

Request for Proposals (RFP)

RFP #: 2026-SG-SL-01

Former St. Luke's Hospital Campus Zoning Code Update

Issued by: Mohawk Valley EDGE



Submission Due: March 20, 2026 at 11:59PM (ET)

I. Background

Mohawk Valley EDGE is seeking proposals from qualified consultants to assist in the development of a Zoning Code update for the former St. Luke's Hospital campus in New Hartford, NY. The project builds on the outcomes of the Reimagine St. Luke's Concept Master Plan Final Report available at:

<https://www.reimaginestlukes.com/projectdocuments>

The Reimagine St. Luke's Concept Master Plan also serves to define the project area for the Former St. Luke's Hospital Campus Zoning Code Update. The project aims to ensure future site development aligns with the Town of New Hartford's Comprehensive Plan, Zoning Code, and best practices in planning and zoning as expressed through Smart Growth principles. This initiative is funded through the New York Department of State (DOS) Smart Growth Community Planning and Zoning Grant Program.

II. Project Objectives

The selected consultant will work with Mohawk Valley EDGE, DOS, Oneida County, the Town of New Hartford, and a Zoning Advisory Committee to prepare a Zoning Code update for the site and immediate surroundings in the Town of New Hartford. The Zoning Code update must align with the Reimagine St. Luke's Concept Master Plan and achieve the following objectives:

- Encourage mixed-use development and housing diversity
- Promote infill and redevelopment
- Add and/or enhance public spaces
- Achieve compact neighborhood design
- Preserve natural and cultural resources
- Support transportation options and climate resiliency
- Reflect community identity and incorporate input from a wide array of stakeholders and community members, including those from neighboring municipalities

III. Scope of Work

The selected contractor will be responsible for assistance in completing all tasks as outlined by DOS and Mohawk Valley EDGE in the approved Contract Work Plan (see **Exhibit 1**). The scope of work will include, but is not limited to:

- a) Project initiation and stakeholder engagement
- b) Formation and facilitation of a Zoning Advisory Committee
- c) Community outreach and public workshops
- d) Assessment of existing regulations, synthesis of community and stakeholder input, and development of recommendations
- e) Production of graphics, maps, and visual communications in support of outreach activities and as required to effectively communicate recommended zoning approaches

- f) Drafting and finalizing the Zoning Code update
- g) Assistance with SEQRA documentation
- h) Coordination with municipal boards
- i) Fulfilling MWBE and SDVOB requirements and assisting with documentation and reporting
- j) Grant management, documentation, and reporting activities to comply with all DOS Smart Growth Community Planning and Zoning Grant Program requirements

IV. Submission Requirements

To be considered for selection, submittals should be organized in order of the outline given below and include all requested information. The submission should demonstrate a strong understanding of the project area, project objectives, Smart Growth principles, planning and zoning best practices, and scope of work.

For consideration, interested firms must submit:

1. Cover letter summarizing qualifications, experience, and interest
 - A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter
2. Description of project team, roles, and relevant experience
 - Include any subconsultants
3. Three (3) examples of similar work completed in the past ten years
4. Project management plan
 - Describe proposed approach, detail any innovative methods proposed, detail community engagement strategies
5. MWBE and SDVOB participation plan
 - 30% MWBE Goal (15% MBE Goal, 15% WBE Goal)
6. Proposed project timeline (see **Exhibit 2** for initial Project Schedule provided to DOS by Mohawk Valley EDGE)
 - Include identified tasks, milestones, and deliverable deadlines
7. Fee proposal (see **Exhibit 3** for the template)
 - Show the sums to be applied to each scope item
 - Include a breakdown of the dollar value of work and hours assigned for each scope item for both the lead firm and sub-consultant (if applicable)
 - Fully burdened hourly rates should be included in the instance that there is a change order to the proposed scope

Submissions should be emailed in PDF format to:

Jeff Rehler, Senior Economic Development Planner
Mohawk Valley EDGE
Email: jrehler@mvedge.org
Phone: 315-338-0393

