

**TOWNS OF NELSON & CAZENOVIA
and
TOWN OF LINCOLN**

REQUEST FOR PROPOSALS

CONSULTING SERVICES FOR FARMLAND PROTECTION PLAN DEVELOPMENT

INTRODUCTION

The Towns of Nelson and Cazenovia, and the Town of Lincoln, in Madison County, New York, seek proposals from qualified parties to help develop and write farmland protection plans that will be incorporated into each Town's Comprehensive Plan update.

This Request for Proposals (RFP) is posted on the Town of Nelson website at www.townofnelson-ny.com and on the Town of Cazenovia website at www.townofcazenovia.org. The RFP is also found on the Town of Lincoln website at www.townoflincoln.org.

Proposals MUST BE RECEIVED by 4:00 p.m. October 15, 2010

Proposal Submission Requirements:

Proposals must be submitted through postal mail to:

CACDA
Attn: Barbara Henderson
95 Albany Street
Cazenovia, NY 13035

QUESTIONS CONCERNING THE RFP

All questions about this RFP should be submitted to the above address or to director@cacda.net.

All questions must be submitted to by 4:00 p.m. EST, October 8, 2010.

Towns of Nelson & Cazenovia and Town of Lincoln Farmland Protection Plan RFP

BACKGROUND AND PURPOSE

The Farmland Protection Plan project (in response to the Ag and Markets Ag Land Protection Planning Grant, awarded to the Towns of Nelson and Cazenovia and to the Town of Lincoln (March 2010), will develop the agricultural sections of each Town's Comprehensive Plans. The Town of Nelson approved its revised plan in 2008 and the Town of Cazenovia / Village of Cazenovia approved a new joint plan in 2008. Updates and revisions to the Town of Lincoln's 1997 comprehensive plan were approved in 2009.

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 and the local agricultural economy. This project will insure that local planning documents contain clear language and explicit policies and goals that are supportive of local agricultural activities.

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.

More specific information relative to each municipality's properties that are classified as agricultural, and additional demographic information regarding each Town can be found at www.townofnelson-ny.com , www.townofcazenovia.org and www.townoflincoln.org.

Collaborations:

The project is a combined effort between the Towns of Nelson and Cazenovia, who pursued and received a joint grant to develop individualized municipal farmland protection plans that will include a shared inventory of all agricultural lands, and the Town of Lincoln, which received a grant to develop a separate plan. The Towns of Nelson and Cazenovia are geographically contiguous municipalities, and the Town of Lincoln is nearby. All three municipalities recognize the importance of working together – farmland protection policies (or their absence) in one municipality could have direct impacts on the others. Developers who found land use regulations restrictive in the Town of Nelson, for example, might push more aggressively to develop agricultural land in the Town of Cazenovia or Lincoln.

The Consultant will collaborate with each Towns' Farmland Protection committee members selected especially for this process, which will consist of farmers, planning board and ZBA members, and other interested individuals. Local agencies are committed to providing mapping services, soil and natural resources information, analysis of agricultural resources, conditions and demographic trends, and other information and planning services. These agencies might include:

- Madison County Department of Planning
- Madison County Soil Conservation District
- Madison County Agricultural and Farmland Protection Board

- Madison County Agriculture Economic Development Specialist
- Cornell Cooperative Extension
- Cazenovia Preservation Foundation
- Cazenovia Area Community Development Association
- Others as determined

SCOPE OF SERVICES

- a) Hold meetings with Town Boards, Town Planning Committees, and Farmland Protection Steering Committees to determine the planning process. Work with joint Steering Committee and hold up to three meetings during which farmland issues will be 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 the Towns of Nelson and Cazenovia, and the Town of Lincoln, and analyze their effectiveness.
- c) Review existing Town ordinances and land use regulations to determine if these are consistent with the agricultural and farmland protection policies contained within each Town's Comprehensive Plan. Madison County's Ag & Farmland Protection Plan should also be reviewed to discern complementary goals and ensure that local policies are consistent with the county plans.
- d) Evaluate the full range of zoning and land use techniques available to protect agriculture with each Town's steering committee, taking into account the geographic, economic, legal and cultural realities in the Towns, and present preferred approaches.
- e) Hold regular meetings with steering committees, farmers, agencies and 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. These meetings will also serve to educate participants about the importance of farmland protection, and to build support and commitment for the Agriculture and Farmland Protection Plan. Meetings will be publicized through press releases and flyers, and online through municipal websites.
- f) Conduct up to ten (10) stakeholder interviews per Town. Each municipality will provide a list of potential interviewees (farmers, business leaders and other stakeholders) and the specific number of interviews they wish to be conducted, in order to help identify issues.
- g) Work with Madison County Soil & Water Conservation District Office to review soil information in existing comprehensive plans 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 agricultural economies, open space value and consequences of conversion. Estimate current and future level of conversion pressure.

j) Identify potential areas for protection in each Town. Develop an objective evaluation process for prioritizing prime agricultural lands for protection and prepare prioritization lists. Work with Madison County Agriculture and Farmland Protection Committee, Madison County Soil and Water, Ag Economic Development Specialist, Cazenovia Preservation Foundation, Cazenovia Area Community Development Association, and others to identify priority farms for protection. Review feasibility of agricultural and conservation easements, Purchase of Development Rights (PDR) programs and other tools for preserving valuable farm land.

k) Work with County Agriculture & Farmland Protection Board, County Planning Office and Cooperative Extension to inventory and map agricultural and related resources. This might include farm-related businesses, farmers markets, educational and financial resources, and other components to determine 'on the ground realities'.

l) Convert existing maps to GIS and develop new maps to identify and overlay prime agricultural soils, active farms by type, Agricultural Districts, and zoning within farm areas, noting soils designated as priorities for protection.

m) Select protection approaches. Conduct a build-out analysis that identifies (1) the capacity for growth based on zoning and buildable areas, (2) appropriate location, amount and type of development, and (3) public infrastructure requirements, and shows the outcome of policies. Adopt best options to protect priority agricultural lands.

n) Draft a plan that presents a specific program and strategies intended to be used by each of the Towns 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 each Town's lawyers to review plans.

p) Have plan approved by Town boards. Incorporate plans into Town Comprehensive Plans.

q) Submit plan to Madison County Agriculture & Farmland Protection Board.

r) Submit plan to the NYS Commissioner for the Department of Agriculture and Markets for final approval.

DELIVERABLES

Three separate deliverables, one for each Town, will be presented for each of the following categories. .

Monthly Progress Reports as described below
Summary Report of Public Meetings
Summary of Stakeholder Interviews
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 each of the Towns. 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 each of the Towns a final written report summarizing the Consultant's performance of the work under this Agreement.

The Consultant shall print five copies and also supply electronic copies of each of the completed Plans.

MANDATORY QUALIFICATIONS

To be eligible for consideration the proposer must have previously completed at least two New York State Municipal Farmland Protection Plans and identify for whom they have provided such plans. Proposers must have familiarity with town-based Comprehensive Plans that have 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 and also state the specific individual that will be responsible for deliverables.
- (2) A written description of the Consultant's 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 each of the plans.
- (4) A budget which clearly states the personal service costs to complete the project as well as other anticipated costs such as office supplies, printing and travel.

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 persons:

Towns of Nelson and Cazenovia:

Liz Merrill
Town of Cazenovia
7 Albany Street
Cazenovia, NY 13035

Town of Lincoln:

Darrin Ball, Supervisor
Town of Lincoln
7262 Oxbow Road
Canastota, NY 13032

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 each of the Towns' Attorneys.