

**LEGAL NOTICE
REQUEST FOR PROPOSAL**

**CONSULTANT FOR DEVELOPMENT OF A COMPREHENSIVE PLAN
VILLAGE OF KENMORE**

PLEASE TAKE NOTICE that the Board of Trustees for the Village of Kenmore will accept sealed Request for Proposals (RFPs) at the Office of the Village Clerk-Treasurer, Room 17, Kenmore Municipal Building, 2919 Delaware Avenue, Kenmore, New York 14217 until 11:00 o'clock a.m. on **August 13, 2025**. This RFP is for a consultant to assist in the development of a new Comprehensive Plan for the Village of Kenmore, New York in accordance with the Request for Proposal therefore approved by the Board of Trustees on July 15, 2025. Specifications and related documents can be obtained from the Clerk/Treasurer at the address listed above, or on the Village of Kenmore Website: <https://villageofkenmore.org/government-boards/village-board/> under Legal Notices.

**PUBLISHED BY ORDER OF THE BOARD OF TRUSTEES OF THE VILLAGE OF KENMORE,
NEW YORK**

DATED:

July 16, 2025

Kathleen P. Johnson
Clerk/Treasurer

Request for Proposals Village of Kenmore Comprehensive Plan July 15, 2025

Village of Kenmore
2919 Delaware Avenue – Room 17
Kenmore NY 14217

The Village of Kenmore is soliciting the services of a planning consultant (Consultant) to update the Village of Kenmore Comprehensive Plan.

I. OVERVIEW AND BACKGROUND

The Village of Kenmore (Village) is a first-ring suburb of Buffalo with a population of approximately 15,500. The Village last updated its Comprehensive Plan in 2003, and the Plan was adopted by the Village Board in February 2003. In the 22 years since the current Plan was initiated a number of planning and zoning activities have taken place including:

1. Development and approval of a new zoning map
2. Introduction and approval of four Planned Unit Development (PUD) zoning districts.
3. Updating of the zoning ordinance to address the evolving nature of businesses and professions, including but not limited to short-term rentals, and at-home/remote access professions.

These planning, zoning, and redevelopment activities should be considered in the updated Plan.

II. SCOPE OF WORK

The updated Comprehensive Plan will provide a blueprint for the development, preservation, and enhancement of residential, commercial and industrial neighborhoods, as well as public facilities and infrastructure. This Plan, with a year 2035 horizon, will incorporate visions, ideas, and foresight providing recommendations for the future of the Village and an implementation matrix identifying how the Village can achieve the goals of the Plan. Note that the word "Village" is used throughout this document to mean only the boundaries of and area within the Village of Kenmore. Although the Plan will not apply to the Town of Tonawanda, it must consider certain trends and activities within the Town of Tonawanda that impact the Village in order to properly develop the plan.

Various Village departments and the Village Planning Board will participate in the preparation of

the Comprehensive Plan. The selected Consultant shall confer with the departments and Planning Board in developing plans for the future.

Final Deliverables

1. Comprehensive Plan including topical items, supporting maps and other graphics. Text and maps shall be provided in a digital format compatible (e.g., Microsoft Office, Adobe Acrobat, ArcGIS) with the Village's system.
2. An executive summary not to exceed four pages.
3. SEQR materials necessary to approve the Comprehensive Plan.
4. Meeting agendas and minutes for all meetings.

TASK 1: Project Initiation and Current Plans and Conditions

Kick-off the project and secure information on existing plans, recognized issues and ideas for the future. Map, describe, and analyze current existing conditions as a base for looking to the future.

1.1 Initiation: The Consultants shall meet with the Comprehensive Plan Committee to establish the project schedule, internal communication policies and protocols, and to review the project scope of work.

1.2 Review of Current Plans, Issues, and Ideas: Review existing local and regional planning documents and ongoing initiatives. Through personal meetings with key stakeholders, conduct a SWOT analysis or similar exercise to identify strengths, weaknesses, opportunities, and threats in Kenmore. Stakeholders should include: Village elected officials, Village department heads, the Village of Kenmore Planning Board, members of the public, the Kenmore Business Association, service clubs, Greater Buffalo Niagara Regional Transportation Council (GBNRTC), Erie County government, Town of Tonawanda government, New York State Department of Transportation, and the Niagara Frontier Transportation Authority.

Obtain pertinent plans, prepare an initial list of apparent issues and collect ideas. Develop a written findings report describing and assessing existing planning documents, and summarizing the issues and opportunities identified by community leaders and stakeholders.

1.3 First Public Information Meeting: Coordinate an initial public information meeting to inform the public about the Plan initiative and to solicit input. The Village's website should be used to provide notification and resources.