RFP responses must be signed and submitted, via email, no later than:

March 20, 2026 at 11:59PM (ET)

V. Qualification Process

Mohawk Valley EDGE will review qualifications in accordance with the evaluation criterion set forth herein and reserves the right to:

- Reject any or all proposals submitted
- Request clarification of the proposals
- Select a firm that may not have the lowest proposed fee, but most accurately addresses the scope
- Waive any irregularities or errors in responses that EDGE finds to be minor
- Request additional information from respondents to this RFP
- Elect to negotiate fees or other contract issues with the selected firm before recommending execution of a contract

VI. Evaluation Criteria

Proposals will be evaluated based on:

- A. Demonstrated understanding of the project area, project objectives, Smart Growth principles, planning and zoning best practices, planning and zoning legal framework in New York State, and scope of work **[20%]**
- B. Relevant experience and qualifications **[25%]**
- C. Proposed project approach, innovation, and community engagement strategies **[20%]**
- D. Commitment to 30% MWBE Goal (15% MBE Goal, 15% WBE Goal) and SDVOB participation **[15%]**
- E. Proposed project timeline and estimated time to project completion **[10%]**
- F. Cost-effectiveness **[10%]**

[brackets indicate weighting %]

VII. Contact Information

All questions and proposal submissions should be directed to:

Jeff Rehler, Senior Economic Development Planner
Mohawk Valley EDGE
Email: jrehler@mvedge.org
Phone: 315-338-0393

VI. Exhibits

1. Work Plan
2. Project Schedule
3. Fee Proposal Template

Former St. Luke's Hospital Campus Area Plan

1. Project Description

The Mohawk Valley Economic Development Growth Enterprises Corporation (Contractor) and a Town of New Hartford Zoning Advisory Committee shall prepare a Zoning Code Update for the St. Luke's Hospital Campus, pursuant to the zoning enabling statutes contained in General City Law §20(24) and §20(25) / Town Law Article 16 / Village Law Article 7. The Zoning Code will be developed in accordance with an adopted Comprehensive Plan; guide future sustainable growth within the municipality; enhance the local identity; and protect natural and cultural local resources.

In addition to being in accordance with the Comprehensive Plan, The Zoning Code Update for St. Luke's Hospital Campus will build on the extensive area planning and visioning for the site to date by incorporating the outcomes from the Reimagine St. Luke's plan.

The Zoning Code must also address the following general Smart Growth principles, in addition to the elements suggested by the New York State statutes:

1. Develop plans and land use regulations that allow for and encourage mixed-use neighborhoods.
2. Enable a diverse mix of housing types that provide for opportunity and choice for all.
3. Prioritize infill and redevelopment of existing buildings to revitalize neighborhoods and downtowns, including areas around public transit.
4. Provide well-planned, equitable, and accessible public spaces.
5. Encourage compact neighborhood design and concentrated development around existing infrastructure.
6. Preserve open space, agricultural resources, and natural resources.
7. Prioritize transportation options such as walking, cycling, and public transportation.
8. Promote climate resiliency and adaptation, preferably through nature-based solutions, and reduce greenhouse gas emissions.
9. Build on unique traits to create an attractive and welcoming community with a strong sense of place.
10. Engage in an inclusive, collaborative public planning process that considers the needs and character of the community.

The Contractor will use the funding/grant for reimbursement of municipal planning staff costs or consultant services necessary for the coordination of the planning process and preparation of the Zoning Code.

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. All final and public facing materials must include the Department of State logo and the following acknowledgment:

"This [document, report, map, etc.] was prepared with funding provided by the New York State Department of State Environmental Protection Fund."

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. The Contractor must provide adequate notice, at least two weeks, to the Department prior to any press release and/or events including

groundbreakings and ribbon-cuttings to coordinate appropriate DOS attribution and participation. Project press releases and other notices shall be approved by the Department prior to release.

The Contractor must submit to the Department all required products, clearly labeled with the NYS Comptroller's contract number as indicated on the Face Page of this Contract and where applicable, the related task number from this Work Plan.

