

TOWN and VILLAGE OF SALEM

REQUEST FOR PROPOSALS

CONSULTING SERVICES FOR FARMLAND PROTECTION PLAN DEVELOPMENT

INTRODUCTION

The Town and Village of Salem, NY seeks proposals from qualified parties to help develop and write a farmland protection plan to be incorporated into the joint Town and Village Comprehensive Plan update.

This Request for Proposals (RFP) is posted on the Town of Salem website in the Local Government section of the Town's website (www.salem-ny.com/townminutes.html).

Proposals MUST BE RECEIVED by 4:00 p.m. May 2, 2008

Proposal Submission Requirements:

Proposals must be submitted through postal mail to:

Joseph Childs
PO Box 601
Salem, NY 12865

QUESTIONS CONCERNING THE RFP

All questions about this RFP should be submitted to the above address or jchilds1@nycap.rr.com.

All questions must be submitted to by 4:00 p.m. EST, April 25, 2008.

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BACKGROUND AND PURPOSE

The Farmland Protection Plan project (in response to the Ag and Markets Agland Protection Planning Grant, awarded to Salem Feb 2008) will develop the agricultural sections of the Salem Town Comprehensive and Village General Development plans. Both plans are in the process of being revised. Originally drafted in 1990, the Salem Town Comprehensive Plan was revised in 1997. The Village General Development Plan was written in 1977. The existing plans express strong support for and recognition of the importance of agriculture, but they do not lay out specific strategies for preserving farmland. This project will insure that local planning documents contain clear language and explicit policies and goals that are supportive of local agriculture.

The Farmland Protection Plans will identify the location of farmland proposed to be protected, the value of that land to the local economy, the value of that land as open space, consequences of possible conversion, and the level of conversion pressure on the proposed land. The Town of Salem currently has approximately 88 properties which are classified by the assessor as agricultural. Additional demographic information regarding the Town can be found at www.salem-ny.com/demographics.html.

Collaborations:

The project is a collaboration between the Town and Village of Salem. The geographically intertwined municipalities recognize the importance of working together—farmland protection policies (or their absence) in one municipality would have a direct impact on the other. Developers who found land use regulations restrictive in the Town, for example, might push more aggressively to develop agricultural land in the Village. Consultant will collaborate with Town Planning Board, County agencies, land trusts, and the local Cooperative Extension. These agencies are committed to providing planning services, mapping services, soil and natural resources information, analysis of agricultural resources, conditions and trends, and other information and planning services. Other agencies include

Cornell Cooperative Extension

Washington County Department of Planning and Community Development

- Washington County Soil Conservation District
- Washington County Agricultural and Farmland Protection Board
- Agricultural Stewardship Association
- Salem Town and Village boards

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SCOPE OF SERVICES

- a) Hold meetings with Village and Town boards, Town Planning Committee, Town and Village planning officers to lay out planning process. Form Steering Committee and hold up to six meetings during which farmland issues are discussed and strategies for the plan developed. Meetings will be open to the public to encourage an understanding of the planning process, with time for public comment.
- b) Review existing agricultural and farmland protection policies in Town and Village of Salem and analyze their effectiveness.
- c) Review existing Town and Village ordinances and land use regulations to determine if these are consistent with the agricultural and farmland protection policies contained within the Town Comprehensive and Village General Development Plans. Also review County plan for complimentary goals.
- d) Evaluate the full range of zoning and land use techniques available to protect agriculture, taking into account the geographic, economic, legal and cultural realities in the Town and Village, and select preferred approaches.
- e) Hold monthly meetings with farmers and other residents to identify agricultural and farmland protection concerns and needs and to engage the public in the planning process. Members of the County Agricultural Protection Board and local officials will be invited to attend. Public meetings will also serve an educational purpose, informing participants about the importance of farmland protection and building support and commitment for the Agriculture and Farmland Protection Plan. Meetings will be publicized through press releases and flyers in local businesses and community centers.
- f) Stakeholder interviews (interviews with farmers, business leaders and other stakeholders) will also be held to help identify issues.
- g) Work with Washington County Soil Conservation District Office to review soil information in existing Town Comprehensive Plan and Village General Development Plan to determine if adequate information is available to make land use decisions. Update as necessary.
- h) Evaluate existing and proposed infrastructure plans for possible impact on agriculture.
- i) Review economic conditions and trends. Determine value of Town and Village agricultural economy, open space value and consequences of conversion; estimate level of conversion pressure.

