

**City of Kingston Purchasing Department**  
**RFP#: K19-22**  
**Consulting Service to Replace Municipal Zoning Code with a Land Use Plan**  
**Tuesday, November 26, 2019**  
**11:00am**

## **Request for Proposals**

### **CONSULTING SERVICE TO REPLACE MUNICIPAL ZONING CODE WITH A LAND USE PLAN KINGSTON, NY**



**RFP Release Date:** **Thursday, October 31, 2019**

**Proposals Due:** **Tuesday, November 26, 2019 at 11:00 A.M. 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) photocopies, and one electronic copy (CD or thumb drive) of the proposal.**

**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.*

**Steven T. Noble**  
**John R. Tuey**  
**Brian J. Woltman**

**Mayor of the City of Kingston**  
**Comptroller**  
**Purchasing Agent**

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**RECEIPT CONFIRMATION FORM**

**PLEASE COMPLETE AND RETURN THIS CONFIRMATION FORM WITHIN 5 WORKING DAYS OF RECEIVING THIS RFP SPECIFICATION TO:**

Brian J. Woltman; Purchasing Agent  
City of Kingston Purchasing Department  
420 Broadway, City Hall  
Kingston, NY 12401  
Telephone: (845) 334-3943 Fax: (845) 334-3944  
[bwoltman@kingston-ny.gov](mailto:bwoltman@kingston-ny.gov)

**Failure to return this form may result in no further communication or addenda regarding this RFP.**

Company Name/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ EXT: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

I have received a copy of the above noted RFP Specification.

\_\_\_\_\_ We will be submitting a PROPOSAL

\_\_\_\_\_ We will NOT be submitting a PROPOSAL – (please indicate reason)

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Signature: \_\_\_\_\_

Title: \_\_\_\_\_

A Pre-Proposal Conference has **NOT** been scheduled for this RFP.

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**1.0 INTRODUCTION**

The City of Kingston, New York is issuing a request for proposals (RFP) from qualified consultants to replace the City's land use and planning regulations. This project will result in a complete replacement and modernization of the code to provide clarity, improve overall functionality, and achieve greater sensitivity to the fabric and character of Kingston.

**RFP Contact Person:**

The Contact person for this project is Brian J. Woltman. All RFP questions and/or inquiries should be directed to him. He may be reached at:

**Telephone: (845) 334-3943**

**Email: [bwoltman@kingston-ny.gov](mailto:bwoltman@kingston-ny.gov)**

**Proposals Due Date:**

All proposals must be delivered to the office of the City of Kingston Purchasing Department by **Tuesday, November 26, 2019 at 11:00 A.M.** 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:

**Background:**

The City of Kingston, Kingston, New York is governed by its charter, City of Kingston local laws and general laws of the State of New York.

**Project Goals**

The primary goals of this project are as follows:

(Citations refer to the City of Kingston's 2025 Comprehensive Plan, unless otherwise noted below)

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Promote and encourage historic preservation through supporting the goals of the Landmarks Commission and Kingston Heritage Area Commission through their work with the National Historic Register, State and Local (NHR) historic districts, individually listed structures, structures and sites deemed eligible for the NHR as well as with respect to neighborhood character, including incorporating Certified Local Government model law and key aspects of historic preservation.

Provide a straightforward and easy-to-interact-with land use planning process from application to certificate of occupancy.

Encourage development of mixed-use structures and adaptive reuse of existing structures; (Objective 4.4)

Promote use of mass transit and other low-carbon-impact methods of transportation, especially walkable and bikeable communities; (Goal 5, Objective 5.5)

Incentivize housing production for all income levels throughout the City; (Goal 2)

Incentivize affordable housing production (low, moderate and workforce) in all housing projects throughout the City; (Goal 2)

Encouraging rental use as permanent housing by implementing special use regulation on short term rentals;

Strongly discourage vacant commercial space. Use the code to promote the use of space over vacancy including the use of HTCs for commercial structures (Strategies 4.1.7, 4.10.5);

Encourage urban agriculture; (Objective 1.3, Objective 2.5, Strategy 2.5.1)

Require low-impact development:

Ensure storm water runoff and erosion protection; (Strategies 3.3.1, 7.1.3)

Promote daylighting of waterways where applicable;

Discourage the use of impervious surfaces (Strategies 3.1.1, 5.2.)

