REQUEST FOR PROPOSALS (RFP)

ALLEGHENY RIVER PUBLIC ACCESS AND RECREATION PLAN
CITY OF OLEAN, NEW YORK

DUE: Tuesday, November 24, 2015

Responses must be submitted in a sealed package to:

Department of Community Development
City of Olean
101 East State Street
Olean, NY 14760

A digital copy of this document is currently available online at:
http://www.cityofolean.org

I. Introduction

The City of Olean, New York is requesting proposals from qualified consultants for assistance in preparing a public access and recreation plan for the Allegheny River.

II. Project Description

The City of Olean and its partners -- the City of Salamanca; Towns of Allegany, Portville, Olean and Salamanca and Villages of Portville and Allegany will establish a plan for a multi-use recreation trail system along the Allegheny River. The project will explore strategies to improve waterfront access, promote the underutilized river corridor and attract recreation-based businesses to strengthen the tourism economy. The project’s study area is approximately 76 acres of land along the Allegheny River.

The Plan will describe and map existing and proposed recreational networks along the Allegheny River, including hiking trails, bikeways, public access,
natural areas, working landscapes, historic sites, rural hamlets, museums, festivals, events and other points of recreational and heritage interest. The Plan will also include an analysis of potential sources of funding, environmental impacts, existing infrastructure, trail types and alternatives, functional linkages within the study area, estimate costs, phasing of implementation, maintenance and management options.

The Plan will also recommend strategies and identify projects to address land use and development issues; enhance and expand public access to waterfront areas where appropriate; preserve open space and natural resources; and, identify new tourism infrastructure and recreation projects to promote the river corridor.

The City has received a grant through the New York State Department of State (NYSDOS), with funding provided under Title II of the Environmental Protection Fund Local Waterfront Revitalization Program to complete this project. Matching funds for this project will be provided through a combination of cash and in-kind services.

III. **Scope of Work**

The consultant must comply with all terms and conditions of the City’s contract with the NYSDOS for this work. The consultant shall complete the tasks outlined in the **attached Work Plan**. In addition to the listed public meetings, the consultant should anticipate attending additional meetings with the Project Advisory Committee and others as necessary.

IV. **Work Product Submissions**

All work products must be labeled with the NYS Comptroller’s Contract #T1000542 and the NYSDOS logo and attribution statement, and, where applicable, the related task number. The NYSDOS attribution statement is as follows: “This (document, report, maps, etc.) was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund.” The consultant must submit:

*Draft products*: one paper copy and electronic version provided in Microsoft Word of each product for the State, plus ten paper copies for the City.

*Final products*: two paper copies plus ten City copies (twelve total) of each product. All final products must be submitted electronically in Microsoft Word.
and Adobe PDF and also on two CDs. The CDs must be labeled with the City of Olean, Contract #T1000542, and project title. Additionally, electronic data for all GIS-based mapping products must be included in ArcGIS.

Press releases, web site postings, and other notices shall be submitted for approval to the NYSDOS prior to release to ensure proper attribution.

V. Proposal Submissions

A. Applicants must submit four full copies and one CD of their proposal to the below address by 4:00 p.m. on Tuesday, November 24, 2015. Any submission sent by fax, email or other form of transmission, or received after the deadline, will not be accepted. Submissions must be sent to the following:

Department of Community Development  
City of Olean  
101 East State Street  
Room 209  
Olean, NY 14760

All questions pertaining to this RFP should be submitted via email to mgeorge@cityofolean.org; by 5:00 p.m., Thursday, November 12, 2015. Answers will be provided and made available on the City’s website www.cityofolean.org. Officially issued written addenda from the City shall be the only authorized method for communicating the clarification or modification of the timeline, terms, or other requirements within this RFP.

B. Submissions must include the following:

1. A full description of how the Scope of Work will be completed along with a schedule (use attached table) detailing when each task will be completed, with a cost for each task. Please note that the City and the Department of State must respond to each task submission before the consultant may proceed.

