

WORK PROGRAM COVER SHEET

Name and Address of Contractor: Village of Wappingers Falls
2628 South Avenue
Wappingers Falls NY 12590

Federal Tax ID#: 14-6002487

Title of project: **Village of Wappingers Falls Local Waterfront Revitalization Plan**

Grant application number: 07DOS077

Contract number: C006888

Department liaison:

Community contact: Matthew Alexander

Community contact address
(if different above):

Telephone number: (845) 297-8773

Fax number: (845)298-2645

Appendix B

BUDGET SUMMARY

A. Salaries & Wages (including Fringe Benefits)	\$0.00
B. Travel	\$1,750.00
C. Supplies/Materials	\$0.00
D. Equipment	\$0.00
E. Contractual Services	\$112,375.00
F. Other	\$875.00
TOTAL PROJECT COST	\$115,000.00
Total State Funds	\$57,500.00
Total Local Share	\$57,500.00

Appendix B (Budget Detail Sheet)

A. SALARIES & WAGES		
<u>TITLE</u>	<u>ANNUAL SALARY</u>	<u>AMOUNT CHARGED TO THIS PROJECT</u>

SUBTOTAL \$0.00

B. TRAVEL		
Travel to NYS Community Seminar Series training sessions		

SUBTOTAL \$1,750.00

C. SUPPLIES/MATERIALS		
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SUBTOTAL \$0.00

D. EQUIPMENT		
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SUBTOTAL \$0.00

E. CONTRACTUAL SERVICES		
Contractual services for the visioning for LWRP		

SUBTOTAL \$112,375.00

F. OTHER
Registration for NYS Community Seminar Series training sessions (Registration fee \$125 per person per session)

SUBTOTAL \$875.00

APPENDIX D

PROGRAM WORK PLAN

Contractor: Village of Wappingers Falls
Contract Number: C006883
Program Contact Person: Matthew Alexander
Phone: (845) 297-0773
Fax: (845) 298-2645

Village of Wappingers Falls Local Waterfront Revitalization Plan

1. Project Description:

The Village of Wappingers Falls (the Contractor) will conduct visioning for the development of their Local Waterfront Revitalization Strategy that will complement the Village's Comprehensive Plan, and serve as the basis for a marketing program to promote tourism development. Work will include an analysis of waterfront development opportunities and constraints, **environmental issues**, historic resources, and potential public recreational access points, and will result in marketing plan development and **recommendations for updates to the Village's Comprehensive Plan**. **In addition, the project will build on the visioning work by conducting site reconnaissance and developing schematic designs for five sites to be selected by the Project Advisory Committee.**

The Village has an unusual confluence of water resources: the Hudson River, Wappinger Lake and Creek, and Wappinger Falls. Despite these attractive natural resources, the Village's economy has suffered industrial decline and now sustains the third lowest household income in Dutchess County. In recent years, the Village has engaged in a number of planning processes aimed at revitalizing their economy, including a Comprehensive Master Plan, Municipal Recreation Plan, Capital Project initiative, and cleanup of industrial contamination on the Hudson River.

~~The visioning process will include analysis of the environmental issues facing waterfront development, the historic nature of the waterfront, and the importance, feasibility, and cost of potential recreational access to the waterfront. In addition, the project will include development of marketing plans for outreach to commercial businesses, tourists, and residents.~~

2. Project Attribution and Number of Copies

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

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

The Contractor must submit to the Division of Coastal Resources all required products, clearly labelled with the NYS Comptroller's Contract # as indicated on the Face Page of this Agreement and where

applicable, the related Task # from this Work Plan. The Contractor shall submit:

- Draft products: two paper copies of each product.
- 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 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, contract #, and project title.
- Pictures and photographs must be dated and captioned with the location and a brief description of the activity being documented.

The contributions of the Division of Coastal Resources must also be acknowledged in community press releases issued for the project. Project press releases shall be submitted to the Division 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 for the municipality (Contractor) shall certify to the Division of Coastal Resources that applicable public bidding procedures of General Municipal Law §103 were followed for all construction contracts involving more than \$20,000 and more than \$10,000 for purchase contracts. In the case of construction contracts involving not more than \$20,000, purchase contracts involving not more than \$10,000, and contracts for professional services, the municipal attorney, chief legal officer, or financial administrator shall certify that the procedures of the municipality established pursuant to General Municipal Law §104-b were fully complied with.

4. Training

A required component of the Title 11 Environmental Protection Fund program is Contractor participation in a training session or sessions focused on developing and implementing revitalization strategies (Appendix A1-I). The purpose of these training sessions is to build knowledge and provide support to community leaders to advance revitalization efforts and advance grant priorities. The Division of Coastal Resources has determined that the Contractor will attend a maximum of seven training sessions, to be determined during project scoping. The Division of Coastal Resources will issue advance payment(s) for registration fee(s) to the Contractor, who will issue payment for registration fee(s) in accordance with the notification letter(s) from the Department.