Unless otherwise specified in the Work Plan tasks, the Contractor shall submit products in the following formats:

- Draft products: one digital copy of each product must be submitted in Microsoft Word and Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution.
- Final products: one electronic copy of each product must be submitted in Microsoft Word, PDF (20 MB maximum, per PDF), created using 300 dpi scanning resolution. In addition, one paper copy of each final product (including reports, designs, maps, drawings, and plans) must be submitted.
- Electronic data for all Geographic Information System-based mapping products and associated spatial data must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.
- 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 JPG format.

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. Reporting Documents

Documents and guidance for regular reporting and payment requests are made available the OPDCI Contract Resources webpage available at <https://dos.ny.gov/opdci-contract-resources>. Documents available include payment requests, status reports, amendment requests, final project closeout document, procurement certification, contract reporting requirements and MWBE forms.

5. Project Components

As part of the Smart Growth Planning and Zoning Grant Program, the Contractor will participate in a virtual training session or sessions focused on developing smart growth strategies. The purpose of this training session is to build knowledge and provide support to community leaders to advance smart growth planning and zoning efforts and meet the priorities of the grant.

Task 1: Project Initiation Meeting

The Contractor, the Department, and any partners responsible for managing the project, shall hold an initial meeting to review and agree upon the project scope and schedule, project requirements, budget, roles and responsibilities, the selection process for procuring consultants, State Environmental Quality Review Act (SEQRA) compliance requirements, MWBE 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 and role of the Zoning Advisory Committee shall be discussed during the project initiation meeting. The Contractor, or a designated project partner, shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements reached at the meeting. Work on subsequent tasks shall not proceed prior to Department review of the proposed approach as outlined in the meeting summary.

Products:

- Project initiation meeting held with appropriate parties.
- Written meeting summary outlining agreements reached.

Task 2: Zoning Advisory Committee

Establish a Zoning Advisory Committee to oversee all aspects of the project in cooperation with municipal officials and the project team. For communities with an established planning board and/or zoning board of appeals, the Committee shall have at least one member from each body and shall include a range of stakeholders, such as residents, civic leaders, business owners, elected officials, environmental experts, neighborhood association representatives, and municipal board members from a range of ethnic, social, and cultural backgrounds.

The members of the Zoning Advisory Committee shall conduct and oversee the development of the Zoning Code and participate in Committee meetings. The Committee will generate ideas and build consensus, provide the project team with relevant information reflective of the community's current conditions and regulatory environment, review materials prepared by the project team (if applicable) and provide constructive feedback. The Committee will also support each of the public participation and outreach efforts and assist the project team in integrating the Zoning Code into the existing municipal code. The Contractor shall send a list of proposed members of the Zoning Advisory Committee to the Department for review.

Products:

- Draft and final list of members of Zoning Advisory Committee
- Zoning Advisory Committee established.

Task 3: Procurement of Consultant (if applicable)

Prepare a Request for Proposals (RFP) or similar instrument (if applicable) including a complete project description with community conditions, expected final products, a schedule for completion, MWBE requirements, and criteria for selecting a preferred proposal. Consultant services requested shall include all applicable tasks, activities and responsibilities outlined in the "Project Components" section of this work program.

The Contractor must actively solicit bids for contracts and subcontracts from qualified State certified MWBEs which can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>). The Contractor must retain records of the procurement process including direct solicitation to MWBEs; results; and any actions that its subcontractors have taken toward meeting MWBE contract participation goals. To demonstrate good faith efforts to achieve MWBE contract goals the following should be retained:

- Evidence of outreach to MWBEs: mail, email, phone calls and follow-up. Scroll down at this link to find MWBE solicitation log and good faith effort instructions: <https://dos.ny.gov/opdci-contract-resources>.
- Written responses by MWBEs to the Contractor/vendor's outreach.
- Copies of search(es) of the directory and advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications.
- Attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the Contractor with MWBEs including dates and location.
- Description of how the RFP maximizes opportunities for MWBE participation.
- Description of how non-MWBE subcontractors' have engaged MWBEs to undertake part of the project's work or to procure equipment/ materials/supplies.

