



# VILLAGE OF MONTGOMERY

## REQUEST FOR PROPOSALS FOR THE PREPARATION OF DOWNTOWN DESIGN GUIDELINES

**RFP # 2022-01**

Funded through the New York Main Street Technical Assistance Program by a Grant from New York State Homes and Community Renewal (NYHCR) and Housing Trust Fund Corporation (HTFC)

Any questions regarding this RFP should be directed in writing or email to:

Monserate Rivera-Fernandez, Village Clerk  
Village of Montgomery  
133 Clinton Street, Montgomery NY  
845-457-9661  
villageofmontgomery@hvc.rr.com

PROPOSAL SUBMISSION DEADLINE:

**April 18, 2022, until 4 pm**

## **NOTICE TO BIDDERS**

The Board of Trustees of the Village of Montgomery will receive sealed proposals on the following until 4:00 p.m. on April 18, 2022 at Office of the Village Clerk, Village of Montgomery, 133 Clinton Street, Montgomery, NY 12549:

### **PREPARATION OF DOWNTOWN DESIGN GUIDELINES**

All proposals received pursuant to this notice will be publicly opened and read prior to a regular meeting and announced at a regular meeting of the Village Board of Trustees on April 19, 2022, at 7:30 p.m.

Specification forms for this proposal may be obtained at the Village of Montgomery Clerk's Office, at 133 Clinton Street, Montgomery, New York or online at <https://www.villageofmontgomery.org/>

All proposals must be accompanied by a certificate executed pursuant to Section 103-d of the General Municipal Law of the State of New York.

The Board of Trustees of the Village of Montgomery reserves the right to reject any or all proposals submitted.

Dated: March 16, 2022

Monserate Rivera-Fernandez, Village Clerk

## I. INTRODUCTION

The Village of Montgomery (“Village”) is located in the northeastern portion of Orange County along the Wallkill River. The Village has a total land area of 1.5 square miles and is home to an estimated 4,527 residents.

The Village of Montgomery is entirely situated within the Town of Montgomery, which has experienced growth in the warehousing industry over the past 2-3 years that is expected to generate thousands of new jobs. As the Village prepares to capitalize on an influx of new residents and commuters traveling through the area, we recognize that our greatest assets are our thriving downtown business district, our rich history and local architecture.

The Village of Montgomery’s Downtown Business District runs along Clinton Street and Union Street, and most of the downtown buildings are located within one of two designated historic districts. The Downtown Business District provides an attractive alternative to regional shopping centers by providing a quaint and inviting shopping environment, and the Village of Montgomery has done its part to provide a well-maintained, aesthetically pleasing and pedestrian-friendly downtown.

Two of the key recommendations in the Village’s 2017 Comprehensive Plan Update included:

- 1) **Create Downtown Design Guidelines:** Using visual examples, the downtown guidelines should be useful for building owners as they plan for façade renovations and by the Architectural & Historic Review Board (AHRB) as they review proposals to undertake façade renovations or infill development.
- 2) **Create a new Downtown Historic District:** Explore the feasibility of creating a new **downtown** historic **business** district and/or amending the boundaries of the existing historic districts along Clinton Street to cover an area that includes a number of historically significant buildings.

The Village requests proposals from urban design and planning consultants to develop design guidelines for downtown Montgomery. The purpose of the design guidelines will be to provide direction/guidance to Village staff, review boards and applicants on the desired aesthetics of the downtown area. Included as part of the planning process will be an evaluation of the **existing historic districts guidelines and the need to establish broader guidelines to encompass the entire historic downtown district, and the commercial village gateway corridor zoning districts.**

whether the new guidelines should apply only within the existing historic districts, an expanded/new historic district, the B-2 Zoning District, or other boundary.

This work is funded through the New York Main Street Technical Assistance Program (“NYMS-TA”) by a grant from New York State Homes and Community Renewal (“NYHCR”) and the Housing Trust Fund Corporation (“HTFC”). In addition to the NYMS-TA grant, the Village has committed its own matching funds toward the project.