1.4 Existing Conditions and Analyses: Examine and analyze existing conditions within the Village. Review and, where possible, utilize information from Village department heads and GIS resources.

1.4.1 Socio-economic and Demographic Analysis: Based on all available sources, including but not limited to American Community Survey 5-year estimates and 2020 U.S. Census data, the Consultant shall at a minimum evaluate values and trends of population, age, income, and occupation for the Village. Particular attention should be given to population trends including Village population gains, household size/income trends, and vacancy numbers and rates. Additional parameters should be considered as needed.

1.4.2 Environment: Map and describe environmental and cultural features and conditions such as open spaces, streams, wetlands, flood plains, and brownfields. Review plans and initiatives of local environmental organizations. Review and analyze watersheds within the Village and consider ways to enhance and improve water quality. Consideration of historic, cultural, and natural resources. Consideration of impacts of solar and wind energy infrastructure development, if available.

1.4.3 Land use and Zoning: Map and describe existing land uses and zoning including residences, businesses, parks, community facilities, schools, and police and fire facilities.

1.4.4 Housing and Neighborhoods: Evaluate existing housing characteristics, including the age, type, and condition of structures, type of occupancy (renters vs. owners), vacancy rates, affordability, housing opportunities and choices, and overall trends in housing in the Village. The Consultant shall determine areas that may qualify for HUD Community Development Block Grant (CDBG) projects by virtue of Census eligibility or survey work. A listing of potential CDBG eligible and appropriate projects shall also be prepared. Secure input from Village departments and realty and commercial professionals.

1.4.5 Transportation and Circulation: Map and describe roadways. For major arterials and intersections, evaluate traffic count, travel lanes, level of service, condition rating, accident rates, ownership and planned capital improvements. Assess existing and planned pedestrian and bicycle infrastructure and connections to adjacent municipalities. Identify bus and truck routes and rail resources. Use available data from GBNRTC.

1.4.6 Utilities: Map and compile information on size, capacity, location and age of public water systems, sanitary, and storm sewer systems using department information. Identify available excess capacity relative to potential Village build-out needs. Identify for inclusion in the plan, sanitary sewer overflow and storm water phase two accomplishments relative to current state and federal requirements. Identify major electric, gas, telecommunication and fiber optic installations and discuss areas of concern for the Village.

1.4.7 Economic Development: Collect and analyze relevant data on Village commerce and industry such as growth, ownership status, tax delinquencies, vacancy rates, rental costs, investment, jobs history and future projections through 2035. Compare key parameters and

trends with local, state and national data. Identify principal factors which need to be addressed. Analyze present and possible future locations of retail, commercial, and industrial facilities with assessment of balance between community character and needed community components. List specific policies and strategies for improving the local economy in coordination with other Plan topics.

1.4.8 Community Facilities: With department heads, identify existing facilities and services and evaluate adequacy for the future using census projections, municipal comparisons and figures of merit. Recommend future plans, in conjunction with Village departments, for recreational facilities, parkland and senior services. Review locations of libraries, fire and police facilities, schools, and health care facilities.

1.4.9 Historic and Cultural Resources: Identify and briefly discuss existing historic and cultural resources in the Village.

TASK 2 Formulate Direction for Comprehensive Plan

Develop a description of what the Village seeks to be in the year 2035. List goals, objectives, and policies and refine issues.

2.1 Vision Statement, Goals and Objectives: Work with the Village to formulate a preliminary "vision for the future" of the Village character, appearance, and content for about 10 years hence utilizing Committee guidance and inputs from department heads, Task 1.2 meetings, and other sources. Prepare supporting goals, objectives, and policy statements.

2.2 Issues: Prepare a refined list of problems and issues, building on the preliminary list from Task 1.2, which needs to be addressed in the Comprehensive Plan.

2.3 Second Public Information Meeting: Coordinate a second public information meeting to share the Draft Comprehensive Plan with the public and accept public comments.

2.4 Review with Village Board: Participate in an interactive public workshop to discuss the vision, goals, and objectives.

TASK 3: Technical Investigations

The purpose of these tasks is to investigate specific high priority issues to provide inputs to the Plan that will contribute to achieving the overall goals of the Plan. Develop conclusions and recommendations. The following list may be modified at mutual agreement of the Consultant and the Committee.

3.1 Neighborhood Revitalization: Identify means for addressing residence and business degradation such as incentives and county, state, and federal revitalization programs, property maintenance laws and actions found to be successful by other communities.