Submit the RFP or similar instrument to the Department for review and approval prior to release for solicitation of proposals.

Products:

- Approved RFP or similar instrument released through advertisement in local papers, the New York State Contract Reporter, or other appropriate means. Documentation of procurement including direct solicitation to MWBEs and actions taken toward meeting MWBE contract participation goals.

Task 4: Subcontract and Compliance with Local Procurement Requirements

Prepare the draft subcontract(s) to conduct project work with the selected consultant(s). The subcontract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of product completion, a payment schedule with payments tied to receipt of products, and project costs.

Incorporate the Department's comments on the subcontract work plan, or scope of services, prior to execution of the final subcontract(s).

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that the Contractor fully complied with applicable provisions of General Municipal Law and with local procurement procedures. A procurement certification form will be supplied by the Department.

The Contractor's procurement record and consultant selection are subject to approval by the Department.

The Contractor remains responsible for the legal sufficiency of the subcontract in accordance with the requirements in the Master Grant Contract and all attachments.

Products:

- Consultant(s) selected by Contractor and approved by the Department
- Executed subcontracts and written certification of compliance with procurement procedures.

Task 5: Zoning Advisory Committee Meetings

The Zoning Advisory Committee shall meet on a regular basis during the planning process to advance the preparation, review, integration, and approval of the Zoning Code and assist with the organization and

conducting of community participation events, to organize and conduct community participation events.

During their first meeting, the Zoning Advisory Committee will review project requirements, roles, and responsibilities, transfer necessary information to the project team, and identify new information needs, and next steps. During their first meeting, the Zoning Advisory Committee will also complete the Community Zoning Assessment.

Subsequent meetings will advance the preparation of the Zoning Code, and assess the evolution of the project, identify new information needed, address changes in roles and responsibilities, and consider next steps. Work on subsequent tasks shall not proceed prior to Department review.

Products:

- Meeting summaries for each Zoning Advisory Committee meeting.
- The results of the Community Zoning Assessment.

Task 6: Community Participation Plan

Prepare a Community Participation Plan describing the public outreach and participation efforts that will be conducted during the development of Zoning Code, pursuant to the local and State statutes. The Community Participation Plan should include, at a minimum, the following elements tailored to be most applicable to the community:

- Two or more public workshops
- One or more public hearings
- One or more community survey(s)
- Interviews with local stakeholder focus groups
- Overall outreach and engagement strategy
- Efforts to ensure accessibility and outreach to frequently underrepresented populations, including lower-income residents, youth, immigrants, and minorities
- Roles and responsibilities of individuals, organizations, and entities involved in engagement
- Proposed schedule for implementation
- A website with links to announcements, materials, and input opportunities

All public outreach and participation efforts will be publicized in the community through press releases, announcements, digital media, individual mailings, or other appropriate means as determined by the Contractor, Comprehensive Plan Committee, DOS project manager, and the project team. Such means should be identified within the Community Participation Plan.

Public access must be provided to each public meeting or workshop. Meetings and public engagement sessions should be scheduled at times that are convenient to underrepresented communities (e.g., at night or on weekends instead of during the day) and at locations that are ADA accessible. Meetings shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation.

Products:

- Draft and final Community Participation Plan to be implemented throughout the planning process.

Task 7: Community Survey and Stakeholder Interviews

Develop a relevant community survey to identify and gather input on current local conditions and issues. The survey should be made available to the public in hard copy and online. A draft survey should be provided to DOS for review prior to publication of the survey. Following the completion of the survey, develop a summary of results and analysis.

In addition to the community survey, identify a selection of stakeholder groups and a corresponding set of topics that shall be discussed with stakeholders to obtain relevant information and elicit reactions and suggestions.

Products:

- Draft and final Community Survey.
- Summary of survey responses and analysis
- Draft and final list of stakeholder groups and topics,
- Summary of interview findings.