5. Project Components

Task 1: Initial Project Scoping Meeting

The Contractor, the Division of Coastal Resources (DCR), project partners 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 consultant services for the project, State Environmental Quality Review Act (SEQRA) compliance requirements, the number of public meetings and techniques for public involvement proposed for the project, attendance at NYS Community Seminar Series training sessions, and any other information which would assist in project completion. In addition, the composition of a project advisory committee shall be discussed during initial project scoping. 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 DCR approval of the proposed approach as outlined in the meeting summary.

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

Task 2: Community Training

The Contractor will participate in the Community Training Program as stated in Section 4 above.

Product: Copy of transmittal letter submitting payment for registration fees. Participation in training session(s).

Task 3: 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 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 DCR 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 4: 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 DCR for review and approval prior to release for solicitation of proposals.

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

Task 5: Consultant Selection and Compliance with Procurement Requirements

In consultation with DCR, 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.

For preparation/certification of final designs and construction documents, and for supervision of construction, a licensed professional engineer or licensed professional architect/landscape architect is required.

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

The Contractor's procurement record and consultant selection is subject to approval by DCR.

Products: Consultant(s) selected and approved by DCR. Written certification of procurement procedures.

Task 6: Subcontract Preparation and Execution

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 DCR for review and approval, and shall incorporate DCR's comments in the final subcontract(s). A copy of the final, executed subcontract(s) shall be submitted to DCR.

Products: Draft and final, executed consultant subcontracts.

Task 7: Second Project Scoping Meeting

In consultation with DCR, the Contractor shall hold a second project scoping 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 DCR approval of the proposed approach as outlined in the meeting summary.

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

Task 8: Waterfront Revitalization Area Boundary

The Contractor, with the assistance of its consultant(s), and other project partners as appropriate, shall prepare a narrative and graphic description of the Contractor's proposed waterfront

revitalization area and boundary. The area should include those portions of the water body within the municipality, as well as adjacent land and other land which may affect the water body through drainage, viewshed, and any other similar factors. The waterfront area must include a contiguous waterfront area, not scattered parcels. The narrative must be accompanied by a waterfront area boundary map.

Products: Narrative and map of the waterfront revitalization area boundary.

Task 9: Preparation of a Community Outreach Process and Plan

The Contractor, the Project Advisory Committee, the consultant(s), and other partners as appropriate, shall prepare a method and process to encourage community participation in the waterfront visioning process. At a minimum, the process shall include at least three public workshop type meetings to be conducted as part of the waterfront visioning and consensus-building process. The Outreach Plan shall identify key individuals, organizations, and entities to be involved, and shall identify the visioning process and the roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of public meetings. All public meetings will be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means. A summary of each public outreach session will be made available in written form and through other appropriate means, such as websites. The Outreach Plan is subject to approval by the DCR.

Product: Approved community outreach process plan.

Task 10: Review Existing Plans and Meet with Community Leaders

In an effort to understand the waterfront issues of the municipality and neighboring communities, the Contractor or its consultant(s) shall identify and review existing planning documents. This review process will also include consultation with waterfront/community leaders, and with neighboring communities, if applicable. Representatives from the Contractor and its consultant(s) will meet with the leaders of neighboring communities, if applicable, to identify common issues and discuss the feasibility of joint waterfront planning efforts. The Contractor, or its consultant(s), shall develop a written findings report describing and assessing existing planning documents and the issues and opportunities identified by waterfront/community leaders. If applicable, information on common waterfront issues, and the potential joint waterfront planning, between neighboring communities shall also be included in this report. The findings report shall be submitted to the DCR for review and approval.

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

Task 11: 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 waterfront revitalization 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
- Infrastructure (i.e. water supply, sewage disposal, solid waste disposal, and transportation systems)
- Historic resources (National Register sites and districts, locally designated resources, archaeological resources)
- Scenic resources
- Topography and geology
- Water quality (point and nonpoint sources)
- Natural resources (wetlands, steep slopes, minerals, etc.)
- Flooding and erosion
- Significant fish and wildlife habitats
- Important agricultural lands
- Environmental issues (hazardous waste sites, solid waste, etc.)
- Navigation and dredging issues
- Description of key waterfront issues

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

Task 12: 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. Workshop activities shall be designed to help participants reveal ways in which they use and value their waterfront resources, and the varied relationships between the waterfront resources and the municipality. 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 13: 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, such as the waterfront revitalization policies set forth in Executive Law, Article 42, and as provided by the DCR. The Initial Issues, Opportunities, and Vision Report should describe key waterfront issues and articulate a future vision for the community's 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 DCR for review and approval.

Product: Initial Issues, Opportunities, and Vision Report.

Task 14: 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 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 15: 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 waterfront 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.

