

Town of Newfane

REQUEST FOR PROPOSAL
Comprehensive Plan Update

PROPOSALS DUE: June 11th, 2026



Proposals should be sent via email to:
Donna Lakes, Town Clerk
donna@townofnewfaneny.gov

The Town of Newfane received a New York State Department of State (DOS) Smart Growth Community Planning grant. The Town of Newfane is seeking innovative ideas and approaches to planning to further the update of a nearly 30-year-old Comprehensive Plan reflecting the goals and ideals of the community.

Responses to this RFP must be received by June 11th, 2026.

Town of Newfane:

The Town of Newfane, located on the shores of Lake Ontario in Niagara County, NY, seeks to update its 28 year-old comprehensive plan in accordance with Smart Growth principles. The Town also encompasses the Hamlets of Olcott, Burt, Appleton and Wrights Corners. Within the Town's boundaries are many natural, agricultural and tourist resources with rich historical significance.

Project:

The Town of Newfane is requesting proposals from qualified consultants to update its Comprehensive Plan to address current conditions and guide future sustainable growth within the municipality. The consultant shall work with the Town and an advisory committee to prepare the Comprehensive Plan in accordance with the requirements of the grant received from the New York State Department of State's Smart Growth Community Planning program.

The Town of Newfane is seeking proposals from firms that are interested, experienced, and knowledgeable in the preparation of comprehensive plans and the identification of community-driven smart growth land use and planning strategies.

The new plan will seek to address diverse housing needs, protect valuable agricultural and natural resources, preserve the history of the area, continue the Town's efforts toward climate change mitigation, increase walkability and pedestrian safety, among other concerns. Smart Growth principles as well as a robust community engagement process will be integral in crafting the vision for the Towns' future and adopting the new plan.

Outcomes and deliverables include the creation and adoption of an updated comprehensive plan, which will align with the REDC's smart growth initiatives and comply with all state environmental reviews and regulations.

SUBMISSION OF PROPOSALS

Interested firms must submit an electronic version of their proposal no later than 6/11/2026 to the location specified below.

Town of Newfane, attn:
donna@townofnewfanenys.gov
Donna Lakes, Town Clerk

INQUIRIES

All inquiries regarding the RFP should be made via email by 5/25 and cite the RFP section in question. Answers to substantive questions will be provided to all proposers. Inquiries should be directed to: Donna Lakes, town clerk, donna@townofnewfaneny.gov

PROPOSAL CONTENT AND CONDITIONS

For purposes of this RFP and the grant contract between the Department of State and the Town of Newfane, "contractor" shall refer to the grantee and "subcontractor" shall refer to any entity entering into agreement with the contractor for purposes of assisting with the project.

Proposals must contain the following items:

1. A cover letter.
2. A description of the approach to completing the project, including how the proposer will address the Scope of Work, incorporate DOS Smart Growth Principles as part of the Scope of Work, any creative approaches to completing the Scope of Work, and demonstration of overall project understanding and insight into community conditions.
3. A schedule detailing when tasks will be completed and products/deliverables resulting from each task.
4. Budget and expense information which details all costs including:
 - a. Personnel expenses stating the name/title of everyone assigned to the project, hourly rates, and the number of estimated hours the individual will be working on the project. The same information should be submitted in detail for subcontractors.
 - b. Administrative costs for travel, supplies, etc.
 - c. Estimates of expense for each of the tasks.
5. A description and/or resume for each staff member or sub-consultant who will be involved with this project and their roles/responsibilities, including their current and significant obligations to other projects. Proposals must provide a list of all people who will be assigned work pursuant to this RFP (including subcontractors) and resumes showing qualifications and relevant experience. The proposer must designate an individual as the Project Manager who will be responsible for all activities of the organization relevant to this RFP and provide their resume and relevant experience.
6. Three representative work samples comparable to the work being requested, and descriptions about how this work is relevant and important to this project.
7. Three references.
8. A description of the proposer's efforts to comply with New York State's MBE/WBE and SDVOB goals.
9. A brief narrative about how the firm will manage capacity over the course of this project's timeline.

Proposals should be limited to fifteen (15) pages. Resumes, professional qualifications, and work sample(s) are not included in this total.

CONDITIONS GOVERNING PROPOSALS:

Only those proposals containing complete information and are responsive to the RFP will be considered.