Maintain, preserve and promote scenic views; (Strategy 3.2.1)

When developing previously undeveloped land, promote cluster development and preservation of continuous tracts of land; (Objective 3.1)

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Promote public/private partnerships to create spaces for public use; (Strategy 4.1.2)

Require the use of energy-efficient building techniques and promote the use of renewable sources of energy; (Strategy 4.2.2)

Ensure that development in flood prone areas is constructed in a way that it is resilient to the damages of flooding and minimizes adverse environmental impacts in the event of a flood without discouraging building in these economically stimulating areas. (Kingston Climate Action Plan, p.10-13, Objective 7.1)

Promote a more environmentally responsible, green community as described in:  
Proposed Open Space Plan (Goal 3, Strategy 3.3.5)  
Kingston Climate Action Plan (p 10-13, Goal 1, Objective 1.2, Strategy 1.2.2)

#### PROJECT IMPLEMENTATION

The City envisions the Project Implementation to follow the structure detailed below. Project schedules submitted with the RFP should conform to this structure, or, propose and justify an alternative structure.

#### TASK 1: PROJECT INITIATION

Subtask 1.1: Initial Meeting. The Consultant will meet with the Zoning Task Force & City staff to confirm all goals, expectations, and timetables for the project, as well as identify data and information needs. The Consultant will provide meeting minutes of the meeting.

#### TASK 2: INITIAL REVIEW AND ANALYSIS

Subtask 2.1: Review Existing Materials. The Consultant will become familiar with the existing materials related to City planning. A complete list of documents to review is listed in the Appendix section of this document. Specifically the consultant should be familiar with the City's current Zoning Code and 2025 Comprehensive plan; but also recently completed and ongoing studies and community developed language to influence land use planning.

Subtask 2.2: Community Character Analysis. The Consultant will become familiar with the physical details of the City through a comprehensive study of the historical and current patterns of urbanism, the physical attributes and architecture in Kingston paying particular note to the City's rich history. The consultant will provide synoptic studies of each neighborhood in terms of City design and form.

Subtask 2.3: Identify Stakeholders. The Consultant will work with the City to identify the appropriate stakeholders for this project, which could include developers, property owners, neighborhood representatives, business organizations, and others. Specific efforts must be made to actively engage a diverse cross-section of the community which represents the demographic found within the City.

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Subtask 2.4: Interviews. The Consultant will interview appropriate stakeholders involved with the current land use code; including, but not limited to: residents, City staff and elected officials, board members, property owners, neighborhood representatives, local design and engineering professionals, developers, business organizations, nonprofit organizations and other interested parties.

### TASK 3: PUBLIC DESIGN PROCESS

Subtask 3.1: Background Maps. The City will provide all necessary base map information as needed by the Consultant. These documents will be used to produce the maps that will be used during the preparation of the form-based code. At the conclusion of the project, the Consultant will provide to the City all generated maps and any information created in electronic format compatible with software platform.

Subtask 3.2: Public Workshops and/or Design Charrettes. The Consultant will organize and lead design workshops or a full planning charrette to engage the community, gather ideas and goals, and formulate implementation strategies. The Consultant will tailor the workshop or charrette to obtain maximum community input so as to produce the best possible master plan on which to base the new code. The charrette format will also take into consideration the findings of the initial analysis, input from staff, and information obtained at previous meetings, and interviews. While the end result will be new land development regulations, the public process will include discussions of alternatives for street design, street connectivity, and City planning strategies that create vital City centers, corridors, and livable neighborhoods. At the conclusion of the workshop(s), the Consultant will present the work generated to-date to the project advisory committee. Plans, renderings, and initial coding ideas that reflect ideas articulated in the workshops will be publicly presented and further feedback solicited from the community. It is essential that local government officials attend this presentation along with citizens, stakeholders and technicians. The Consultant will prepare a written summary of the workshop/charrette, including any agreements/understanding reached and steps proposed going forward. Please note that these community engagement strategies should be conducted by presenters who can read, write, and speak Spanish as well as provide all written materials/hand-outs/deliverables from these forums in both English and Spanish.