3.2 Major thoroughfares: Considering regional, County, and State plans, identify potential future problems and means to address items such as traffic volume, access management, right-of-way use, and streetscape treatment. Suggest specific recommendations and solutions to be addressed by the Village, County, and State on principal thoroughfares - for example, proposed changes to traffic lanes on County roads (Elmwood Avenue and Colvin Avenue).

3.3 Zoning: Examine zoning throughout the Village, relative to satisfying plan goals and objectives and for consistency giving particular attention to sites on major thoroughfares, unzoned parcels and business improvement district concepts. Prepare a draft of recommended zoning revisions. Consideration must be given to zoning changes that have been made since 2010 or are currently in process.

3.4 Transportation: Make recommendations regarding street speed limits, parking, critical intersections, lanes and signalization, pedestrian and bicycle infrastructure, and bus, truck, and rail routes and facilities. Opportunities for multi-modal connections to neighboring municipalities should be explored. Make recommendations relative to the items of Task 1.4.5.

3.5 Topics recommended for future study: These topics shall be those recommended to be carried out to implement the Comprehensive Plan. For each topic, address the need and purpose of the topic, description of the tasks that are recommended to be undertaken, approximate cost and duration of the study and potential funding sources. Technical contributions shall be solicited from Village departments.

TASK 4: Draft Comprehensive Plan

4.1 Draft Plan: In conference with the Committee and Village, prepare a draft of the Plan that builds on the comments of Task 2.3.

4.2 Implementation: Prepare an implementation matrix that identifies goals, objectives, actions, timeframe, potential lead and partners, and potential funding sources to be carried out following adoption of the Plan. Where subsequent studies are recommended, include information described in Task 3.5.

TASK 5: Final Steps

5.1 Draft Review: Review the Draft Plan with the Village Board, at a public meeting with limited

organizations selected from the list in Task 1.2.

5.2 State Environmental Quality Review Compliance: The Consultant shall prepare all materials necessary for compliance with the State Environmental Quality Review Act (SEQRA). The adoption of a new or amended Comprehensive Plan is classified as a Type I action, pursuant SEQRA and 6 NYCRR Part 617. The Village Board shall declare itself to be the Lead Agency for the action of adopting the amended comprehensive plan. The Consultant shall draft all required notices, findings, filings, and related documents.

5.3 Final Comprehensive Plan Report: Based on comments received from meetings of Tasks 4.1 and direction from the Committee, prepare the final Plan document.

III. ADDITIONAL INFORMATION

a) Periodic meetings will be held with a Comprehensive Plan Committee, appointed by the Village Board to provide direction, policy decisions, guidance and approval.

b) Public participation is a vital element. At least two public information sessions should be held, one at the start of the process and one to present a draft Plan. Public outreach methods should include, at a minimum, social media, a community survey, and stakeholder interviews.

c) Regional context. The plan shall endeavor to be compatible with plans for adjacent municipalities and overall Erie County and regional goals.

d) Extensive GIS information is available from the Village for the Consultant's use.

e) Deliverables shall include electronic files for all Comprehensive Plan (text and GIS) and SEQR documents. The documents must be in a format deemed acceptable by the Village.

f) Respondents are encouraged to recommend modifications to the above scope which will produce a better product.

g) Monthly billing with narrative progress report shall be required.

h.) The selected Consultant will be required to enter into an agreement with the Village of Kenmore.

i.) Approximately \$50,000 is available for this work.

IV. Submission Requirements and Selection Process

A. PROPOSAL REQUIREMENTS

Consultants are required to submit one (1) signed original, seven (7) copies and an electronic copy on a flash drive of their proposal. The submission shall be limited to no more than 30 double-sided pages (min. 12 pt. font). The submittal should include the following information in the format outlined below and include:

Section 1. Description of Firm

- a. Professional Capabilities
- b. Proof of Authorization to do business in New York State*
- c. Proof of New York State Professional Licensure*
- d. Staffing Level/Organization Chart
- e. Project Mix/Client Mix for most recent projects

Section 2. Project Team

- a. Services to be provided
- b. Sub-consultants required to perform work
- c. Team organization, including project role/function chart
- d. Total relevant human resource availability throughout agreement, particularly for the project manager and key personnel
- e. Design experience as a team and as individual firms

Section 3. Qualifications and Experience

- a. Personnel
 - Principal in Charge
 - Project Manager, including relevant project management expertise, experience, credentials, and communication skills
 - Key technical personnel
 - Experience (as related to this project)
- b. Technical Experience
 - Proposers shall demonstrate specific technical experience and competence in

providing high quality public design for each of the following areas:

- Master Planning
- Architectural Design
- Cost Estimating
- Code Review
- Sustainable Design
- Project coordination with multiple public and private agencies, owners, and stakeholders

Section 4. Project Management Methodology

- a. Overall project management approach and methodology
- b. Schedule, quality, and cost control procedures
- c. Project tracking and performance monitoring procedures
- d. Project progress reporting procedures

Section 5. Technical Approach

Describe your approach to the Services that clearly demonstrates your understanding of the Scope of Work and your ability to manage and complete multiple projects in a timely and cost-efficient manner. The submittal must include a detailed statement of your approach and ability to provide the required services and work product including but not limited to a schedule for completing all aspects of the services.