Task 16: Draft Report: Issues, Opportunities, Vision, and Strategies

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 Report 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, **and recommendations for updates to the Village's comprehensive plan.**

If applicable, the Draft Report will also outline a strategy for completion of a Local Waterfront Revitalization Program, including the development of coastal policies, review of local laws, and development of an implementation strategy. Such uses, projects, and actions shall be consistent with the waterfront revitalization policies and purposes set forth in Executive Law, Article 42, and as provided by the DCR. The Draft Issues, Opportunities, Vision, and Strategies Report shall be submitted to the DCR for review and approval.

Product: Draft Issues, Opportunities, Vision, and Strategies Report.

Task 17: Third Community Vision Workshop: Implementing the Vision

Following completion of the Draft Issues, Opportunities, Vision, and Strategies Report, 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 Report 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 waterfront 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 18: Final Report: Issues, Opportunities, Vision and Strategies

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

Product: Final Issues, Opportunities, Vision and Strategies Report.

Task 19: Site Reconnaissance and Schematic Designs

A. Site Reconnaissance

The Contractor or its consultant(s) shall conduct site-specific reconnaissance **at five sites to be selected by the Project Advisory Committee**, in preparation for design. Work shall include, at a minimum, identification and mapping of the following:

- Site survey showing extent of project boundary
- Ownership/grant/lease status of all lands to be incorporated into the design
- Manmade structures, buildings, or facilities on or adjacent to the site
- Above and below ground infrastructure
- Transportation/circulation systems (truck, car, bus, ferry, train, pedestrian, bicycle, etc.) that serve or are located near the site
- Adjacent land and water uses
- Historic and archeological resources
- Soil and, as appropriate, core sampling to determine site stability
- Topography and hydrology
- Natural resources, including location of mature trees
- View corridors
- Zoning and other applicable designations

- Analysis of site constraints, needs and opportunities

Products: For each of the five selected sites- Map(s) and written summary describing the above information and any other appropriate information identified during project scoping.

B. Schematic Designs

The Contractor or its consultant(s) shall prepare alternative schematic designs of the facility or facilities **for the five select sites**, considering and including a summary of the following:

- Best management practices to be employed to avoid or reduce water quality impairments from upland runoff or in-water activities, and
- Impacts, if any, to State designated Significant Coastal Fish and Wildlife Habitat areas, Scenic Areas of Statewide Significance, other Coastal Management Program special management areas, or other sensitive resources, and how those impacts should be avoided or mitigated.

Unless otherwise specified during project scoping, the Contractor or its consultant(s) shall prepare a minimum of three alternative schematic designs for review by the project advisory committee and DCR.

In consultation with DCR and the project advisory committee, the Contractor shall select one of the alternative schematic designs as the basis for final design and engineering/construction plans and specifications, or shall work with the consultant(s) to develop a final schematic design incorporating elements of or building upon the alternative schematic designs. Final design and engineering/construction plans and specifications shall be prepared based on the selected schematic design.

Products: Alternative schematic designs. Schematic design alternative selected.

Task 20: Semi-annual Reporting

The Contractor or its consultant(s) shall submit to the DCR semi-annual reports (every six months) on the form provided, including a description of the work accomplished, any problems encountered, and any assistance needed. The report may be submitted as part of a payment request.

Products: Semi-annual reports during the life of the contract.

Task 21: Measurable Results

The Contractor or its consultant(s) shall work with the DCR project manager to complete the Measurable Results Form. Final payment shall not be authorized until the Measurable Results Form has been completed and filed with project deliverables.

Products: Completed Measurable Results Form.

6. Project Management Responsibilities

The Contractor shall administer the grant, execute a contract with DCR, 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 DCR.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and subconsultants.
- will certify to the DCR that the procurement record for project consultants and subcontractors complies with the applicable provisions of General Municipal Law.
- will receive approval from the DCR 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 DCR informed of all important meetings for the duration of this contract.
- will receive approval from the DCR 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 Division of Coastal Resources logo, feature the Secretary of State and the Governor, and acknowledge the contributions of the Division to the project.
- will ensure that all products prepared as a part of this agreement shall include the NYS Comptroller's Contract # as indicated on the Face Page of this Agreement.
- will ensure the project objectives are being achieved.
- will ensure that comments received from the DCR 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 DCR will not be reimbursed unless and until the DCR finds the work or products to be acceptable.
- will participate, if requested by DCR, in a training session or sessions focused on developing and implementing revitalization strategies. The purpose of the training session(s) is to build knowledge and provide support to community leaders to advance revitalization efforts and complete priority projects.

The Division of Coastal Resources:

- will review and approve or disapprove of subcontracts between the Contractor and consultant(s) and any other subcontractor(s).
- will participate in initial project scoping 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 any and all design, site plan, and preconstruction documents before construction

may begin.