2. Documentation on the firm, including qualifications to prepare this plan.

3. Samples of work demonstrating the ability to complete the type of work as required in the Scope of Work. Name, phone number and email address of client contact.
4. A description of each staff member or sub-consultant who will be involved with this project and a description of their role in the project. This description should identify the person that would be designated as the day-today Project Manager.

5. Budget and expense information which details all costs including:
   i. Personnel expenses which state the name and title of each individual (including all subcontractors) assigned to the project their hourly rate and the number of estimated hours the individual will be working on the project.
   ii. Costs for each of the tasks. Administrative costs for travel, postage, telephone and other related expenses should be included in the cost for each task.
   iii. Please note that payment will be made to the consultant as each task is completed and approved. If a task is labor-intensive and comprises a significant portion of the budget, the consultant may subdivide the task that is shown on the attached table.
   iv. Please note that the budget for “contractual services” on this project is $68,950. The City reserve the right to authorize all or part of the work requested in this RFP.

6. Minority and/or Women-Owned Business Enterprises (MWBE) Requirements: Pursuant to NYS Executive Law Article 15-A and 5NYCRR Parts 142-144, for the purposes of this procurement, the NYS Department of State establishes an overall goal of 20% for MWBE participation. For the purposes of meeting these participation goals, please identify whether the MWBE will be the consultant, sub-consultant, or if a waiver will be requested.

VI. Review Process

Selection of the consultant will be determined by the City, with input from the Advisory Committee, and based on the items detailed in Section V.B. above, as well as an interview for selected candidates. Please note that the NYS Department of State must approve all consultants and subconsultants.
The following criteria will be used to evaluate the responses:

Understanding of the project and proposed scope of work: 30%
Qualifications and relevant experience: 30%
Ability to complete all project tasks within the City's timeframe and budget: 20%
Experience with similar communities: 10%
Projected Cost: 10%

The following schedule identifies the anticipated submission/award schedule:

Issuance of RFP: October 26, 2015
Submission of questions: November 12, 2015
City responses: November 16, 2015
Proposal Due Date: November 24, 2015
Interviews: Week of December 7, 2015
Recommendation (to City Council & DOS) On or about December 15, 2015
Contract Award: On or about December 29, 2015
<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Proposed Cost</th>
<th>Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Public Participation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Written Findings Report - Identification of preliminary issues and opportunities</td>
<td></td>
<td></td>
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<tr>
<td>9</td>
<td>Inventory and Analysis</td>
<td></td>
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<tr>
<td>10</td>
<td>Community Visioning Workshop</td>
<td></td>
<td></td>
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<tr>
<td>11</td>
<td>Initial Issues, Opportunities and Vision Report</td>
<td></td>
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<tr>
<td>12</td>
<td>Preparation of Alternative for 2nd Public Workshop</td>
<td></td>
<td></td>
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<tr>
<td>13</td>
<td>Community Visioning Workshop</td>
<td></td>
<td></td>
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<tr>
<td>14</td>
<td>Draft Public Access and Recreation Plan</td>
<td></td>
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<tr>
<td>15</td>
<td>SEQRA Compliance</td>
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<td></td>
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<tr>
<td>16</td>
<td>Third Community Visioning Workshop</td>
<td></td>
<td></td>
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<tr>
<td>17</td>
<td>Final Report: Issues, Opportunities, Visions &amp; Strategy</td>
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*Note: There will be no allowance for reimbursable expenses. All costs, including copying, should be included in the tasks above.*
WORK PROGRAM COVER SHEET

Name and Address of Contractor: City of Olean
101 East State Street
Olean, NY 14760-2776