This Request for Proposals (“RFP”) describes the project, the anticipated consultant responsibilities, the consultant selection process, and the minimum information that must be included in the proposal.

## II. SCOPE OF WORK AND DELIVERABLES

The Village seeks a qualified consultant to help develop a set of design guidelines for downtown Montgomery and **Gateway Commercial Corridors** that leverages the Village's historic assets and helps to contribute to the vision for downtown Montgomery as a vibrant economic, cultural, and governmental center of the community with a strong sense of place. The design guidelines should be visual in nature and include diagrams, photographs, and other information necessary to clearly illustrate appropriate design principles **residential/commercial** for buildings, storefronts, streetscapes, landscapes, site plans and signage.

The scope of the project is split into the following three (3) tasks:

### **Task 1 - Research & Outreach**

---

- Meet with Village staff and a special committee appointed by the Village Board to discuss the scope of the project and to assess the available documentary materials (maps, existing guidelines and regulations, public information).
- Research design guidelines from other communities that represent good examples and are applicable to the Village of Montgomery.
- Document the downtown area with digital color photographs to record existing conditions.

#### Deliverables:

Draft Design Guidelines Outline, including:

- Table of Contents
- Introduction, including purpose and description of existing conditions
- Design objectives and guiding principles

### **Task 2 – Draft Design Guidelines**

---

- Prepare draft narrative portion of design guidelines that summarizes the character, development patterns, historic resources and existing conditions of downtown Montgomery.
- Prepare preliminary design guidelines (site planning, building design, landscaping, signage and streetscape enhancements) and determine the boundaries of the district(s) within which the guidelines will apply.
- Prepare drawings, diagrams, and photographs to illustrate the proposed design guidelines.
- Provide Draft Design Guidelines to Village staff for preliminary review.

#### Deliverables:

Draft Design Guidelines, including illustrations.

### Task 3 – Final Design Guidelines

---

- Prepare final draft of the Design Guidelines that incorporates all comments.
- Provide recommendation to the Village regarding the steps required to formally adopt the design guidelines.
- Assist in developing a sample “Design Review Questionnaire” for Village staff and review boards to use when reviewing/evaluating development applications.

#### Deliverables:

- Downtown Historic / **Business District and Gateway Commercial Corridor** Design Guidelines
- Sample “Design Review Questionnaire”

Based on the Scope of Work described above, the Consultant will deliver to the Village all final materials in the following quantities and formats:

- Ten (10) color copies of the design guidelines.
- One (1) electronic copy of the final code in both Microsoft Word and Adobe PDF format; and
- One (1) flash drive or other storage device containing all images and electronic files of the project.

### III. SUBMITTAL REQUIREMENTS

All qualified organizations are invited to submit a proposal. Submission of a proposal indicates that the responding consultant organization has read and understands this entire RFP (including all attachments), and that all concerns regarding this RFP have been satisfied. Proposals must be submitted in the format described below.

**1. Cover Page:** Submit RFP coversheet on letterhead stationery, signed by a duly authorized officer, employee, or agent of the consultant organization submitting the proposal that must include a statement that the proposal is submitted in response to RFP # 2022-01 for the Montgomery Downtown Design Guidelines.

**2. Statement of Qualifications:** Responding consultant organizations/firms should begin their proposal with a Statement of Qualifications that includes the information below:

- a) General description of the consultant organization(s) or team, including size and length of time in business.
- b) A summary of the consultant organization(s)' or team's background and specific experience on similar projects.
- c) Examples of completed projects similar in size and scope; and
- d) Any qualifications not previously described that make the consultant organization(s) or team unique.

**3. Personnel:** List key personnel and the anticipated roles which said personnel are expected to play on this project. Resumes for key personnel should be provided and include work location, education and licenses or certifications.

**4. References:** Provide three (3) references from other clients, especially public agencies, with whom the consultant organization(s) or team now work or have worked on a project of similar nature. Provide the name of the agency, contact name, address, telephone number, project name, and dates the services were provided.

**5. Proposed Work Plan & Schedule:** The proposal should include the anticipated schedule for activities to be performed, including a proposed work plan for services to be provided. This schedule/work plan should include each task as outlined in the "Scope of Work" reflecting the timeframe for each task and the total completion time.