Task 8: Public Workshops

Conduct at least two public workshops, as identified in the Community Participation Plan. The purpose of the two public workshops is to introduce the Zoning Code update to the community, review the comprehensive plan including the recommendations with implications for land use laws, describe findings to date, and elicit input on draft regulations.

Products:

- Published announcements and fliers.
- Draft and final materials prepared for each public workshop.
- Summary of the results/feedback received.

Task 9: Local Regulations Assessment and Recommendations Report

The purpose of the Local Regulations Assessment and Recommendations Report is to evaluate how regulations can be updated to apply Smart Growth principles in line with the community's vision as outlined in their comprehensive and area plans. The report may include, as applicable, but is not limited to:

- An analysis of existing development regulations,
- Prior and current planning and zoning efforts,
- The physical details of the community, including its current and historic built patterns and architecture, natural resources such as prime agricultural lands, soil types, floodplains, topography, aesthetic resources, Critical Environmental Areas, current road network, blocks and lots, building types, public spaces, neighborhoods, and
- Other information relevant to drafting land use laws.

The analysis shall also include an examination of existing land uses, density, and community design elements like setbacks, building height, and street width.

The Report shall include tangible, implementable recommendations for changes to the Zoning Code based on the DOS Smart Growth Principles, the Comprehensive Plan, the Area Plan and the findings from

analyses conducted in this section. The Zoning Advisory Committee shall work with the project team to collect best practices that could be used by the community to achieve the vision reflected in the Comprehensive Plan and other adopted planning documents.

The Draft Report shall be submitted to the Department for review and comment. Department comments shall be incorporated into the final report.

Products:

- Draft and final Local Regulations Assessment and Recommendations Report

Task 10: Proposed Local Regulations

Develop a draft Zoning Code based on the local regulations assessment and recommendations report and public input. Zoning Advisory Committee shall work with the project team to integrate the zoning code into the municipality's existing code and ensure the draft code is consistent with the municipality's adopted Comprehensive Plan, the Department's Smart Growth Principles, and other state statutes.

The Draft Zoning Code shall be reviewed by the Zoning Advisory Committee before being submitted to the Department.

Products:

- Draft and revised Zoning Code incorporating DOS comments..
- Completed Smart Growth checklist form, provided by Department of State, identifying how and where Smart Growth principles are addressed within the Zoning Code.

Task 11: Municipal Board Review

Submit the draft Zoning Code to the local municipal board for review, comments, and recommendations. The comments received from the local municipal board shall be addressed before the initiation of the SEQRA compliance process.

The comments and recommendations prepared by the local governing board/local legislature shall be addressed and incorporated into the final plan prior to making the draft available for public review.

Products:

- Comments and recommendations received from the local municipal board

Task 12: Environmental Quality Review

The Contractor's preparation of a Smart Growth Zoning Code funded through the Smart Growth Community Planning Program should comply with the State Environmental Quality Review Act (SEQRA). The local municipal board is the Lead Agency for purposes of SEQRA. The Lead Agency shall undertake a SEQRA review according to 6 NYCRR Part 617 State Environmental Quality Review.

Products:

- Completed SEQRA Documentation

Task 13: Agricultural Review and Coordination

Zoning codes are subject to the provisions of article twenty-five-AA of the agriculture and markets law. The Zoning Advisory Committee and the project team must take into consideration applicable agricultural and farmland protection plans as created under article twenty-five-AAA of the agriculture and markets law.

Products:

- Consideration given to agricultural review and coordination during the development of the Zoning Code.

Task 14: County Planning Board Review

The municipal board shall submit the revised local regulations to the County Planning Board for review and recommendations, pursuant to the required referral under General Municipal Law §239-m of the New York State General Municipal Law. The Zoning Advisory Committee and the project team shall address the comments received from the County Planning Board before the public hearing.

Products:

- Comments received from the County Planning Board and revised proposed local regulations

Task 15: Final Draft Zoning Code

Address all comments and recommendations received from the public and involved local, regional, and State agencies and incorporate into the final draft regulations. Schedule a public hearing and local adoption of the regulations.