Federal Tax ID number: 16-6002550

Title of Project: Allegheny River Public Access and Recreation Plan

Grant application number: 41460

Contract number: T1000542

Department liaison: Renee Parsons

Community contact: Mary George, Community Development Program Coordinator

Community contact address: Same as above

Telephone number: 716-376-5647

Fax number: 716-376-5644

Email: mgeorge@cityofolean.org

Department reviewer: Kenneth Smith
<table>
<thead>
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<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>A. Salaries</td>
<td>$7,450.00</td>
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<tr>
<td>B. Travel</td>
<td>$420.00</td>
</tr>
<tr>
<td>C. Supplies</td>
<td>$750.00</td>
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<tr>
<td>D. Equipment</td>
<td>$0.00</td>
</tr>
<tr>
<td>E. Contractual Services</td>
<td>$68,950.00</td>
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<tr>
<td>F. Other</td>
<td>$0.00</td>
</tr>
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<td><strong>TOTAL PROJECT COST</strong></td>
<td><strong>$77,570.00</strong></td>
</tr>
<tr>
<td>Total State Funds</td>
<td>$38,785.00</td>
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<tr>
<td>Total Local Share</td>
<td>$38,785.00</td>
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## A. SALARIES (including fringe benefits)

<table>
<thead>
<tr>
<th>Title</th>
<th>Annual Salary</th>
<th>Amount Charged to Project</th>
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<tbody>
<tr>
<td>Community Development Program Coordinator</td>
<td>$89,600</td>
<td>$3,600</td>
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<tr>
<td>DPW Director</td>
<td>$166,628</td>
<td>$1,450</td>
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<tr>
<td>Sr. Acct. Clerk Stenographer</td>
<td>$67,507</td>
<td>$2,400</td>
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**SUBTOTAL** $7,450.00

## B. TRAVEL

Mileage to attend meeting with participating communities (0.42/mile) ...........................................$420

**SUBTOTAL** $420.00

## C. SUPPLIES

Supplies needed to copy the Access and Recreation Plan (such as paper and binders) .......................$750

**SUBTOTAL** $750.00

## D. EQUIPMENT

**SUBTOTAL** $0.00

## E. CONTRACTUAL SERVICES

Professional planning services for preparation of the public access and recreation plan ..................$68,950
Contractor: To Be Determined

**SUBTOTAL** $68,950.00

## F. OTHER

**SUBTOTAL** $0.00
ATTACHMENT C - WORK PLAN

Contractor: City of Olean
Contract Number: T1000542
Program Contact Person: Mary George, Community Development Program Coordinator
Phone: 716-376-5647
Fax: 716-376-5644
Email: mgeorge@cityofOLEAN.org

Allegheny River Public Access and Recreation Plan

1. Project Description

The City of Olean, in partnership with the City of Salamanca; Towns of Allegany, Portville, Olean, and Salamanca; and Villages of Portville and Allegany will establish a plan for a multi-use recreation trail system along the Allegheny River. The project will explore strategies to improve waterfront access, promote the underutilized river corridor, and attract recreation-based businesses to strengthen the tourism economy. The project's study area is approximately 76 acres of land along the Allegheny River.

The Plan will describe and map existing and proposed recreational networks along the Allegheny River, including hiking trails, bikeways, public access, natural areas, working landscapes, historic sites, rural hamlets, museums, festivals, events and other points of recreational and heritage interest. The Plan will also include an analysis of potential sources for funding, environmental impacts, existing infrastructure, trail types and alternatives, functional linkages within the study area, estimate costs, phasing of implementation, maintenance and management options.

The Plan will also recommend strategies and identify projects to address land use and development issues; enhance and expand public access to waterfront areas where appropriate; preserve open space and natural resources; and, identify new tourism infrastructure and recreation projects to promote the river corridor.

Matching funds for this project will be provided through a combination of cash and in-kind services.

2. Project Attribution and Number of Copies

The Contractor must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project. The materials must include the Department of State logo and the following acknowledgment:

"This (document, report, map, etc.) was prepared for the New York State Department of State with funds provided under Title 11 of the Environmental Protection Fund Act."

