

REQUEST FOR QUALIFICATIONS

VILLAGE OF WILLIAMSVILLE COMPREHENSIVE
ZONING/LAND USE REGULATIONS UPDATE



Prepared By:



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REQUEST FOR QUALIFICATIONS

The Village of Williamsville requests qualifications from firms to assist Jaeckle Fleischmann & Mugel, LLP, acting as legal counsel and project manager, in completing a comprehensive update of the Village's Zoning and Land Use Ordinances. This effort will include activities needed for implementation, such as required environmental SEQRA analysis, consultation with the Village Zoning Advisory Committee and formal adoption by the Village Board of Trustees.

Submissions will be received until 3:00 pm Eastern Standard Time, on July 30, 2010.

The Village of Williamsville reserves the right to waive irregularities and to reject any and/or all submissions.

Date: July 15, 2010

PART I – Municipal Background

The historic Village of Williamsville, New York is small, vibrant community located in Erie County, New York. Incorporated in 1850, the Village is comprised of roughly one square mile located generally within the southwestern portion of the Town of Amherst and has a population of approximately 5,500 people. Williamsville is strategically located within the Buffalo-Niagara metropolitan area, within short commuting distance to the City of Buffalo, both major campus of the University at Buffalo, regional shopping and regional transportation infrastructure, including the Buffalo-Niagara International Airport.

The Village's land use is predominantly residential, characterized by a wide variety of housing options, from historic 1 and 2 family homes to multi-family apartment complexes. The Village is bisected by Main Street (NYS Rt. 5), which serves as Williamsville's historic business and shopping district (and also a major commuter thoroughfare). Williamsville is also home to four parks, including Glen Park, one of the region's most beautiful natural public spaces, characterized by the impressive Ellicott Creek waterfall and adjacent to the iconic Village-owned historic water mill. .

PART II – Project Purpose

A. Key Project Objectives

1. To develop a Zoning/Land Use Regulations Update, including the development of form-based regulations and/or design guidelines governing development within the Village's commercial districts.
2. To obtain all assistance and documents necessary for implementation/adoption of the above-mentioned items, including required environmental SEQRA/NEPA analysis and formal adoption by the Board of Trustees.

B. Need for a Zoning/Land Use Regulations Update

The Village of Williamsville's existing Zoning Ordinance was enacted in 1990, and it has been amended, in piecemeal fashion, a number of times since then. Other land use regulations are scattered throughout the Village Code, and some of these regulations conflict with each other and the Village's Zoning Code. As a result, the Village's current land use regulations suffer from a number of inconsistencies and a general lack of cohesiveness that has negatively affected the implementation and enforcement these regulations.

In addition, in April 2010, the Board of Trustees formally adopted the Village of Williamsville Community Plan, a comprehensive plan within the meaning of NYS Village Law Section 7-722 ("Community Plan"). The Community Plan adopts the following "Land Use Vision" for the Village:

The Village of Williamsville is an attractive community consisting of traditionally scaled, walkable neighborhoods in close proximity to an historic and vibrant Main Street core. The Village's established one- and two-family neighborhoods should be preserved and maintained for future generations as they are central to the Village's quality of life and offer an alternative to the suburban style subdivisions that are characteristic of areas outside the Village. New and varied housing types should also be pursued to ensure that residents have adequate housing options within the Village to meet changing needs over the course of a lifetime. Lastly, Main Street should be a pedestrian friendly, mixed-use destination that draws both residents and visitors to its unique stores and services, nearby parks and historic mill district.

Community Plan, p. 11. The existing zoning and land use regulations are not entirely consistent with this vision, and thus certain changes are deemed necessary. In order to achieve this carefully-crafted vision, the Community Plan envisions relatively few changes to existing land use regulation governing the existing 1 and 2 family residential neighborhoods, but recognizes the need for changes to the regulation of land use and design regulations governing the commercial and mixed use areas of the Village, with a particular emphasis on strengthening the historic fabric and walkable scale of the Village. The Community Plan also recognizes special opportunities for the areas in the vicinity of the Mill and South Long Park. Consistent with New York State law, the Community Plan shall provide the necessary guidance in updating and re-shaping the Village's zoning and land use regulations.

