

REQUEST FOR PROPOSALS

RFP #: K12-01

CITY OF KINGSTON

COMPREHENSIVE PLAN / ZONING CODE UPDATE



CITY OF KINGSTON, N.Y.

Mayor James M. Sottile

Mayor Elect Shayne R. Gallo

Ald. At Large James Noble, Chairman, Comprehensive Plan Steering Committee

Brian J. Woltman, Purchasing Agent

December 2011

RFP Release Date: Thursday December 1, 2011

Proposals Due: Thursday January 12, 2012, at 11:00am local time.

It is recommended that proposals be submitted in advance, at least one day prior to the specified date and time to allow for a timely receipt. LATE PROPOSALS will NOT be considered.

Send a clearly marked original and three (3) copies of each proposal, along with an electronic copy (CD).

Please use the above RFP number on all correspondence.

REQUEST FOR PROPOSAL DEFINITION:

An RFP defines the situation or object for which the goods and or services are required, how they are expected to be used and/or problems that they are expected to be addressed. Vendors are invited to propose solutions that will result in the satisfaction of the City's objectives in a cost-effective manner. The proposed solutions are evaluated against a predetermined set of criteria of which price may not be the primary consideration.

The Term:

The award term shall be for **Two Years** commencing on **February 1, 2012** and expiring on **February 1, 2014**. The City of Kingston at its sole option shall retain the right to extend this award for an additional one year. No longer award term will be considered.

RFP Contact Person:

The Contact person for this project is Brian J. Woltman.

Telephone: (845) 334-3943

Email: bwoltman@kingston-ny.gov

Proposals Due Date:

All proposals must be delivered to the office of the City of Kingston Purchasing Department by **Thursday January 12, 2012, at 11:00am** after which they will be publicly opened. No proposals shall be accepted or considered after that time. It is the responsibility of each offeror to ensure that their proposal arrives on time.

RFP submissions shall be in a sealed envelope addressed to:

City of Kingston Purchasing Department
420 Broadway
Kingston, NY 12401

On face of said envelope the following information shall be included:

- 1) NAME AND ADDRESS OF OFFEROR:
- 2) NAME OF RFP:

Qualifications:

See SECTION II Below.

**SECTION I
ADMINISTRATIVE INFORMATION**

1.0 Project Description

The City of Kingston recognizes the need for an updated Comprehensive Plan (CP), and update of the Zoning Code. The current Comprehensive Plan is dated 1963. The Zoning was updated after the adoption of the CP and was again reviewed comprehensively in 1985. Subsequent reports and studies have been undertaken on specific areas or issues to address associated components with no true connectivity to each other. Specifically, there have been many recent interests in development and possible zoning amendments that have established a strong interest in undertaking the update of the City Comprehensive Plan. This Request for Proposals is for the preparation and production of an Comprehensive Plan update, along with Zoning Code. Both elements are expected to be in a final form which is acceptable to the City Council for adoption as law.

The selected consultant will work with the City staff, an advisory committee and other interested parties in taking the draft CP and Zoning Code, adding material and graphics to make the document more user friendly. Descriptions of all deliverables are covered within the full text of the document.

1.1 SCOPE

The consultant shall:

- 1. Review all reports of the City and County (Reference Appendix C).**
- 2. Comply with all tasks as forth below.**
- 3. Arrange for a series of community meetings with elected officials, business and community representatives, property owners, members of local planning and zoning boards and others to elicit input for the preparation of the Comprehensive Plan and Zoning Code Update.**
- 4. Provide New York State Environmental Quality Review (SEQR) forms and supporting documentation suitable for processing the environmental review.**
- 4. Develop text and drawings that illustrate the principles of sustainability, economic growth, community preservation and quality of life design to be embodied in the criteria based on the City's goals and objectives.**
- 5. Prepare a DRAFT Comprehensive Plan that would be suitable for review and consideration by the Committee and public.**
- 6. Prepare a FINAL Comprehensive Plan in a form which is acceptable to be adopted by the City, that will be a concise, graphically-rich and easily referenced design criteria document that can be distributed to businesses, residents and prospective developers, This document must be in an electronic format that makes it easily**

transmittable and reproducible. All mapping must be in AutoCAD Civil 3D 2008 for continued use and updating by City.