**6. Cost Proposal:** The proposal should include a budget broken down by task and expenses for each described item, plans for any suggested additional activities within the proposed budget, and an hourly rate sheet. The work will be performed through the New York Main Street-Technical Assistance (NYMS-TA) Program by a Grant from New York State Homes and Community Renewal (HCR) and Housing Trust Fund Corporation (HTFC). The amount of the NYMS-TA award is \$20,000 with an additional \$2,000 provided by the Village, for a total amount of \$22,000.

**7. Insurance Requirements:** General and professional liability insurance policies in such amounts as required by the Village and naming the Village as additional insured will be required from the successful proposal.

**8. Disadvantaged Business Enterprises (DBE):** Note that the NYMS-TA Program does not require a specific utilization of Disadvantaged Business Enterprises (DBE), including Minority and/or Woman-Owned Business Enterprises (M/WBE). However, the Village encourages bidders to provide a good faith effort to engage with DBEs.

## IV. EVALUATION

Each responding consultant organization will be evaluated based on the information submitted, on follow-up interviews (if any), and on information gathered upon investigation into the responding consultant organization's integrity, reputation, and past performance.

All proposals deemed acceptable by the Village will be rated, based upon the following criteria:

<b>Completeness and quality of proposal</b>
<b>Experience and Qualifications</b>
<i>Similar experience</i>
<i>Experience with Village and knowledge of local conditions and codes</i>
<i>Strength of references</i>
<b>Proposed Scope of Services</b>
<i>Project Understanding</i>
<i>Proposed Work Plan</i>
<i>Proposed Schedule</i>
<b>Proposed Cost</b>

The Village reserves the right to contract for all or any part of the services herein and to bid separately any project it feels will be in the best interest of the Village to bid separately, or to make no award, based on the responses to this RFP. Incomplete proposals will not be considered. Awards for any work under this RFP are subject to the availability of funding.

## V. SUBMITTAL REQUIREMENTS

- 1. Issue Date:** The issue date of this RFP is **March 16, 2022**.
- 2. Questions and Inquiries:** Questions and inquiries will be accepted by the Village, but must be submitted **in writing or via email** to:

Monserrate Rivera-Fernandez, Village Clerk  
Village of Montgomery  
133 Clinton Street, Montgomery NY  
845-457-9661  
[villageofmontgomery@hvc.rr.com](mailto:villageofmontgomery@hvc.rr.com)

A summary of all substantive questions and answers will be distributed to all parties receiving the RFP. The closing date for submitting written questions is April 17, 2022 prior to 3 pm.

- 3. Responses:** Responses to all written questions received will be distributed to all recipients of the RFP on or before **April 17, 2022, by 4 pm**.

**4. Closing Date for Proposals:** To be eligible for consideration, all responding consultant organization(s) must submit the following materials:

**ONE (1) ORIGINAL, FIVE (5) COPIES, OF THE PROPOSAL MUST BE IN A SEALED PACKAGE AND RECEIVED BY THE VILLAGE NO LATER THAN APRIL 18, 2022, by 4 PM.**

Responding consultant organizations who submit their proposals by mail or delivery service should allow sufficient mailing and delivery time to ensure receipt on or before the time and date stated above.

**NOTE: THERE WILL BE NO EXCEPTIONS GRANTED.**

**5. Where to Submit Proposals:** All proposals, whether mailed or hand delivered, must be delivered to:

Monserrate Rivera-Fernandez, Village Clerk  
Village of Montgomery  
133 Clinton Street  
Montgomery NY 12549

**6. Expenses Incurred by Responding Consultant:** The Village will not be responsible for any cost or losses incurred by any responding consultant organization(s) at any time in preparing and submitting a proposal or requested supplemental information in response to this RFP.

***Materials produced shall be clearly labeled with the Project Number and the following statement: "Developed with funding assistance from Housing Trust Fund Corporation and NYS Homes and Community Renewal. Document is property of Housing Trust Fund Corporation and Recipient organization."***