C. Additional Considerations

1. Innovative Code Approaches

New codification techniques such as form-based regulations and design guidelines may be particularly appropriate for the changes envisioned for the commercial and mixed-use areas of the Village. Such code applications are considered particularly effective at:

- Promoting quality development that will fit better contextually within our historic urban environment,
- Encouraging mixed-use development,
- Facilitating the types of development that have been planned, and
- Providing a more user-friendly format than a traditional zoning code.

Analysis is needed to determine which parts (if any) of the Village are appropriate for form-based code and what areas are appropriate for other

land use code treatments such as traditional neighborhood development (TND), hybrid zoning, etc., as well as traditional zoning.

2. Sustainable and Smart Growth Principles

Two of the key principles within the Community Plan are sustainability and smart growth. These guiding principles seek to redevelop the Village in a sustainable manner, protecting and restoring our environment, reducing energy consumption where appropriate, promoting walkability and growing the economy.

3. Transportation Infrastructure

The Community Plan recognizes that one of the greatest challenges faced by the Village in protecting and enhancing its Main Street commercial district is the extremely heavy automobile traffic along this street, affecting the walkability of the Village as well as the character of development along certain stretches of Main Street. One of the key goals of the Community Plan is to devise land use regulations that will strike a balance between mobility within and through the Village with protecting and enhancing the character of the built environment.

4. Open Space, Parkland improvements

The Village of Williamsville is well-served by an impressive collection of parks and recreation areas, but the Community Plan envisions better connectivity between these areas through the development of a Village-Wide Greenway.

5. Aging

As with all of the Buffalo-Niagara region, Williamsville's population is aging, and the Community Plan identifies as a key objective the need to provide for housing options that allow its residents to "age in place."

6. Historic Preservation

As one of the region's earliest population centers, the Village of Williamsville contains a significant quantity of historic structures and neighborhoods, and while it has acted to protect a number of significant historic structures, the Village has not, to date, created any historic preservation districts.

PART III – Submission Requirements

All submissions shall include the following minimum information:

A. Cover Letter with Submission

Each Consultant Team submission to this RFQ shall be accompanied by a cover letter signed by an officer empowered by the Lead Consultant Firm to sign such material. (Definition: A "Consultant Team" may be a single consulting firm or a group of firms which have teamed up to work on a project.) Provide an email address to which an email confirming receipt of the submission will be sent.

B. Project Understanding and Approach

Provide a discussion of the intended approach to the project that demonstrates an understanding of the issues and tasks and how the Consultant Team plans to address them.

C. Description of the Consultant Team, Management and Team Members

Clearly identify who will be the project manager and the day-to-day contact person, as well as those individuals who will contribute substantial work on the project. Describe the anticipated roles of each Consultant Team organization and key project personnel.

D. Organization Qualifications

Provide a summary of each Consultant Team organization's qualifications indicating relevant background experience and capabilities for this work. Indicate the qualifications of proposed Consultant Team members who will work on the project.

E. References, Related Experience and Examples of Work

Provide at least three (3) client references with contact information regarding relevant work. Specify the client, location, Consultant Team members and participating individuals and role on Team, type of work, implementation results or status, and other relevant information as needed. Provide examples of completed projects that are similar to that described in this RFQ.

F. Current and Planned Project Obligations

To confirm availability of Consultant Team members, information on project obligations and their anticipated time frames are needed. Specifically, a list of major projects, both ongoing and planned to which the Consultant Team members are committed should be provided. Include the staff resources devoted to those projects and the status of the projects.

PART IV – RFQ RESPONSE SELECTION PROCESS

The intent is to select three (3) to five (5) Consultant Teams that will be invited to submit a project proposal for this project.