- 7. Prepare a DRAFT Zoning Ordinance Update suitable for review and consideration by the Committee and the public.**
- 8. Prepare a FINAL Zoning Ordinance Update in a form which is acceptable to be adopted by the City, that will be a concise, graphically-rich and easily referenced design criteria document that can be distributed to businesses, residents and prospective developers, This document must be in an electronic format that makes it easily transmittable and reproducible. All mapping must be in AutoCAD Civil 3D 2008 for continued use and updating by City.**
- 9. Develop web presence for project and post all documents developed under this contract to be accessible by public. Website will have means for public comment and feedback. Website will be planned and designed in early stages for municipal approval, public information, potential links, etc. All information, meeting announcements meeting summaries, and approved documents will be posted on website going forward, after approval by City.**
- 10. Bi Weekly Reports**

The Consultant shall prepare bi-weekly summaries of progress that will be electronically mailed to the City Planning Office during the life of the project. The consultant shall include information on the progress, noting any difficulties or potential changes to the schedule.

All reports shall be provided electronically and on Zip disk or CD containing the reports in MS Word format. All mapping must be in AutoCAD Civil 3D 2008 for continued use and updating by City.

The selected consultant (s) must ensure that all materials printed, constructed, and/ or produced acknowledge they are the property of the City of Kingston.

- 11. SEQR – Consultant shall be responsible for compliance with State Environmental Quality Review Act and assist with completion of forms and following required process for coordinated review upon project initiation.**

TASKS FOR COMPEHENSIVE PLAN AND ZONING UPDATE:

TASK 1: COMPREHENSIVE PLAN DEVELOPMENT:

Task 1-1: Project Initiation:

- a. **Project Meeting:** Project meeting with municipal officials to confirm all goals/timetables, as well set thresholds and expectations of all deliverables.
- b. **Website - Plan and design web site presence for municipal approval, public information, potential links, etc. All information, meeting announcements meeting summaries, and approved documents will be posted on website going forward, after approval by City.**

Product: Scoping meeting with appropriate parties. Meeting summary noting agreements/ understandings reached. Web site development and design.

Task 1-2: Inventory of Existing Conditions

The consultant shall review available materials described in Appendix C and note any issues of consistency, gaps in the information required to properly complete the assignment to prepare a Comprehensive Plan document and Zoning Code update for discussion with the stakeholders and professionals.

Work with City to interview various community officials, civic organizations, business groups, etc... to determine interests.

Product: Listing of areas to consider, gaps in information required to complete the assignment and other topics that need to be addressed in the development of a Comprehensive Plan.

Task 1-3: Public Information Initiatives

- a. **Meeting to discuss consultant findings relative to the work in Task 1**
- b. **2. Establish Community Survey to circulate and plan for mechanisms to undertake .**
- c. **Announce web site and URL**
- d. **Public Meetings - Conduct two (2) public meetings to provide process and outreach to collect information on needs, considerations, visioning, discussion on adaptive re-use of sites, focus issues, etc...**

Product: Written summary report noting agreements/understandings reached, active web site, minutes of community meetings, steps proposed going forward based on information collected.

Task 1-4: Draft Comprehensive Plan Goals

The consultant shall prepare a Draft of Comprehensive Plan Goals for review by the Comprehensive Plan Steering Committee and other interested parties and stakeholders. This document will serve as a platform for comments as well as staff review for preparation of the final document.

Summary - The summary will provide a concise, reference for the final document. It will present key points of the Comprehensive Plan, provide a brief overview of the purpose of the Comprehensive Plan, who was involved in the planning process, and highlight the vision, main findings, and list goals, and recommendations.