The Contractor reserves the following rights:

- To accept or reject any or all proposals;
- To waive or modify minor irregularities in proposals received;
- To negotiate with proposers, within proposal requirements, to best serve the interests of the community and the Department of State;
- To amend specifications after their release, with due notice given to all proposers to modify their proposals to reflect changed specifications;
- To consider every offer as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation;
- To award a contract for all parts of a proposal including award of specific project components to individual proposer team members and to negotiate with the successful proposer(s);
- By submitting a proposal, the proposer agrees that is will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP.

The New York State Department of State must approve all consultants and subcontractors. The Consultant must comply with all provisions of the contract between the New York State Department of State and the Town of Newfane.

NEW YORK STATE MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES (MWBE)/SERVICE-DISABLED VETERAN OWNED BUSINESS (SDVOB) PARTICIPATION REQUIREMENTS

The New York State Department of State has established an MWBE participation requirement of 30% (15% MBE/15% WBE) of the total state grant contract value. DOS contract also includes an SDVOB goals of 6%. The selected proposer must clearly demonstrate how they will meet the MWBE requirements and SDVOB goals over the course of the project.

PROPOSER INTERVIEWS

The Town of Newfane may elect to conduct interviews with the two to three (2-3) highest scoring proposals, as needed. The intent of the interview process will be to provide the Contractor and the Town of Newfane with an opportunity to obtain an understanding of:

1. The extent of the firm's depth of knowledge of the subject matter of the RFP, overall project understanding, and insight into local conditions;
2. Whether the methods and resources that will be used by the firm performing the services to achieve the project goals and objectives are appropriate, and cost effective;

3. The firm's ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project;
4. To allow proposers to further define the primary features and benefits of their proposal; and
5. To evaluate the communication and public presentation skills of the proposers.

LIABILITY

The Town of Newfane and its Planning Committee are not liable for any cost incurred by any individual or firm for work performed to prepare its proposal or for any travel and/or other expenses incurred in the preparation and/or submission of its proposal. Further, the Town of Newfane is not liable for any costs incurred prior to approval of the contract. Submission of a proposal does not constitute an offer or award of work, nor does it create a binding commitment on the part of the contractor.

SELECTION CRITERIA

The selection of a consultant for this effort will be based on the following criteria:

1. **Technical Proposal:** Proposals will be evaluated based on their quality and clarity; creativity and thoroughness in addressing the Scope of Work specific to our community; demonstration of overall project understanding and insight into community conditions and potential issues. The proposal must include a plan outlining how each relevant task in the Scope of Work will be addressed to the satisfaction of the community. (20 pts)
2. **Relevant Experience:** Proposals will be evaluated based on demonstrated experience and capacity of firm and key personnel with New York State-based land use and planning, smart growth planning, local laws, and regulations. Proposals will also be evaluated based on the quality of representative work sample provided. References must be provided. (25 pts)
3. **Implementation Schedule:** Proposals will be evaluated based on demonstrated capacity to complete project within a reasonable timeframe. Proposal must include an implementation schedule that lists all milestones for the development and implementation of project deliverables. (15 pts)
4. **Cost Proposal:** A cost proposal outline organized to follow the outline of Scope of Work, with detail of cost assigned for the task/action, including personnel costs and reimbursable expenses, and inclusion of MWBE/SDVOB participation. (15 pts)

NOTIFICATION OF AWARD

The Contractor will notify the successful proposer by phone and/or email, followed by written confirmation. Each proposer whose proposal is not accepted will be notified in writing via email.

The New York State Department of State must approve all subcontracts.

SCOPE OF WORK

Attached is the Department of State Work Plan, which is Attachment C of the New York State contract associated with this project. Proposals at minimum must respond to and comply with these deliverables. Additional suggestions included in proposals must be clearly identified.

QUESTIONS

Questions regarding this RFP, including requests for clarification, should be submitted in writing via email to donna@townofnewfaneny.gov no later than 4:00 pm on 5/25/26. Questions received after the deadline will not receive a response. All questions will be aggregated and answers made available to interested parties via email by 6/2/2026. To receive the list of questions and answers, please email donna@townofnewfaneny.gov on or after 6/2/2026. Please do not contact the Town of Newfane for purposes of discussing the proposal outside of the established question-and-answer process. Any attempt to contact the Town of Newfane outside of this process will be ignored.