### TASK 4: DRAFTING THE FORM-BASED CODE

Subtask 4.1: Design Parameters for the Form-Based Code. The new code will regulate land use and development to ensure high-quality public spaces defined by a variety of building types and uses including housing, retail, and office space. The new code will incorporate a regulating plan, building form standards, street standards, use regulations as needed, descriptive building or lot types, and other elements needed to implement the principles of functional and vital urbanism and practical management of growth. Sections of this document should include the following: (Citations refer to Kingston 2025 Comprehensive Plan)

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- Overview, including definitions, principles, and intent; and explanation of the regulations and process in clear user-friendly language.
- Regulating plan(s) illustrating the location of streets, blocks, public spaces (such as greens, squares, and parks), and other special features. Regulating plan(s) should also include aspects of Building Form Standards such as “build-to-lines” or “required building lines” and building type or form designations.
- Building Form Standards governing basic building form, placement, and fundamental urban and architectural elements to ensure that all buildings complement neighboring structures and the street. These standards should be based upon study of building types appropriate for the region, climate, and neighborhood vitality.
- Public Space/Street Standards defining design attributes and geometries that balance the needs of motorists, pedestrians, bicyclists, and transit riders while promoting a vital public realm. These standards should include design specifications for sidewalks, travel lane widths, parking, curb geometry, trees, and lighting.
- Administration requirements for project application and review process to generate a streamlined development process with predictable outcomes. This regulatory approval and oversight process should be transparent and efficient. Such a framework should include processes for historic form review (currently performed by the Heritage Area Commission and Historic Landmark Preservation Commission). The process should allow a simple procedure for users to submit site plans, apply for change of permitted uses within an existing structure (4.12.3) or apply for variances where needed. The framework should include a process to allow staff approval of site plans below a minimum impact threshold (4.12.5).
- The approval process should be aided by the development of a local Type 2 List as permitted by the State Environmental Quality Review Act (4.12.1).
- Create a web-based interface for the City’s regulating plan(s) and planning activities which can be easily navigated by both public officials and citizens.
- The proposed regulatory process should be transparent and provide a mechanism for public interaction with the process through technology. This includes an internet enabled method of checking site uses approved by right as well as by approval, submittal of site plans and interactive overview of the approval process, and submission and status lookup of special use permits.
- Any technology implementation must be based on an open platform with a sustainable going concern in terms of security and stability as well as be adaptable to new hosting technologies and user interfaces.

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- Address pre-existing nonconforming sites. Developing language to meet the updated land use code to address pre-existing, nonconforming properties.

Other components may also include block standards, building or lot type standards, architectural standards, green building standards, landscaping and lighting standards, parking location and management standards, along with other elements needed to fully implement the code and create a vital community.

Note that responding consultant organizations are encouraged to suggest any alternative land use planning strategies and/or frameworks.

Subtask 4.2: Integration of the Form-Based Code. With the assistance of the Consultant, City staff will undertake the integration of the form-based code into the City's existing regulatory framework in a manner that ensures procedural consistency, meshes with both State and local legal requirements, provides clarity as to applicability of existing regulations, and maximizes the effectiveness of the code. It is imperative that the Consultant include a local land use and zoning attorney familiar with the laws of the State of New York and the City in order to ensure that the form-based code is properly integrated into the City of Kingston Code.

#### TASK 5: REFINING THE FORM-BASED CODE

Subtask 5.1: Presentation of First Draft and Code-Testing Charrette. The Consultant will present the first draft of the form-based code to the project advisory committee for the purpose of gathering comments. Copies of the first draft will need to be in hardcopy and digital form and posted on a City designated website. The Consultants will then organize and conduct a Code-Testing Charrette and/or Working Session with City staff, developers and stakeholders to trial run the newly-developed code and understand how well it can function and where gaps/needs remain.

Subtask 5.2: Presentation of the Second Draft. After making revisions in response to comments on the first draft and the Code-Testing Charrette, the Consultant will present the second draft of the form based code at another meeting convened by the City.