Implementation Strategy - This section will set the stage for implementation by identifying the actions needed to address the problems and opportunities in the community. It will set out an implementation schedule, layout priorities, establish realistic expectations for partner involvement, etc...

Monitoring and Tracking - This section will outline a proposed long-term monitoring and tracking plan, describe indicators and performance criteria for monitoring projects, establish milestones and tracking mechanisms to evaluate progress over time, and propose mechanisms for reporting progress and updating the comprehensive plan. Creating a plan for observing changes in the local community to understand how well certain practices work and how to adapt plan to continue to provide overall economic, sustainable and quality of life improvement

Product: Draft Comprehensive Plan with Goals for circulation and review

Task 1-5: Draft Comprehensive Plan Review

- a. Committee Review of Draft Comprehensive Plan Goals Document, consensus of the Committee to put forth to public.**

Product: Summary of the meeting with Committee and modified Draft Document to circulate to public and post on website as approved by City for community review.

- b. Community Meeting to present Draft Comprehensive Plan work accomplished to date and receive feedback.**

Product: Written summary of meeting notes for approval by City.

Task 1-6: Finalize Goals and Draft Comprehensive Plan

The consultant shall prepare a Draft Comprehensive Plan document that reflects the comments received from the Committee and in public information meetings, as well as any further comments by the municipality.

Product: Draft Comprehensive Plan

Task 1-7: Committee Review and Two Community Meetings

a. Meet with Comprehensive Plan Committee to discuss the Final Draft of the Comprehensive Plan.

Product: Document that is appropriate to present to the general community for review and comment.

b. Two (2) community meetings to present the final Draft of the Comprehensive Plan.

Product: Written summary notes of community meetings and proposed modifications to plan for municipal approval.

Task 1-8: Finalize Comprehensive Plan, SEQR Compliance, and Ulster County Planning Board/Local Reviews

a. Final Comprehensive Plan Draft

Product: Consultant shall prepare and provide a Draft of a Final Comprehensive Plan for review and consideration by the City and public.

b. SEQR Compliance

Product: The consultant shall prepare forms and supporting information for the State Environmental Quality Review Act process, including the Environmental Notice Bulletin Posting, along with all subsequent documents required for a final determination. Municipal staff shall provide support on this item.

c. UCPB and Local Reviews

Product: Prepare/meet with the appropriate City of Kingston Common Council Committee to present and review the draft Final Comprehensive Plan to present the consideration of adoption. Meet with various City Boards and Commissions to present as needed. Prepare written summaries of meetings and responses to questions/concerns. Municipal staff to assist.

Assist City staff with submission of all documentation to provide review agencies with required materials.

Task 1-9: Adoption by City Common Council of Final Comprehensive Plan and SEQR Determination

a. The Consultant will meet with the appropriate City of Kingston Common Council Committee and the Comprehensive Plan Committee to discuss the City of Kingston Comprehensive Plan to become basis of updated Zoning Law. All comment will be considered and incorporated into final document.

Product: Final Comprehensive Plan and Local Law, recognizing process and adopt Plan and move towards the zoning code updates.

TASK 2: ZONING CODE UPDATES

Task 2-1: Create Priority List of Zoning Updates

a. The Consultant shall review the current Zoning Code and related documents. Meet with City Zoning Enforcement and Planning Officials to ascertain specific areas of concern that have been identified during daily use. Meet with other officials as may be necessary.

Product: Outline of potential zoning updates and proposed approach.

Task 2-2: Draft Zoning Code Proposal

a. The consultant shall prepare a Draft Updated Zoning Code, codified, and suitable for public review.

Product: Draft Updated Zoning Code, codified to City Charter with all modifications and reasoning annotated in document that can be presented to Comprehensive Plan Committee, public and municipal officials for review.