The Contractor must submit to the Department all required products, clearly labeled with the NYS Comptroller's Contract # as indicated on the Face Page of this contract and where applicable, the related Task # from this Work Plan. The Contractor shall submit:
• Draft products: two paper copies of each product. In addition, all draft products must be submitted as an electronic copy in Word or Word Perfect and Adobe Acrobat Portable Document Format – PDF (created using 300 dpi scanning resolution).

• Final products: two paper copies of each product. In addition, all final products (including reports, designs, maps, drawings, and plans) must be submitted as an electronic copy in Word Perfect or Microsoft Word and Adobe® Acrobat® Portable Document Format - PDF (created using 300 dpi scanning resolution) and be submitted on a labeled CD-R type CD. The CD must be labeled with the contractor name, the Departments contract #, and project title.

• Electronic data for all Geographic Information System-based mapping products must be included in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products.

• Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Department) as well as in JPEG or GIF format.

• Pictures and photographs must be dated and captioned with the location and a brief description of the activity being documented. Electronic data for all pictures and photographs must be submitted in JPG or GIF format or other similar product acceptable to the Department.

The contributions of the Department must also be acknowledged in community press releases and other notices issued for the project, including web site postings and other forms of digital distribution. Project press releases and other notices shall be submitted to the Department for review and approval prior to release, to ensure appropriate attribution.

3. Compliance with Procurement Requirements

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that applicable provisions of General Municipal Law were fully complied with.

4. Project Components

Task 1: Project Kick-off Meeting

The Contractor, the Department, participating communities and project stakeholders, and any other appropriate entities shall hold an initial meeting to review the project scope, project requirements, roles and responsibilities of project partners, the selection process for procuring consultants, State Environmental Quality Review Act (SEQRA) compliance requirements, the number of public meetings and techniques for public involvement proposed for the project, and any other information which would assist in project completion. In addition, the composition of a project advisory committee shall be discussed during the project kick-off meeting. The Contractor, or a designated project partner, shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements/understandings reached at the meeting. Work on subsequent tasks shall not proceed prior to Department approval of the proposed approach as outlined in the meeting summary.

Products: Project kick-off meeting held with appropriate parties. Written meeting summary outlining agreements/understandings reached.
Task 2: Project Advisory Committee

The Contractor shall establish a project advisory committee to oversee all aspects of the project in cooperation with municipal officials and the project consultant(s), if applicable. The committee shall be representative of project stakeholders, including representatives of State, county, and municipal agencies with jurisdiction over project activities or the project area, and non-governmental and community-based organizations. A draft list of proposed members shall be circulated to the Department for review and approval prior to establishment of the committee.

Products: Draft and final list of proposed members of project advisory committee. Project advisory committee established.

Task 3: Request for Proposals

The Contractor shall draft a Request for Proposals (RFP) including a complete project description with site conditions, expected final results, a schedule for completion, and criteria for selecting a preferred proposal. The Contractor shall submit the RFP to the Department for review and approval prior to release for solicitation of proposals.

Products: Approved RFP released through advertisement in local papers, the New York State Contract Reporter, and other appropriate means.

Task 4: Consultant Selection and Compliance with Procurement Requirements

In consultation with the Department, the Contractor and an appropriate review committee shall review all proposals received as a result of the RFP. At a minimum, the following criteria are suggested for use in evaluating consultant responses:

- Quality and completeness of the response.
- Understanding of the proposed scope of work.
- Applicability of proposed alternatives or enhancements to information requested.
- Cost-effectiveness of the proposal.
- Qualifications and relevant experience with respect to the tasks to be performed.
- Reputation among previous clients.
- Ability to complete all project tasks within the allotted time and budget.

Incomplete proposals that do not address all of the requested components should not be accepted for review and consideration.

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that applicable provisions of General Municipal Law were fully complied with.

The Contractor’s procurement record and consultant selection is subject to approval by the Department.