Responses to this RFQ will be judged in several critical areas, as follows:

RFQ Response Selection Criteria

1. Completeness of the Submission
2. Ability to Demonstrate a Satisfactory Level of Project Understanding

The consultant team's demonstrated understanding of and approach to the project overall, including the diverse and unique land use challenges and opportunities in the Village of Williamsville, trends and status of the region, and other aspects of the project as discussed and referenced in this RFQ.

3. Ability to Carry Out and Manage the Project

The demonstrated ability to bring about a successful completion of the project. Qualities and indicators that will receive consideration include the breadth of related project experience with similar communities; the provision of references for such projects; experience, expertise, and accessibility of the proposed Project Manager and other key personnel; the demonstrated ability to work with community members as well as governmental bodies; understanding of applicable laws or regulations that relate to the project; and the ability to manage a project of this scale, including realizing timetables and quality control objectives.

4. Qualifications of Consultant Team Organization(s) and Individuals

The capabilities of the organization(s) and individuals that will be engaged in the project. Qualities and indicators that will receive consideration include the individual professional, technical and educational achievements of each organization and individuals involved; the applicable experience of the proposed staff, and the specific experience gained on similar projects.

5. Current Workload of the Consultant Team

The ability of the Consultant Team to devote the necessary human resources, technical expertise, and management attention to the project will be made. Qualities and indicators that will receive consideration include the number and size of the projects presently being performed by each organization and the

assigned staff; the status of existing projects; and the past ability of the organization to deliver projects on a timely basis.

6. Experience With Form-Based Zoning, Design Guidelines and Smart Growth Land Use Regulation

The Consultant Team's ability to encourage sustainable development through the development of appropriate innovative land use regulation approaches, including form-based codes, design guidelines and/or similar approaches.

7. Ability to Develop an Effective Community Consultation Program

Ability to establish and maintain a comprehensive community consultation program including public and specific stakeholder meetings at critical project milestones; project communication program including web-based reporting; visualization tools including utilization of GIS mapping, aerial imagery, visual projection software and other graphic renderings helpful for public understanding of key land use/zoning proposals.

The above list is not intended to be exhaustive. Additional criteria may be added by the Selection Committee at a later date.

PART V – Submission Expenses

Expenses incurred in the preparation of submissions shall be borne by the Consultant Team with the expressed understanding that the firm(s) may not apply to the Village of Williamsville for reimbursement.

PART VI – Reference Information

Many of our recent planning efforts provide excellent direction and a sound basis for the Zoning/Land Use Regulations Update.

Related documents include:

1. Village of Williamsville Community Plan (April 2010)
2. Village of Williamsville Code
3. Framework for Regional Growth: Erie and Niagara Counties (2006)

PART VII – Submission Information

Estimated Consultant Team Selection Timeline:

Estimated Timeline	
Request for Qualifications Posting	7/13/10
RFQ Responses Due	7/30/10 at 3:00 pm
Pre-Selection of Consultant Teams to Receive RFP	By 8/13/10
Consultant Team Interviews	8/16/10-8/20/10
RFP Responses Due	9/13/10
Consultant Team Selection Notification	9/28/10
Expected Start Date	10/1/10

NOTE: Expected Start Date is contingent on results of this RFQ/RFP process. All other RFP dates and timeframes are offered as a tentative guideline only.

Submission Details/Deadline: Six (6) copies along with a PDF version included on CD-ROM of the submission, clearly marked with the project description "Village of Williamsville Zoning/Land Use Regulations Update" should be delivered no later than: 3:30 PM Eastern Standard Time
Provide an email address in the submission cover letter to which an email confirming receipt will be sent.

Submission Addressed To: Charles D. Grieco, Esq.
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 12 Fountain Plaza, Suite 800
 Buffalo, New York 14202

Questions Regarding RFQ Should be Directed To: Charles D. Grieco, Esq.
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