Task 2-3: Public Information Meeting

- a. **Consultant shall conduct a Public Information Meeting to present the drafted updates to the Zoning Code and receive comment.**

Product: All comment received shall be responded to and be submitted in a written report to the City. Draft Updated Zoning Code, revised per public and official comment received shall be prepared.

Task 2-4: Review by City Common Council

- a. **Present Draft Updated Zoning Code to Common Council Committee for discussion and setting of required public hearing.**
- b. **Begin discussion on SEQR requirements.**
- c. **Discuss need for local reviews by municipal and county agencies to review and referral process.**

Product: Consultant shall take all information and submit written responses to all substantive comment for City.

Task 2-5: Final Land Use Code for Zoning Update

- a. **Utilizing all public information collected, develop a Draft of the Final Zoning Code Update.**
- b. **SEQR – Utilizing draft of Final Zoning Code document, develop final SEQR documents.**

Product: The consultant shall prepare forms and supporting information for the State Environmental Quality Review Act process, including the Environmental Notice Bulletin Posting, along with all subsequent documents required for a final determination. Municipal staff shall provide support on this item.

- c. **Referral to Municipal and County Agencies**

Product: Prepare materials for local referrals to be submitted to required reviewing agencies.

Task 2-6: SEQR Compliance, Local Agency and Ulster County Planning Board Review

- a. **Consultant shall consider and evaluate all comment. Shall prepare response local agency, public comment and County Planning Comment.**

Product: Final SEQR and Report on comment, including suggestion on potential Code changes to draft of Final Zoning Code Update.

Task 2-7: Public Hearing and Adoption by City Common Council

- a. **Consultant shall be available for public meetings to consider adoption of final document.**

Product: Final Zoning Code

QUESTIONS/CLARIFICATIONS

No oral interpretations as to the meaning of the RFP or revisions to the RFP will be made for any responder. Requests for clarification or interpretation shall be made in writing and directed to Brian J. Woltman Purchasing Agent, at least seven (7) calendar days before the date established for submitting proposals. Inquiries will not be considered after that date. Transmittal of questions via facsimile is acceptable. Please use the form provided on page 19 of this specification. All substantive questions will receive a written response, in the form of an addendum, which will also be provided to all other responders.

SCHEDULE OF PROJECT DATES*

ADVERTISEMENT AND RELEASE OF RFP__	December 2, 2011_____
SUBMISSION OF PROPOSALS	January 12, 2012
PROPOSER INTERVIEWS	January 23-27, 2012
AWARD OF BID/PROJECT START	February 1, 2012
PROJECT COMPLETION WITH ALL DELIVERABLES	February 1, 2014

*Schedule is subject to change upon mutual agreement. Also reference is made to suggested timeline attached to RFP as Appendix D.

PRESENTATION BY PROPOSERS

Qualified firms may be asked to make a presentation to the Comprehensive Plan Committee and City Purchasing Agent. The presentations will be held on January 23-27, 2012. Each consultant should have key managerial personnel, as well as key personnel working on the project be in attendance at the proposal presentation.

Presentations will be made to provide the City and Comprehensive Plan Committee with an opportunity to obtain an understanding of:

- The extent of the firm’s depth of knowledge of the subject matter of the RFP and the firm’s perception of what the City and Committee requires to meet the project goals;

- Whether the methods and resources that will be used by the firm in performing services to achieve the project goals and objectives are appropriate, cost effective; and
- The firm's ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project.

SECTION II PROGRAM BACKGROUND AND SPECIFICATIONS

2.1 SELECTION CRITERIA

The consultant proposal should indicate ability to undertake multi-disciplinary approach to preparing a compelling and feasible Comprehensive Plan and Zoning Code Update, utilizing a team of experts, as necessary, with real estate, planning, main street, economic redevelopment, engineering and architectural design, financing, public participation and other relevant specialties.