Products: Consultant(s) selected and approved by the Department. Written certification of compliance with procurement procedures.
Task 5: Subcontract Preparation/Execution and Compliance with Procurement Requirements

The Contractor shall prepare a draft subcontract or subcontracts to conduct project work with the consultant(s) selected. The subcontract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of project completion, a payment schedule (payments should be tied to receipt of products), and a project cost. The subcontract(s) shall specify the composition of the entire consultant team, including firm name and area of responsibility/expertise, and those professionals from the consultant team or consulting firm that will be directly involved in specific project tasks. The Contractor shall submit the draft subcontract(s) to the Department for review and approval, and shall incorporate the Department's comments in the final subcontract(s). A copy of the final, executed subcontract shall be submitted to the Department.

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that applicable provisions of General Municipal Law were fully complied with.

Products: Draft and final, executed consultant subcontracts. Written certification of procurement procedures.

Task 6: Second Project Meeting

In consultation with the Department, the Contractor shall hold a second project meeting with the consultant(s), and other project partners as appropriate, to review project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps; and transfer any information to the consultant(s) which would assist in completion of the project. The consultant(s) shall prepare and distribute a brief meeting summary clearly indicating the agreements/understandings reached at the meeting. Work on subsequent tasks shall not proceed prior to Department approval of the proposed approach as outlined in the meeting summary.

Products: Meeting held with appropriate parties. Written meeting summary outlining agreements/understandings reached.

Task 7: Public Participation Plan

The Contractor or its consultant(s), in consultation with the Department, shall prepare a method and process to encourage community participation in the planning process. The outreach plan will identify key individuals, organizations, and entities to be involved, and will identify the roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of public meetings. All public meetings shall be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means. A summary of each public outreach session shall be made available in written form and through other appropriate means, such as websites. The outreach plan and all components, such as press releases, are subject to review and approval by the Department.

Product: Draft and final Public Participation Plan submitted to the Department for review and approval.

Task 8: Review Existing Local and Regional Planning Documents

In an effort to understand local and regional issues of the study area, the Contractor or its consultant(s) shall identify and review existing local and regional planning documents. This review process must include consultation with community representatives. The Contractor, or its consultant(s), shall develop written
findings describing and assessing existing planning documents and the issues and opportunities identified by community leaders. The written findings shall be submitted to the Department for review and approval.

Product: Written findings report with identification of preliminary issues and opportunities.

Task 9: Inventory and Analysis

Based on the review of existing planning documents, meetings with community leaders, and appropriate additional research and analysis, the Contractor or its consultant(s) shall develop an inventory and analysis of existing conditions, including narrative, maps and relevant data. This inventory will be used to assist in the identification of issues and opportunities for the study area. Based on preliminary findings and the inventory and analysis, the Contractor and its consultant(s) shall also design workshop activities and prepare materials needed to conduct the first community visioning workshop.

The inventory and analysis of existing conditions shall include, but is not limited to, the following:

- Existing land use
- Existing water use
- Existing zoning and other relevant local development controls
- Land ownership patterns, including underwater lands
- Public access and recreational resources
  - Hiking, biking, parks, tourist accommodations
  - Historic resources (National Register sites and districts, locally designated resources, archaeological resources)
- Scenic resources
- Infrastructure (i.e. water supply, sewage disposal, solid waste disposal, and transportation systems)
- Topography and geology
- Water quality (point and nonpoint sources)
- Natural resources (wetlands, steep slopes, minerals, etc.)
- Flooding and erosion
- Important agricultural lands
- Environmental issues (hazardous waste sites, solid waste, etc.)
- Economic development
- Description of key issues

Products: Inventory and analysis, including written narratives, maps and relevant data and information. Workshop handouts and materials.

Task 10: First Community Visioning Workshop

The Contractor, its consultant(s), and the Project Advisory Committee shall conduct the first of at least three public workshops. The community visioning workshop will present an inventory and analysis of existing conditions, preliminary issues and opportunities identified, and will solicit public input. Participants will also be encouraged to identify important issues and opportunities, and discuss what they would like to change if they could.

