

TOWN OF GERMANTOWN LOCAL WATERFRONT REVITALIZATION STUDY
DEPARTMENT OF STATE (DOS) DRAFT WORK PLAN SUMMARY

Contract Term: 9/1/2016 – 8/31/2019

Task 1 – Project Kick-Off Meeting

Town, DOS representatives, and project partners meet to discuss project scope, requirements, roles and responsibilities, selection process for Consultants, SEQR compliance, number of public meetings, techniques for public involvement, and composition of project advisory Committee. Written summary of meeting must be distributed to partners and approved by DOS before moving forward.

Task 2 – Project Advisory Committee

Town establishes a Project Advisory Committee to oversee project with municipal officers and project Consultants. Committee shall be representative of project stakeholders. Draft list shall be sent to DOS for review and approval prior to establishment of the Committee.

Task 3 – Request for Proposals (RFP)

Town drafts a RFP for Consultant including project description, site conditions, expected final results, completion schedule and criteria for selection. Town submits draft RFP to DOS for review/approval, and releases approved RFP for solicitation.

Task 4 – Consultant Selection:

In consultation with DOS, Town reviews all proposals based on criteria in RFP, confirms GML compliance, and selects Consultant.

Task 5 – Subcontract Preparation and Execution

Town prepares draft subcontract to conduct project work with selected Consultant, containing detailed work plan, payment schedule, project cost, and professionals involved in specific tasks. Town submits draft subcontract to DOS for review and approval. Copy of final executed subcontract submitted to DOS.

Task 6 – Second Project Meeting

In consultation with DOS, Town holds second project meeting with Consultant and project partners to review project requirements, site conditions, and roles and responsibilities, identify new information needs and next steps, and transfer info to Consultant. Consultant prepares and distributes meeting summary. Work on subsequent tasks shall not proceed prior to DOS approval of approach in summary.

Task 7 – Waterfront Revitalization Area Boundary

Town and Consultant shall prepare a narrative and graphic description of the proposed revitalization area and boundary. Revitalization area shall include contiguous waterfront and adjacent land affecting the water body through drainage, viewsheds and other similar factors.

Task 8 – Preparation of Community Outreach Process and Plan

Town, Consultant and Committee prepare a method and process to encourage community participation in the waterfront visioning process, including at least 3 public workshop meetings. Outreach Plan shall identify key individuals, organizations and entities, identify visioning process and roles and responsibilities, and the proposed schedule of public meetings. The Plan is submitted to DOS for approval.

Task 9 – Review existing plans and meet with Community Leaders

Town or Consultant identify and review existing planning documents, consult with waterfront/ community leaders and neighboring communities if applicable. Identify common issues and discuss feasibility of joint waterfront planning efforts. Prepare written findings report describing and assessing existing planning documents and issues and opportunities identified by community leaders. DOS must review and approve findings report.

Task 10 – Inventory and Analysis

Town or Consultant shall develop inventory and analysis of existing conditions include narrative maps and data. Inventory shall be used to assist in identification of issues and opportunities for the waterfront revitalization area. Design workshop activities and prepare materials for first community visioning workshop. Inventory shall include but is not limited to: existing land use, water use, zoning, land ownership patterns, public access and recreational resources, infrastructure, historic resources, scenic resources, topography and geology, water quality, wetlands, steep slopes, flooding and erosion, significant habitats, important agricultural lands, environmental issues, navigation and dredging issues, and description of key waterfront issues.

Task 11 – First Community Visioning Workshop

Town, Consultant and Committee shall conduct the first public community visioning workshop. Workshop will present inventory and analysis of existing conditions, preliminary issues/opportunities identified, and solicit public input. Activities shall help participants reveal ways in which they use and value their waterfront resources, identify important issues/opportunities, and discuss what they would like to change if they could. Written summary of first workshop activities and findings submitted to DOS.

Task 12 – Initial Issues, Opportunities and Vision (IOV) Report

Town and Consultant shall prepare an Initial IOV Report based upon inventory and analysis, public input from first workshop and other considerations such as policies in Executive Law Article 42. Report shall describe key waterfront issues, articulate a future vision for the waterfront and identify long term uses and short and long term projects. DOS must review and approve IOV Report.

Task 13 – Preparation of Alternatives

Town and Consultant shall conduct focused research base on the Initial IOV Report. Consultant shall identify appropriate case studies from other communities to share with community and prepare materials to facilitate second public workshop, in which an exploration of alternatives will be discussed as expressed in the community's vision. Case study documentation and workshop materials prepared.

Task 14 – Second Community Vision Workshop: Exploring Alternatives

Town, Consultant and Committee shall conduct second public workshop, presenting a summary and analysis of the Initial IOV Report. Through facilitated discussion and activities, the participants shall review and edit/revise the report. Case studies of waterfront development efforts in other communities will be shared. Participants will explore alternative expressions for the vision, consider alternative future choices, and begin to identify actions and means to implement their vision. Written summary of workshop activities and findings submitted to DOS.

Task 15 – Draft Report: Issues Opportunities, Vision and Strategies (IOVS)

Town and Consultant shall prepare a summary analysis of the second workshop activities and prepare a Draft IOVS Report reflecting ideas and views expressed. Document shall include a revised vision statement if necessary, illustrate community expressions of the vision, and provide a preliminary list of actions and strategies to address the identified issues and achieve the vision. The Draft IOVS Report shall also describe long term waterfront issues and short term projects and activities need to revitalize the waterfront and manage resources, and include an initial market analysis as a feasibility test of the expressed vision. If applicable, Draft Report will also outline a strategy for completion of a Local Waterfront Revitalization Program, including development of coastal polices, review of local laws and development of an implementation strategy. Report shall be submitted to DOS for review and approval.

Task 16 – Third Community Vision Workshop: Implementing the Vision

Town, Consultant and Committee shall conduct a final workshop to present the Draft IOVS Report and solicit public input regarding its completeness and accuracy. Participants shall discuss and identify short and long term priorities as well as strategies for continuing public participation in the implementation process. The purpose is to foster appreciation of the waterfront as a community asset and celebrate the work accomplished through the visioning workshops. Written summary of workshop activities and findings submitted to DOS.

Task 17 – Final Report: Issues Opportunities, Vision and Strategies

Town and Consultant shall prepare a Final IOVS Report reflecting the ideas and views expressed at the third workshop. The Final IOVS Report shall be submitted to DOS for review and approval prior to finalization, publication and distribution.

Task 18 – MWBE Reporting

Town shall use NYS Contract System (NYSCS) to record payment to subcontractors during the life of contract.

Task 19 – Project Status Report

Town or Consultant shall submit semi-annual project status reports, including a description of work accomplished, status of all tasks in this work plan, schedule of completion of remaining tasks and an explanation of any problems encountered.

Task 20 – Final Project Summary Report and Measurable Results forms

Town or Consultant shall work with the DOS project manager to complete the Final Project Summary Report and Measurable Results forms. Final payment shall not be authorized until these have been completed and filed with project deliverables.