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

- a. Demonstrated ability to perform the proposed services, which would include:
 - **A minimum of three references for similar projects including name, address, phone, description of the project, the names of the employees or subcontractors who worked on the project and methodology used;**
 - **A staffing plan for the project, including resumes and a description of the experience of the person or subcontractor has had through work on similar projects;**
 - **A description of completed projects, which have similar scopes and methodologies. A sample report from a previous project would be helpful;**
- b. **Technical merit and applicability of the methodologies, analyses and procedures proposed for accomplishing the project. This would include:**
 - **Sources and use of qualitative and quantitative data;**
 - **Process controls to insure that the methodologies are implemented properly and that the resulting data is reliable and valid; and**
 - **The methods of data collection and analysis should be described for each related objective;**

Proposals will be evaluated in accordance with applicable City of Kingston procurement policies and procedures. Evaluation will be performed to determine the offeror's understanding of work to be performed, technical approach, and potential for completing the work as specified in the RFP Components, cost reasonableness, the probable cost to the City, and ranking with competing offeror's.

Matters relating to qualification to meet the KPD's needs shall receive the highest priority in evaluation. Matters relating to the means of meeting those needs described in the proposal shall be considered secondary.

The City of Kingston's evaluation committee will consider the following criteria in evaluating proposals:

The ability of the offeror to provide these services based on the contemplated scope of work and time frame. Quality and clarity of the proposal and a demonstrated understanding of the project objectives. **40%**

Proposed Amount (Hourly Rate) The cost of the work plan as compared with the proposed budget. Proposers must break down each task in the Scope and assign a detail of cost for the action including personnel costs and reimbursable expenses. **20%**

Demonstrated ability to provide all aspects as defined under project scope, and products. The experience and qualifications of the offeror, length of time in business and other matters relating to relative experience. Experience and qualifications of the individuals assigned to this account and past performance with work provided similar to those referenced in proposal. **20%**

Number and Qualifications of Staff dedicated to this project. **20%**

2.2 MAXIMUM BID- The cost for these services for the original term of the award (2 years) is not expected to exceed \$96,000.

2.3 PROPOSED SCHEDULE

Reference Appendix D, initiating February 1, 2012.

2.4 PLATFORMS FOR DELIVERABLES

Word processing product should also be made available to the City and Committee utilizing Microsoft Word 2007. Spreadsheets should be delivered in Microsoft Excel 2007 and any maps should be made available on Mylar originals and on AutoCAD Civil 3D 2008.

**SECTION III
PROPOSAL CONTENT AND CONDITIONS**

3.0 GENERAL INFORMATION

In preparing a proposal for consideration, responding parties should follow the guidelines within this RFP.

The proposal submission should be typed on both sides of 8 W' x 11" paper. Pages should be paginated.

Proposals may NOT be submitted in plastic sleeves or spiral binders. Illustrations may be included. All plans are subject to City of Kingston approval. Oversized drawings may be submitted, but must be accompanied by 8 W' x 11" sectionals or reductions to 8 W' x 11", no telegraphic or facsimile proposals will be accepted. The proposal will be evaluated on the basis of its content, not length.

3.1 SUBMISSION OF PROPOSALS

Interested respondents must submit one (1) original and three (3) full copies, along with an electronic version (CD) in MS Word 2007 of their proposals no later than 11:00 AM on January 12, 2012. Proposals should be submitted to:

Purchasing Agent:

Name	Brian Woltman, Purchasing Agent
	City of Kingston
Address	420 Broadway, Kingston, New York 12401
Telephone	(845) 334-3943
E-mail:	bwoltman@kingston-ny.gov

Proposals received after the scheduled time and date will not be accepted. Facsimile and E-mail proposals will not be accepted. Each proposer must submit a complete proposal, which addresses each component of the RFP.

The proposal **must** include a full description of how the Assignment in Section I will be completed along with a schedule detailing when the items will be completed.

There **must** be a description of each staff member and/or sub consultant who will be involved with this project and a description of their role in the project. The successful proposer may be permitted to substitute staff with the approval of the City.