Subtask 5.3: Post-Charrette Public Outreach. The Consultant will attend and participate in up to three (3) additional meetings with key stakeholders to explain the details of the new code and obtain further input and comments. All public outreach must be conducted in both English and Spanish and provide written materials in bilingual format.

Subtask 5.4: Final Draft Presentation. Once all revisions are integrated into the code, the Consultant will provide a final version of the code in Adobe PDF as well as in an editable, digital format. Consultant will also provide an interactive internet enabled platform for all users to navigate and process any application of the code.

#### TASK 6: APPROVAL PROCESS AND PUBLIC OUTREACH



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The Consultant shall advise and assist the City with informing the public about the project. It is important that the selected Consultant have experience in and ability to engage both English- and

Spanish-Speaking Populations: The Consultant will provide technical assistance as needed during the adoption process for the new land use and planning regulations. In particular, the Consultant will be responsible for attending meetings of the Common Council, Zoning Board and Planning Board, collecting comments, questions, and suggestions for any refinements from various sources and consolidating them into a series of action items for revision or responses.

#### TASK 7: TRAINING

In order to properly implement the form-based code on the local level, Consultant will provide at least two training sessions for City staff and officials who will be involved in the administration of the new land use and planning code. This should consist of a presentation at a meeting and the preparation of a procedural outline or other simple-to-understand well-illustrated and clearly defined written materials for attendees to take home. These materials should provide a framework for their administration activities. Proposals are to include rates for any additional training which may be needed; this rate will remain in effect for up to twelve months after the commencement of the contract period.

#### Selection Criteria

The City of Kingston is using a competitive bid process to select the winning RFP respondent, wherein the experience and approach of each submitted proposal is evaluated as it relates to the Scope of Work, services, and other elements outlined in this document. All proposals will be reviewed and rated by the City's Zoning Task Force according to the following criteria:

- A. Only those proposals that are complete and contain required certifications will be considered. The City may, at its sole and absolute discretion, issue a Notice to Cure to respondents who issue incomplete proposals. All proposals will be evaluated and examined by a committee of the City of Kingston representatives using multiple criteria. The project will be awarded to a qualified responder that, based on the committee's evaluation, submits the proposal that best meets the City's needs.
- B. Proposals will be evaluated in accordance with applicable City of Kingston procurement policies and procedures. In general, The Selection Committee, including the Zoning Task Force, will evaluate respondents based on the criteria outlined.
- C. Evaluation of proposals will be conducted by the City based on information provided in the Respondent's proposals and on any such other available information that the City determines to be relevant. The evaluation of proposals may include an on-site assessment, meetings with authorized personnel, and may involve the use of a third-party consultant.

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8. Project Budget:
- 8.1 Firms shall consider all costs (labor, material, overhead, administration, profit, travel, etc.) associated with providing the requested services as described in its technical proposal.
- 8.2 Firms shall clearly set forth in detail any and all additional expenses for which you expect to be reimbursed. The proposal must, however, provide a guarantee that no additional fees will be charged to the City without prior written consent by the City.
- 8.3 Firms shall provide the proposed fee for providing the services set forth in the scope of services section above as a total not to exceed flat fee for providing all of the services referenced herein.
- 8.4 Proposed costs should be itemized. The total cost to the City for performing the proposed services shall be indicated, broken down by component and work elements, showing titles, estimated man-hours and billing rates. Payment for services will be on the basis of actual hours worked multiplied by the billing rates, with a **maximum amount payable**.
- 8.5 It is not the intent of the City to limit innovative solutions by budget constraints, but rather to determine which proposal has the potential of providing the best value for the services required. The City will endeavor to make available in-kind services by providing mapping support, meeting coordination, and other support efforts to facilitate the project.
9. Project Deliverables: Describe project deliverables, including code text, graphics and any additional materials as outlined in the scope of work above;

**2.0 SUBMITTAL CONTENT AND FORMAT**

In order for the City to conduct a uniform review process of all proposals, proposals must be submitted in the format set forth below. Failure to follow this format may be cause for rejection of the proposal because adherence to this format is critical for the City's evaluation process:

**SECTION I**

**Title Page:** Showing RFP number, closing date and time, responder's name, address, telephone and fax number of the company. Responder must also clearly identify the name(s) of the contact person responsible for inquiries regarding the RFP submission and the person responsible to bind the company contractually. Along with the names of these individuals, responder must provide their phone and fax numbers and email address for each.