Product: Written summary of the first workshop activities and findings.
Task 11: Initial Issues, Opportunities, and Vision Report

The Contractor and its consultant(s) shall prepare an Initial Issues, Opportunities, and Vision Report, based upon the inventory and analysis, public input received at the first community visioning workshop, and other considerations. The Initial Issues, Opportunities, and Vision Report should describe key access and recreation issues and articulate a future vision for the Allegheny River waterfront, and will also identify long term uses and short and long term projects. The Initial Issues, Opportunities and Vision Report shall be submitted to the Department for review and approval.


Task 12: Preparation of Alternatives

Using feedback from the first public workshop, the Contractor and its consultant(s) shall conduct focused research based on the Initial Issues, Opportunities, and Vision Report. The consultant will identify appropriate case studies from other communities and regions to share with the community and prepare materials to facilitate the Contractor's second public workshop, in which an exploration of alternatives will be discussed as expressed in the community's vision.

Product: Case study documentation and workshop materials for the second public workshop.

Task 13: Second Community Vision Workshop: Exploring Alternatives

The Contractor, its consultant(s), and the Project Advisory Committee shall conduct a second public workshop. In preparation for the second workshop, the Contractor, the Project Advisory Committee, and the consultant will review the Initial Issues, Opportunities, and Vision Report developed from the first workshop. At the Second Workshop, the Contractor and consultant will present a summary and analysis of the Initial Issues, Opportunities, and Vision Report. Through facilitated discussions and activities, the participants will review and edit/revise this report. Case studies and information obtained of access and recreation development efforts in other communities will be shared, after which participants will explore alternative expressions of their vision (as appropriate), consider alternative future choices, and begin to identify actions and means to implement their vision.

Product: Written summary of the second workshop activities and findings.


The Contractor and its consultant(s) shall prepare a summary analysis of workshop activities and prepare a Draft Report outlining Issues, Opportunities, Vision, and Strategies, reflecting the ideas and views expressed at the second public workshop. The document shall include a revised vision statement (if necessary), illustrate community expressions of the vision, and provide a preliminary list of specific actions and strategies to address the identified issues and to achieve the vision. The Draft Plan will also describe long term waterfront uses and short term projects and actions needed to revitalize the local waterfront and manage waterfront resources. In addition, the Draft Report should include an initial market analysis, as a test of the feasibility of the expressed vision.

The Draft Issues, Opportunities, Vision, and Strategies Plan shall be submitted to the Department for review and approval.

Task 15:  Determination of Significance and Compliance with SEQRA

The Contractor shall request designation as Lead Agency for purposes of SEQRA. The Lead Agency shall prepare, distribute and file a Full Environmental Assessment Form for purposes of evaluating the importance/significance of the impacts associated with preparing and adopting a LWRP. Upon completing the Full Environmental Assessment Form, the Lead Agency shall make a Determination of Significance in accordance with the SEQRA regulations. If the Determination of Significance results in a Positive Declaration, the Lead Agency shall prepare a Draft Generic Environmental Impact Statement for the Draft LWRP in accordance with State Environmental Quality Review Act (SEQRA) regulations and guidelines. If the findings of the Determination of Significance are such that the LWRP will not have a significant adverse environmental impact, a Negative Declaration may be prepared and filed. If a Negative Declaration is prepared and filed, then a Draft Generic Environmental Impact Statement will not be necessary and no further actions are necessary under the SEQRA regulations. The Contractor or its consultant(s) shall determine whether a public hearing will be held on the Draft LWRP. Completed SEQRA documents shall be submitted to the Department for review and approval.

Products:  Completed Full Environmental Assessment Form and associated SEQRA determination statements (Positive Declaration or Negative Declaration). If the Determination of Significance results in a Positive Declaration, the Lead Agency, with the assistance of the consultant, shall prepare a Draft Generic Environmental Impact Statement for the Draft LWRP in accordance with State Environmental Quality Review Act (SEQRA) regulations and guidelines. If a Draft Generic Environmental Impact Statement is prepared, a public hearing shall be held.