Proposers should submit a client list including contact name and phone

number, and a brief description of similar projects.

Budget and expense information must be provided in a **SEPARATE, SEALED ENVELOPE** which details all costs. Personnel expenses, which state the name and title of each individual, assigned to the project, their hourly rate 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 printing, postage and next day mail, photocopying, telephone, printing and other related expenses must be detailed. Travel expenses must be estimated and must conform with guidelines adopted by the Municipality.

Completed Non- Collusive Bidding Certificate (Appendix A)

3.2 CONDITIONS GOVERNING PROPOSALS

Only those proposals, which contain complete information and are responsive to the RFP, will be considered.

Proprietary or patented information, which may be included in the proposal, must be clearly identified and brought to the Committees attention.

The City and Comprehensive Plan Project Committee reserve the following rights:

- a. to accept or reject any of all proposals;
- b. to waive or modify minor irregularities in proposals received;
- c. to negotiate with proposers, within proposal requirements, to best serve the interests of the City of Kingston;
- d. to amend specifications after their release, with due notice given to all prospective bidders to modify their proposals to reflect changed specifications;
- e. to consider every offer as firm and not revocable for a period of one hundred twenty days (120) days unless withdrawn in writing or unless otherwise specified in the solicitation; and
- f. to award a contract for any or all parts of a proposal and negotiate with the successful consulting bidder.

By submitting a proposal, the proposer agrees that it will not make any claim for or have any right to damages because of any lack of information misinterpretation of the information provided in this RFP.. The Project Committee will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission.

3.3 EQUAL EMPLOYMENT OPPORTUNITIES AND MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES PARTICIPATION

Municipalities and Esopus actively support and encourage equal employment opportunities for minority and women owned business enterprises and encourages consultants and sub-consultants to utilize MBE/WBE firms when possible.

3.4 FREEDOM OF INFORMATION LAW

The City and Project Committee are subject to the Freedom of Information Law, which, under the Public Officer's Law Sections 87 and 89, allows for a process for public disclosure of certain records in possession of the City and Town.

Portions of the proposals which contain proprietary information, trade secrets or information which could cause substantial injury to the competitive position of the proposer can be excluded from public access. If there is such information included, and the proposer wishes it to be excluded from access, the proposer must notify the Project Committee in writing along with the specific reasons for the exception.

3.5 NOTIFICATION OF AWARD

The City Purchasing Agent will notify the successful bidder by phone, followed by written confirmation. The Purchasing Agent will notify each bidder whose proposal is rejected in writing.

A contract defining terms and conditions of the parties will be drafted by the City and Consultant. The contract may incorporate any or all of the RFP and as much of the successful bidders final proposal as may be appropriate. The successful bidder must show evidence of adequate insurance coverage.

3.6 LIABILITY

The City is not liable for any costs 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 City is not liable for any costs incurred prior to approval of the contract.

**SECTION IV
CONTRACTUAL INFORMATION**

4.0 CONTRACT TERM

The contract term will be from February 1, 2012 to February 1, 2014. Once a contract is executed and approved, the City, upon advise of the Project Committee has the right to cancel it, for cause or convenience, on 30 days written notice, and agrees to pay the company for charges incurred in the performance of the agreement up to the time of cancellation. Both parties must approve changes in schedule in writing.

4.1 SUBCONTRACTING

The consultant may propose subcontracting portions of the responsibilities addressed in its proposal. The bidder's proposal must identify any such subcontractor (s) and the reason for subcontracting the portion of the contract. The City and Project Committee reserve the right to review and approve all subcontractors. After the contract is awarded, any subcontracts or purchases in excess of \$5,000 must adhere to the following:

Subcontracts or purchases that are sole source must include a detailed justification for this type of procurement; and

Subcontracts or purchases that are competitively bid must include proposals from at least three qualified firms, and the lowest responsible bidder shall be accepted.