**Table of Contents** - The Table of Contents must indicate the material included in the proposal by section and page number.

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**SECTION II: QUALIFICATIONS AND EXPERIENCE**

Each responder will provide the history of their company; describe their professional qualifications, prior experience in similar projects.

Identify all personnel assigned to the project. (Attach resumes)

Provide a minimum of three (3) references, excluding The City of Kingston, for similar projects completed. Include contact name, telephone number, and date of contract, dollar value of contract and brief description of the program. Specific emphasis should be placed on similar work performed in the previous five years.

**SECTION III: PROPOSED PLAN**

In a narrative format, describe in detail how the program will be structured explaining how each of the requirements and other tasks will be accomplished. Include any other additional services, enhancements and/or options that will be provided to the City.

Explain what steps will be necessary to implement services.

Describe what information will be provided to the City effectively capturing required data. Attach samples of all reports to be used.

Describe the plan to work with the City.

**SECTION IV: FEE/COST PROPOSAL**

**Cost Proposal** – Two (2) total Fee/Cost Proposals will be submitted. One (1) original Cost/Fee proposal shall be submitted in a **separate envelope marked “COST PROPOSAL” with the RFP name and number and shall be included with the original version of the proposal submitted (do not include this information with any of the copies). One (1) copy of the fee/cost proposal will be submitted in a separate envelope marked “Fee/Cost Proposal Copy.”** The fee schedule supplied will include all items of labor, materials, travel, equipment and other costs necessary to fully provide the service.

The responder’s name must appear on all cost proposal sheets.

**SECTION V: RETURN DOCUMENTS**

Complete and sign all Return Sheets as indicated at the end of this RFP document.

**3.0 QUALIFICATION OF RESPONDENT**

Each responder shall provide a statement of qualifications as required by these

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specifications.

The City of Kingston may make such investigations it deems necessary to determine the ability of the responder to perform the work. The responder shall furnish to the City, within five (5) days of a request, all such information and data for this purpose as may be requested. The City reserves the right to reject any proposal if the information submitted by, or investigation of, such responder fails to satisfy the City that such responder is properly qualified to carry out the obligations set forth in this RFP and/or the resulting contract and to complete the work contemplated therein. Conditional proposals will not be accepted.

**4.0 PRE-PROPOSAL MEETING (VENDOR'S CONFERENCE)**

A pre-proposal meeting is not scheduled at this time.

**5.0 METHOD OF AWARD**

It is the intention of the City that the award of this project shall be made to the responder whose total proposal, in the opinion of The City of Kingston, best meets the established criteria listed herein. All aspects of evaluation will be taken into consideration in awarding the project.

It is understood by the parties that the contract resulting from this RFP shall be executed only to the extent of the monies available to the City of Kingston.

A notice of award shall not be binding upon the City until the contract has been fully executed by both parties.

**6.0 CONTRACT PERIOD**

The award term shall begin on or approximately **January 1, 2020** and continue through the successful completion of the project.

The successful responder shall execute a contract with the City of Kingston in substantial conformance with this RFP and the attached sample (Appendix 1) City of Kingston **AGREEMENT FOR PROFESSIONAL SERVICES.**

**7.0 SUBMISSION REQUIREMENTS**

All respondents to this RFP are required to submit detailed information as set forth below. Responses that do not materially conform to this outline will not be considered. Additional material and information, as deemed appropriate by the respondent may be included in the submission package.

Responses must be submitted in a sealed envelope with the RFP number and Title along with the name and address of the respondent printed clearly on the outside of the envelope.

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Responses are due and must be received no later than **11:00am, Tuesday, November 26, 2019**. Late responses WILL NOT be accepted after the due date and time. All respondents are required to submit a clearly marked original, with five (5) photocopies, and one electronic copy (CD or thumb drive) of their response to:

Mr. Brian J. Woltman  
City of Kingston Purchasing Department  
City Hall - 420 Broadway  
Kingston, NY 12401

The respondents shall be required to complete, and include within their RFP Submission, the following forms which are supplied in this solicitation; an Information Sheet, and an Affidavit of Non-Collusion. The response submission should be typed on both sides of 8.5" x 11" paper. Pages should be paginated.

