARTICIPATION REQUIREMENTS

Pursuant to New York State Executive Law Article 15-A, the State recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises and the employment of minority group members and women in the performance of state contracts. For the purposes of this project, the NYS Department of State has established an MWBE participation requirement of 30% of the total state grant contract value. The selected proposer, if not certified MWBE, must actively solicit for bids for contracts and subcontracts from qualified State certified MWBEs which can be identified using the NYS Directory of Certified Firms. 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 will be retained:

1. Evidence of outreach to MWBEs: mail, email, phone calls and follow-up.
2. Written responses by MWBEs to the grantee/vendor's outreach.
3. Copies of search(es) of the directory and advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications.
4. Attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the grantee with MWBEs including dates and location.
5. Description of how the scope of work maximizes opportunities for MWBE participation.
6. Description of how non-MWBE subcontractors' have engaged MWBEs to undertake part of the project's work or to procure equipment/ materials/supplies.

EVALUATION PROCESS

The Town of Caroga, the Comprehensive Planning Committee, and representatives from the NYS Department of State will review submitted proposals with reference to the qualifications and criteria as detailed in this RFP. The intent is to select the planning consultant firm having the technical capability and necessary experience to perform the services as outlined in this RFP within the period required. Please note that the total grant funding award has not been presented in this RFP as the Town of Caroga will select a consultant through a qualifications-based selection process. The selection of a consultant will be made without regard to race, color, age, religion, national origin, or political affiliation.

SELECTION CRITERIA

The selection of a consultant for this effort will be based on the following criteria:

1. **Technical Proposal:** Proposals will be evaluated based on their quality and clarity; creativity and thoroughness in addressing the Scope of Work; demonstration of overall project understanding and insight into local conditions and potential issues. The proposal must include a plan outlining how each Task in the Scope of Work will be addressed. (25 pts)
2. **Relevant Experience:** Proposer must provide a list of projects similar in scope and nature completed in the last 5 years. The proposer should demonstrate experience with New York State-based land use and planning, local laws, and regulations. Additional desired experience includes:
 - Adirondack Park Planning and Community Engagement Experience: The Town of Caroga is located within the Adirondack Park and subject to Adirondack Park Agency (APA) land use regulations. Proposals showing experience working in Adirondack Park or similar environmentally sensitive rural communities is preferred.
 - Demonstrated experience conducting strong public engagement and educational outreach, including explaining planning concepts, addressing misconceptions about development and land use, and facilitating productive discussions among community members with varying perspectives.

Proposals will also be evaluated based on the quality of representative work sample provided. (20 pts)

3. **Implementation Schedule:** Proposals will be evaluated based on ability and capacity to complete project within two years of the beginning of the contract. Proposal must include an implementation schedule that lists all milestones for the development and implementation of project deliverables. (15 pts)
4. **Cost Proposal:** A cost proposal outline organized to follow the outline of Scope of Work, with detail of cost assigned for the task/action, including personnel costs and reimbursable expenses. (10 pts)
5. **Team Composition and Resumes:** Evaluation will be based upon the experience of the consultant personnel working together as a team to complete comparable projects. The Proposer must provide a list of all people who will be assigned work pursuant to this RFP (including subcontractors) and resumes showing qualifications and relevant experience. The proposer must designate an individual as the Project Manager who will be solely responsible for all activities of the organization relevant to this RFP and provide their resume and relevant experience. The designated Project Manager must have managed the implementation of at least one other project of similar scope and nature, a description of which must be submitted with the Project Manager resume. (15 pts)
6. **Presentation/Communication Skills:** The proposer will be evaluated based on their knowledge of the subject material, their overall understanding of the proposed project, their ability to relay the message in a clear, concise, and timely fashion and their ability to field questions posed to them from the Town of Caroga. (15 pts)

PROPOSER INTERVIEWS

The Town of Caroga will conduct interviews with the two to three (2-3) highest scoring proposals, as needed. The intent of the interview process will be to provide the Contractor and the Town of Caroga with an opportunity to obtain an understanding of:

- a. The extent of the firm's depth of knowledge of the subject matter of the RFP, overall project understanding, and insight into local conditions;
- b. Whether the methods and resources that will be used by the firm performing the services to achieve the project goals and objectives are appropriate, and cost effective;
- c. The firm's ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project;
- d. To allow proposers to further define the primary features and benefits of their proposal; and
- e. To evaluate the communication and public presentation skills of the proposers.

NOTIFICATION OF AWARD

As Contractor, the Town of Caroga will notify the successful bidder by phone and/or email, followed by written confirmation. Each bidder whose proposal is not accepted will be notified in writing via email. The Town of Caroga will authorize the award of a contract to the successful proposer based upon the evaluations and recommendations of the Steering Committee. If a contract cannot be finalized within thirty (30) days of the award, the Town of Caroga reserves the right to enter negotiations with the consultant who received the second highest evaluation. The New York State Department of State must approve all consultants and subcontractors.