Section 6. References

- a. List representative experience for the past three (3) years.
- b. List five (5) references to which you provided services of a similar nature. Indicate scope of work, total compensation paid, points of contact and term of contract.
- c. List any previous work experience for the Village of Kenmore as either a prime or sub-consultant.
- d. Provide your information in the following format:
 - Project name and description
 - Your firm's scope of work or role on project
 - Client name, address and telephone number
 - Client contact (Full Name and Title)

Section 7. Cost Proposal

Design Teams are asked to provide a cost proposal for each Task outlined in section “II. Scope of Work.” Proposals must include, at a minimum, the following items:

- 1) Provide itemized list of services offered.
 - i. Fee Proposal for each Task listed in section “II. Scope of Work”
 - ii. Hourly Billing Rates (provide the hourly billable rates for all positions, including, but not limited to, the following: Principal-in-Charge, Project Manager, Project Engineer, Project Designer, Contract Administrator – submit in a tabular format for consultants and all sub-consultants.)
A resource schedule broken down by task and classification – submit rates and man hour projections in a tabular format.
 - iii. Typical Cost/Persons – hours per task

V. SELECTION PROCESS

A. Scoring

A maximum of three (3) proposers will be selected for interviews. Selection for interviews will be based on an independent evaluation based on a point system of 100 total points. The submitted proposals will be evaluated using the following criteria:

- **Project Understanding:** demonstrates understanding of the project’s objectives and potential for achieving objective, including but not limited to: knowledge of the work which has been completed to date; clarity, feasibility, cost-effectiveness and innovation; role of consultants and sub-consultants – 20 points.
- **Experience on Similar Projects:** including municipal comprehensive plans, particularly in fully built out communities. – 20 points.
- **Project Management:** including but not limited to resources, experience and qualification of project personnel specifically committed to the project, estimated time schedule, and the reasonableness of the estimated time to complete each task. The location and availability of personnel and the firm’s experience conducting this type of work will also be considered – 15 points.
- **Work Plan:** including but not limited to the soundness of the technical approach and comprehensiveness of the plan in addressing the Village’s identified scope of work – 35 points.
- **Consultant Fee:** 10 points

Final selection will be based on the above factors, as well as interview performance. The Village of Kenmore reserves the right to award the contract to other than the proposer presenting the lowest overall cost. The contract resulting from this RFP will be awarded to the qualified proposer that the Village of Kenmore determines to be the most advantageous based on the evaluation of the criteria outlined above.

B. Time and Place of Submission

Respondents are required to submit one (1) original and seven (7) copies and an electronic copy on a flash drive of their proposal by **August 13, 2025, at 11:00 A.M.** Responses shall be firmly sealed in an envelope or box and contain the Respondent's name and return address.

Please be advised that under no circumstances will the Village of Kenmore obligate itself to consider a response which is received after the deadline or does not include the basic items described above.

Responses shall be delivered to:

Kathleen P. Johnson, Clerk/Treasurer
Village of Kenmore
2919 Delaware Avenue – Room 17
Kenmore, NY 14217

The Village of Kenmore reserves the right to reject a submittal if any document or item listed in this RFP is incomplete, improperly executed, indefinite, ambiguous, and/or is missing. Additionally, factors such as, but not limited to the following may also disqualify a respondent without further consideration:

- Evidence of collusion among Respondents;
- Any attempt to improperly influence any member of the evaluation panel;
- Discovery that a Respondent purposely misled or knowingly provided false or inaccurate information in a submittal; and
- A Respondent's default under any type of agreement, which resulted in the termination of that agreement.

The Village of Kenmore reserves the right to reject any and all submittals and to waive any informalities or irregularities in procedure.

C. Additional information

Any questions or requests for additional information or documents will be accepted no later than **close of business on July 25, 2025** to:

Kathleen P Johnson, Clerk/Treasurer
Village of Kenmore
2919 Delaware Avenue – Room 17
Kenmore NY 14217

Or via email to: kjohnson@vi.kenmore.ny.us

Responses will be posted to the Village website as an addendum to this RFP on July 30, 2025.