

**Request for Proposals  
Village of Akron  
Zoning Code Update  
June 2024**

Village of Akron  
21 Main Street  
Akron, New York 14001

The Village of Akron is soliciting the services of a planning consultant to update its zoning code (the “Code”).

## **OVERVIEW AND BACKGROUND**

Akron is located within the Town of Newstead in Northeastern Erie County. The population was 2,888 at the 2020 Census. The Code was initially adopted by the Village Board in 1971. In the over 50 years since the current code was adopted, several new issues have emerged, including short term rentals and distributed renewable energy installations. These developments warrant a review and update of the existing Code.

The existing zoning code can be found at: <https://ecode360.com/6703512#6703512>

The updated Zoning Code will provide a blueprint for the development, preservation, and enhancement of residential, commercial, and industrial neighborhoods as well as public facilities and infrastructure. This code update will implement the 2018 Akron-Newstead Comprehensive Plan’s land use recommendations and neighborhood visions while modernizing and removing outdated and duplicative language where necessary, and addressing emerging issues as discussed herein and identified through public outreach.

## **DELIVERABLES**

Updated Zoning Code including topical items, supporting maps and other graphics. Text and maps shall be provided in a digital format compatible with the Village’s GIS system.

SEQR materials necessary to adopt the Zoning Code update.

## **SCOPE OF SERVICES**

### **Task 1 - Project Initiation & Existing Conditions**

Conduct project kickoff and secure information on existing plans, recognized issues, and ideas for the future. Meet with the Zoning Code Update Committee (the “Committee”) to establish a project schedule and become familiar with the Village organization.

**1.1 Community Engagement:** In consultation with the Committee, develop a public engagement plan consisting of at least two (2) public information meetings and a list of community stakeholders. Create a record of feedback received.

**1.2 Community Character & Zoning Assessment:** Review existing Zoning Code, produce a narrative characterization of each district, and provide recommendations regarding the role of the Code in either reinforcing or discouraging the desired character of the community. Verify capacity of public utilities to support future development.

**Task 2 - Establish Direction of Zoning Code Update**

Review and confirm the Village “vision for the future” of the Village character, appearance, and content utilizing the Comprehensive Plan and other relevant community planning documents.

**2.2 Identification of Issues:** Utilizing the information obtained from task 1.1, prepare a refined list of community problems and issues to be addressed in the Zoning Code. Issues may include but not be limited to the following:

Regulation of short-term rental properties and accessory dwelling units in the Village.

Regulation of residential and utility-scale solar, wind, and other types of renewable energy installations within the Village, including recommendations for building-mounted solar installations on historic structures.

Review regulations for cluster residential developments (§165-40) and Manufactured Home Parks (§165-41), providing recommended revisions regarding street connectivity, pedestrian access, affordability, etc.

Review and assess adequacy of existing off-street parking requirements (§165-42) and recommend revisions as needed. Consider requirements for electric vehicle charging stations, bicycle racks, sidewalks, etc.

Review and assess adequacy of existing signage regulations (§165-43) and recommend revisions as needed. Consider regulations on the use of temporary signage, such as commercial “A-frame” signs and political campaign signage.

**2.3 Review of Village Zoning Administration:** Identify items which commonly require relief from the zoning, review actions with the Committee to get feedback as it relates to the updating of the Code. Identify any inefficiencies in overall Village zoning administration and recommend remedies.

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

**TASK 3 - Draft Zoning Code Update**

Prepare a draft of the plan, building on the comments of task 2.3, conferring with the Committee and department heads, and incorporating material from all tasks.

**3.1 Implementation:** Guidance and associated documents to implement the Zoning Code, including review of existing applications, processes, and procedures.

**3.2 Mapping:** Review existing zoning map, digitize if needed, update based on code revisions.

#### **TASK 4 - Final steps**

**4.1 Draft Review:** Review the draft plan with the Village Board, at a public meeting with limited organizations selected from the list in task 1.1.