4.2 REPORTS

The successful contractor must submit the following reports:

- a. Bi-monthly activity reports with a synopsis of progress to date, website activity and response, minutes of meetings, conformance with schedule and reasons for variance with the schedule;
- b. A full report on the overall project status every 60 days from the date of contract execution, including financial report;
- c. Final financial report;
- d. Draft Comprehensive Plan and Draft Zoning; and
- e. Final Comprehensive Plan and Final Zoning Update.
- f. SEQR Documents and Required Referrals, along with supporting documentation, for all components.

Periodic review of technical consultant methods and progress will occur through scheduled monthly meetings, phone conversations and correspondence. The City reserves the right to review and comment on the

contractor work schedules, data collection efforts and instruments and the conduct of the public input process.

4.3 PAYMENT PROCESS

Payment for services performed to the satisfaction of the City and Project Committee shall be made on a monthly basis in the ordinary course of business upon receipt of duly authenticated invoices and vouchers and upon receipt of monthly activity reports. Receipts for all non-personal expenses must be attached as evidence of, among other things, whether a party of a firm other than the contractor performed the work. Ten (10) percent of the contract amount will be retained for up to 60 days after the final product has been delivered and approved in order to insure full compliance with contract guidelines.

Vouchers or invoices shall detail expenses as follows:

1. Detail concerning each staff or sub-consultant member assigned to the project and being billed for, including: hours/days worked, rate per hour; and work description.
2. Total amount billed for each staff/sub-consultant member.
3. Administrative, travel expenses.

RFP#: K12-01 Comprehensive Plan / Zoning Code Update

CERTIFICATION AND SIGNATURE FORM

AFFIDAVIT OF NON-COLLUSION

NAME OF RESPONDER: _____

BUSINESS ADDRESS: _____

I hereby attest that I am the person responsible within my firm for the final decision as to the prices(s) and amount of this proposal or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm.

I further attest that:

1. The price(s) and amount of this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition with any other contractor, responder or potential responder.
2. Neither the price(s), nor the amount of this proposal, have been disclosed to any other firm or person who is a responder or potential responder on this project, and will not be so disclosed prior to proposal opening.
3. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from responding to this RFP, or to submit a proposal higher than the proposal of this firm, or any intentionally high or non-competitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary proposal.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by an firm or person to refrain from responding to this RFP or to submit a complementary proposal on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any project, in consideration for my firm's submitting a complementary proposal, or agreeing to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's proposal on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this affidavit.

8. By submission of this proposal, I certify that I have read, am familiar with, and will comply with any and all segments of these specifications.

The person signing this proposal, under the penalties of perjury, affirms the truth thereof.

Signature & Company Position

Print Name & Company Position

Company Name

Date Signed

Federal I.D. Number

**APPENDIX B
MAPPING FORMAT**

REQUIREMENTS FOR CONTRACT MAP PRODUCTS

The City of Kingston Engineering Department has requested all mapping data be provided using AutoCAD Civil 3D 2008.

**APPENDIX C
List of Associated Local Documents (Not Inclusive)**

- 1. City of Kingston Comprehensive Plan (1963)**
- 2. City of Kingston Zoning Ordinance**
- 3. Local Waterfront Revitalization Program**
- 4. Urban Cultural Parks (Heritage Area) Plan**
- 5. Waterfront Implementation Plan**
- 6. RF-R Design Standards (Part of the Zoning Ordinance)**
- 7. Broadway Design Standards (Part of the Zoning Ordinance)**
- 8. Economic Diversity Plan**
- 9. Transportation Advisory Plan – Uptown Kingston**
- 10. Washington Avenue Design Plan**
- 11. Hudson Landing Project Plan and Regulating Design Manual**
- 12. Certified Local Government Reports (Intensive Level Surveys)**
- 13. Long Term Recreation Plan**
- 14. Other documents that are determined by City and stakeholders to be of significance and valuable resource.**

**APPENDIX D
Estimated Timeline and Coordination of Project**