Products:

- Final proposed local regulations ready for local adoption.
- Final adopted Zoning Code

Task 16: Public Hearing and Local Adoption

Conduct a public hearing prior to adoption of the Zoning Code. Notice of the public hearing shall be published in a newspaper of general circulation in the community at least ten calendar days in advance of the hearing. The draft Zoning Code shall be made available for public review during said period at the office of the municipal clerk and shall be posted on the municipal website. The public hearing may also be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means.

The municipal board shall adopt the proposed local regulations pursuant to § 7-706 of the New York State Village Law/§16-264 of the New York State Town Law/§83 of New York State General City Law.

Products:

- Minutes from the public hearing(s) and record of decision.
- Final adopted Zoning Code
- Zoning map data in the GIS format prescribed in Section 2 of the Work Plan.
- Final Smart Growth checklist form, provided by Department of State, identifying how and where Smart Growth principles are addressed within the Zoning Code.

Task 17: MWBE Reporting

Comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYSCS).

Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the “Contact Us & Support” link.

Products:

- Ongoing reporting through NYSCS during the life of the contract.
- Form D submitted as necessary to reflect updated MWBE subcontractors.

Task 18: Project Status Reports

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 the Department during the life of the contract.

6. Project 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 and budget.

- 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 be responsible for ensuring that all public engagement communications and opportunities are made accessible to underrepresented communities (e.g., meeting materials, meeting notices, plan documents)
- 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 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 initiation 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.

Exhibit 2

Project Schedule

Work Plan Task #	Task Description	Anticipated Date of Completion
1	Project Initiation Meeting	9/30/25
2	Zoning Advisory Committee	12/31/25
3	Procurement of Consultant (if applicable)	12/31/25
4	Subcontract and Compliance with Local Procurement Requirements	9/30/28
5	Zoning Advisory Committee Meetings	9/30/28
6	Community Participation Plan	3/31/26
7	Community Survey and Stakeholder Interviews	6/30/26
8	Public Workshops	12/31/26
9	Local Regulations Assessment and Recommendations Report	6/30/27
10	Proposed Local Regulations	9/30/27
11	Municipal Board Review	12/31/27
12	Environmental Quality Review	6/30/28
13	Agricultural Review and Coordination	6/30/28
14	County Planning Board Review	6/30/28
15	Final Draft Zoning Code	7/31/28
16	Public Hearing and Local Adoption	8/31/28
17	MWBE Reporting	9/30/28
18	Project Status Reports	9/30/28

Exhibit 3

Fee Proposal

Scope Item	Description	Fee \$	Total Hours Est. #	Sub-consultant (if any) % of Total Hrs	Sub-consultant (if any) Name
1a	Review of Existing Plans				
1b	Establish Zoning Advisory Committee				
1c	Regular Zoning Advisory Committee Meetings & Meeting Summaries				
1d	Design, Analyze, Report on Community Zoning Assessment				
<i>Subtotal Component 1</i>					
2a	Community Participation Plan				
2b	Advertise, Prepare Materials, Conduct Community Survey & Stakeholder Interviews				
2c	Advertise, Prepare Materials, Conduct Workshops & Hearings				
<i>Subtotal Component 2</i>					
3a	Local Regulations Assessment & Recommendations Report				
3b	Complete Smart Growth Checklist, Draft Proposed Local Regulations and Map				
3c	Coordinate Municipal Board Review				
<i>Subtotal Component 3</i>					
4a	Environmental Quality Review				
4b	Agricultural Review & Coordination				
4c	County Planning Review				
<i>Subtotal Component 4</i>					
5a	Issue Final Draft Zoning Code and Map				
5b	Complete Smart Growth Checklist, Coordinate Public Hearing & Local Adoption				
<i>Subtotal Component 5</i>					
6a	Assist with Grant Management & Reporting (MWBE, SDVOB, Project Status Reports, Payment Requests, etc.)				
6b	Participate in Regular Project Management Meetings				
<i>Subtotal Component 6</i>					
Total Fee Proposed					