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- j) Work with Agricultural Stewardship Association to identify priority farms for protection and review feasibility of agricultural and conservation easements and Purchase Development Rights (PDR) programs.
- k) Work with County Agriculture & Farmland Protection Board, County Planning Office and Cooperative Extension to inventory and map agricultural and related resources, including farm-related businesses, farmers markets, tourism destinations, educational and financial resources and other components to determine “on the-ground realities.”
- l) Convert existing maps to GIS maps and develop new maps to identify and overlay prime agricultural soils, active farms by type, Agricultural Districts, and zoning within farm areas, noting farms designated as priorities for protection.
- m) Select protection approaches, conduct a build-out analysis and adopt best options to protect agriculture.
- n) Draft a plan that presents a specific program and strategies intended to be used by the Town and Village to promote continued agricultural use, building on data gathered in the planning process and public sessions. Include an implementation section for public officials, boards, agencies and citizens, with action items, assigned responsibilities, projects funding needs (and opportunities), and a timeframe for carrying out each item.
- o) Meet with Town and Village lawyers to review plan.
- p) Have plan approved by Town and Village boards. Incorporate plans into Town Comprehensive and Village General Development Plans.
- q) Submit plan to Washington County Agriculture & Farmland Protection Board.
- r) Submit plan to the Commissioner of Department of Agriculture and Markets for final approval.

DELIVERABLES

Monthly Progress reports as described below

Summary report of public meetings

Summary of Stakeholder Interviews

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Inventory and Mapping of agricultural resources

Draft Farmland Protection Plan

Final Farmland Protection Plan

Required Reporting:

The Consultant shall file monthly written progress reports with the Town. Progress reports shall provide a detailed narrative description of the work that has been completed and shall include an identification of specific objectives that have been accomplished to date.

Final Report: Not later than thirty (30) days from completion of the work under this Agreement, the Consultant shall file with the Town a final written report summarizing the Consultant's performance of the work under this Agreement.

The Consultant shall print five copies of the completed Plan.

MANDATORY QUALIFICATIONS

To be eligible for consideration the proposer must have previously completed at least two Farmland Protection Plans or two Comprehensive Plans with a significant agricultural emphasis.

PROPOSAL CONTENT

Proposals must include the following information:

- (1) Resumes (or other written statement of qualifications) that clearly and concisely identify the experience of all individuals that will be working on the Plan.
- (2) A written description of the Consultant understanding of the project and how the Consultant will meet the deliverables. Consultants may propose options such as web casting or other uses of technology to facilitate completion of the Plan and minimize travel costs.
- (3) A time line for the duration of the project.
- (4) A budget which clearly states the personal service costs to complete the project and other anticipated costs such as office supplies, printing and travel.

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Travel

Mileage will be reimbursed at a rate of 50.5 cents per mile. A travel log which includes the mileage, date of the trip, the destination and the purpose of the trip must be attached to the invoice for reimbursement.

PAYMENT

Payment shall be made upon the submission of an invoice and the required monthly progress report. Invoices for payment shall be submitted on the 25th of each month for services satisfactorily completed during that month. Invoices should include line items for office supplies, travel, printing and personal service costs. A travel log as described above and receipts all for non-personal service expenditures should be attached to the invoice.

All invoices shall be submitted to the following person:

Dorothy Schneider
P.O. Box 777
Salem, NY 12865

Retainage:

Ten (10) percent of the budget amount of this Agreement will be retained to ensure completion of the work under this Agreement. The total amount retained shall be paid to the Consultant as the final payment under this Agreement.

Termination:

The Agreement may be terminated if the Consultant is not completing the deliverables in accordance with the terms of this Agreement and subsequent contract.

NOTIFICATION OF AWARD

The Committee will notify the successful proposer(s) verbally, followed by a written confirmation. Each proposer whose proposal is not selected will be notified in writing (either by email or postal mail) by the Committee.

A contract defining all project terms and conditions and responsibilities of the successful proposer(s) will be developed and reviewed by the Town Attorney.