**4.2 Final Zoning Code Report:** Prepare the final Code document, incorporating comments received at public meetings and direction from the Committee.

**4.3 SEQR Compliance:** Prepare relevant SEQR materials and assist the Village with the SEQR process.

#### **ADDITIONAL INFORMATION**

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

Public participation is a vital component. Conduct at least 2 public meetings. Creative approaches to public input, including meetings and social media, should be considered.

Deliverables shall include electronic documents for all Zoning Code and SEQR text and graphics (formatted for spiral binding) all in a format compatible with the Village GIS System.

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

Monthly billing with narrative progress report shall be required.

The consultant will be required to enter into an agreement with the Village of Akron (Sample attached).

The total budget for this project is \$25,000.

#### **PROPOSAL REQUIREMENTS**

Firms and/or teams are required to submit one (1) signed original, seven (7) copies and an electronic copy of materials that demonstrate the firm's capabilities and experience.

The RFP submission shall be limited to no more than 30 double-sided pages (min. 12 pt. font) that shall be spiral bound. Three-ring binders will not be accepted.

The submittal should include the following information in the format outlined below and include:

##### **Section 1: Description of Firm**

Professional Capabilities

Proof of Authorization to do business in New York State

Proof of New York State Professional Licensure

Staffing Level/Organization Chart

Project Mix/Client Mix for most recent projects

## **Section 2: Project Team**

Services to be provided

Sub-consultants required to perform work

Team Organization, including project role/function chart

Total relevant personnel availability throughout agreement, particularly for the project manager and key personnel

Design experience as a team and as individual firms.

## **Section 3: Qualifications and Experience**

Personnel

Principal in Charge

Project Manager, including relevant project management expertise, experience, credentials, and communication skills

Key technical personnel, including available licensed engineers/architects

Experience (as related to this project)

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

Engineering

Cost Estimating

Code Review

Sustainable Design

Project coordination with multiple public and private agencies, owners, and stakeholders

## **Section 4: Project Management Methodology**

Overall project management approach and methodology

Schedule, quality, and cost control procedures

Project tracking and performance monitoring procedures

Project progress reporting procedures

## **Section 5: Technical Approach**

Describe your approach to the Services that clearly demonstrates your understanding of the Scope of Services 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**

List representative experiences for the past three years.

List five (5) references to which you provided services of a similar nature. Indicate scope of services,

total compensation paid, points of contact, and terms of contract.

List any previous work experience for the Village of Akron as either a prime or sub-consultant.

Provide your information in the following format:

Project name and description

Your firm's scope of services 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 the Scope of Services.

Proposals must include, at a minimum, the following items:

Provide itemized list of services offered.

Fee Proposal for each Task listed in the Scope of Services

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 fully loaded resource schedule broken down by task and classification – submit rates and man hour projections in a tabular format.

Typical Cost/Persons – hours per task

## **SELECTION PROCESS**

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 of the site-specific plan; role of consultants and sub-consultants – 20 points.

**Experience on Similar Projects:** Including municipal zoning codes, particularly in fully built out communities – 10 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 in conducting this type of work will also be considered – 20 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 services – 40 points.

**Consultant Fee:** 10 points

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

agreement. Any scope, program or schedule changes differing from these documents require written mutual approval of the Village and the consultant.

**Time & Place of Submission**

Respondents are required to submit one (1) original and seven (7) copies and an electronic copy on a USB drive of their submittal **before November 22, 2024 at 2:00 P.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 Akron 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:

Jayne DeTine  
Village Clerk  
21 Main Street  
Akron, NY 14001  
jdetine@akronvillage.us

The Village of Akron 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 any of 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
- A Respondent's default under any type of agreement, which resulted in the termination of that agreement
- The Village of Akron reserves the right to reject any and all submittals and to waive any informalities or irregularities in procedure.

Any questions or requests for additional information contact:

Jayne DeTine  
Village Clerk  
716-542-9636 Ext 200  
jdetine@akronvillage.us