Responses 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 8.5" x 11" sectionals or reductions to 8.5" x 11", telegraphic or facsimile proposals will **not** be accepted. The response will be evaluated on the basis of its content, not length.

Respondents relying upon the mail or other delivery services must allow for sufficient delivery time for their proposal to arrive by the due date and time.

Faxed or e-mailed submissions **WILL NOT BE ACCEPTED.**

**Respondents are solely responsible for ensuring that their proposals arrive by the due date and time.**

The City of Kingston shall not be liable for any costs incurred by respondents in the preparation of responses or for any work performed in connection therein.

## **9.0 EVALUATION CRITERIA**

Only those proposals that contain complete information and required certifications will be considered. All proposals will be evaluated and examined by a committee of City of Kingston representatives using multiple criteria. The project may be awarded to a qualified responder that, based on the committee's evaluation, submits the proposal that best meets the City's needs.

The submitted proposals will be evaluated based on the following criteria:

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- **OVERALL PLAN TO PROVIDE REQUIRED SERVICES**
  - Completeness of responder's proposed plan to provide consulting services for the City of Kingston.
  - Plan to accomplish all required tasks.
- **FEE/PRICING PROPOSAL**
  - Cost of proposal
  - Reasonableness of fees and budget
  - Reasonableness of optional fees
- **QUALIFICATIONS AND EXPERIENCE**
  - Responder's experience with projects of similar size and scope
  - Personnel qualifications and experience
  - Responder's business history and viability
  - References
- **UNDERSTANDING OF CITY'S GOALS AND OBJECTIVES**
  - Responder understands and proposal addresses the needs of the City and offers a proposal which will meet or exceed the City's objectives.

**10.0 INQUIRIES**

All questions pertaining to this RFP are required to be made in writing no later than **4:00pm Tuesday, November 12, 2019** and must be submitted using the questionnaire form included within this specification. All questions must be emailed to Brian Woltman at the following email address: [bwoltman@kingston-ny.gov](mailto:bwoltman@kingston-ny.gov)

All substantive questions received by the above mentioned deadline will be responded to in the form of an addendum issued no later than **Tuesday, November 19, 2019**.

The addendum will be sent to all respondents that have registered to receive the RFP. Only an addendum from the City of Kingston will be considered official. Respondents are advised that the City of Kingston cannot ensure a response to any inquiries received after the due date for question submissions.

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**11.0 SCHEDULE OF PERTINENT DATES**

Listed below are specific and estimated dates and times of actions related to this request for proposal (RFP). In the event it is necessary to change the return date for the RFP a supplemental addendum to this RFP shall be issued by the City.

Tuesday, November 12, 2019	Last day to submit written inquiries
Tuesday, November 26, 2019	Due Date for Proposals
Week of December 2, 2019	Selection Committee evaluates Proposals
Week of December 16, 2019	Notice of Intent to Award
Approximately January 1, 2020	Contract Start Date

**12.0 DEFINITIONS**

**Respondent:** The term “respondent” means any firm or individual submitting a proposal in response to this RFP.

**Response:** The term “response” means the material submitted by a “respondent” in reply to this Request for Proposals.

**13.0 TERMS AND CONDITIONS**

**Instructions to Respondents:** All submissions must be in accordance with this Request for Proposals.

**RFP Information:** The information provided for respondents is for informational purposes only, and may not be relied upon and does not constitute a representation or warranty by the City of Kingston, its representatives, employees, officers, agents, or consultants that the information contained therein is accurate or complete, and no legal commitment, obligation or liability of the City of Kingston or its representatives, employees, officers, agents or consultants shall arise by use of, or the information relating to any of these materials.

**Revisions, Interpretations or Corrections:** Revisions, interpretations or corrections of specifications made by the City of Kingston shall be by addendum issued before the date set forth for the submission of responses to this RFP. Interpretations, corrections or changes made in any other manner will not be binding, and respondents shall not rely upon such revisions, interpretations, corrections or changes.