Task 16:  Third Community Vision Workshop: Implementing the Vision

Following completion of the Draft Issues, Opportunities, Vision, and Strategies Plan, the Contractor, its consultant(s), and the Project Advisory Committee shall conduct a final community visioning workshop to present the Draft Issues, Opportunities, Vision, and Strategies Plan and to solicit public input regarding its completeness and accuracy. In addition, the participants will discuss and identify short- and long-term priorities, as well as strategies for continuing public participation in the implementation process. The purpose of the workshop is to foster an appreciation for the study area as a community asset and celebrate the work accomplished by the community through the visioning workshops. There will also be opportunity to discuss next steps and case studies of other community waterfront development efforts.

Product:  Written summary of the third workshop activities and findings.

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

The Contractor and consultant shall prepare a Final Issues, Opportunities, Vision and Strategies Plan, reflecting the ideas and views expressed at the third public workshop. The Final Plan shall be submitted to the Department for review and approval. The Final Plan shall reflect any Department revisions requested to the satisfaction of the Department prior to finalization, publication and distribution.

Task 18: MWBE Quarterly Reports

The contractor and its consultants and/or contractors shall submit MWBE Quarterly Reports (every March 31, June 30, September 30, and December 31) on the form provided, including a breakdown of payments issued to state-certified MWBE firms during the quarter.

Products: MWBE reports submitted to DOS during the life of the contract.

Task 19: Project Status Reports

The Contractor or its consultant(s) shall submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products: Completed project status reports submitted to DOS during the life of the contract.

Task 20: Final Project Summary Report and Measurable Results forms

The Contractor or its consultant(s) shall work with the Department project manager to complete the Final Project Summary Report and Measurable Results forms. Final payment shall not be authorized until these forms have been completed and filed with project deliverables.

Products: Completed Final Project Summary Report and Measurable Results forms submitted to DOS.

5. Project Management Responsibilities

The Contractor shall administer the grant, execute a contract with the Department, and ensure the completion of work in accordance with the approved Work Plan. Unless otherwise specified in the Project Description or under Project Components, the Contractor and/or its approved consultant(s) or subcontractor(s) shall conduct all work as described in the component tasks.

The Contractor:

- will be responsible for conducting all project work in conformance with the Work Plan included in the executed contract with the Department.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and sub consultants.
- will certify to the Department that the procurement record for project consultants and subcontractors complies with the applicable provisions of General Municipal Law.
- will receive approval from the Department for any and all consultant subcontracts before beginning project work.
- will be responsible for submission of all products and payment requests.
- will be responsible for coordinating participation and soliciting comments from local government personnel, project volunteers, and the public.
- will keep the Department informed of all important meetings for the duration of this contract.
- will receive approval from the Department before purchase of any equipment.
- will secure all necessary permits and perform all required environmental reviews.
• will ensure that all materials printed, constructed, and/or produced reflect the Department of State logo, feature the Secretary of State and the Governor, and acknowledge the contributions of the Department to the project.
• will ensure that all products prepared as a part of this contract shall include the NYS Comptroller's contract # as indicated on the Face Page of this contract.
• will ensure the project objectives are being achieved.
• will ensure that comments received from the Department and the project advisory committee, or other advisory group, are satisfactorily responded to and reflected in subsequent work.
• will recognize that payments made to consultants or subcontractors covering work carried out or products produced prior to receiving approval from the Department will not be reimbursed unless and until the Department finds the work or products to be acceptable.

The Department:

• will review and approve or disapprove of subcontracts between the Contractor and consultant(s) and any other subcontractor(s).
• will participate in project kick-off meeting and attend meetings that are important to the project.
• will review all draft and final products and provide comments as necessary to meet the objectives.
• must approve or disapprove any and all design, site plan, and preconstruction documents. Department approval must be obtained before construction may begin.