

Town of  
Webster, NY

Comprehensive Plan Update

November 7, 2024, Update to Town Board





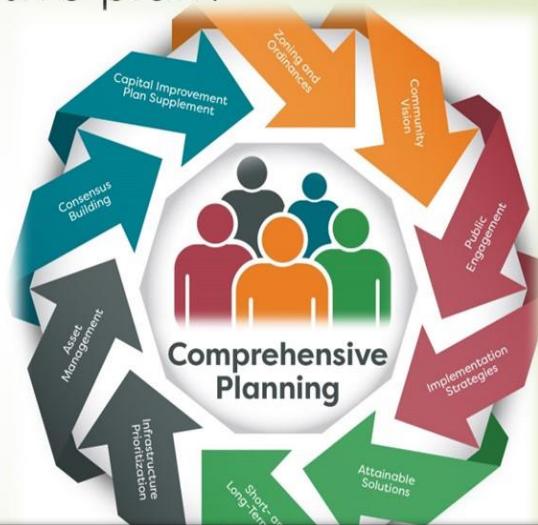
## Overview

- ▶ Recap of May 2022 Presentation to Town Board
- ▶ Timeline of Events / Project Status Update
- ▶ Consultant Selection Process & Recommendation
- ▶ Project Funding and Next steps

## (Slides from May 2022 Presentation)

### What is a comprehensive plan?

- ✓ Expresses a community's long-term vision, goals and objectives
- ✓ Establishes policies and strategies for future growth, development and protection of community assets
- ✓ Informs land use regulations and local decision making
- ✓ Prioritizes capital improvement and infrastructure projects
- ✓ Functions as a basis for updating the Town's Zoning Ordinance and Official Zoning Map



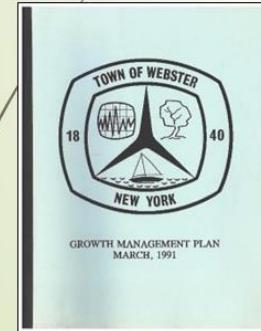
### Benefits of an up-to-date comprehensive plan

*"Among the most important powers and duties granted by the legislature to a town government is the authority and responsibility to undertake town comprehensive planning and to regulate land use for the purpose of protecting the public health, safety and general welfare of its citizens"*

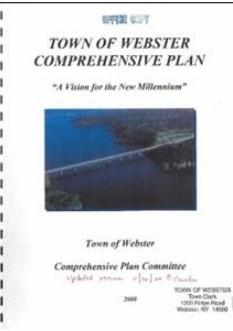
NYS Town Law Section 272-a

### Recent History of Comprehensive Planning in Webster

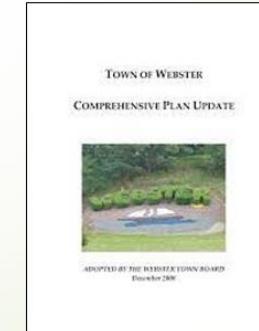
1991



2000



2008



2022



- ✓ Provides for a balanced economic and community development strategy based on the community's physical, environmental and social conditions

- ✓ Provides guidance for public and private sector investments

- ✓ Helps attract grant funding opportunities for project implementation

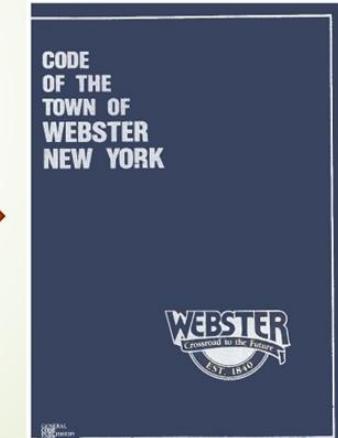
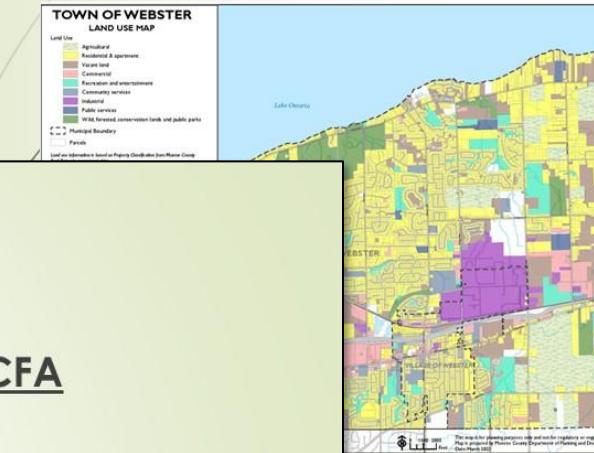
*(Slides from May 2022 Presentation)*

## Potential Funding Sources

- **2022 NYS Consolidated Funding Application (CFA Grant)**
  - Smart Growth Community Planning and Zoning Program
- **American Rescue Plan Act (ARPA) funds**
  - General government services category
- **2023 & 2024 Town Budgets**
  - Approximately \$75,000 per budget year over 2 budget cycles

## Typical Timeline & Cost

Comprehensive Plan Development	18-24 months	\$100,000 (est.)
Zoning Code Revisions	12-18 months	\$50,000 (est.)



# Timeline of Events / Project Status Update

2022

 Town Board indicates support & passes resolution to solicit for consultant services

 Comprehensive Plan Update Grant Application Submitted

2023

 Town of Webster awarded \$100,000 Grant for Comprehensive Plan Update

 Town staff works with NYS DOS to execute grant contract

2024

 Town staff develop & issue RFP for consultant services

 Town staff review proposals & recommend selection  
Town Board authorization

2025

Project Kick-off in January; expected 18-month process with plan adoption in mid 2026

# RFP & Consultant Selection Process



A request for proposals (RFP) was issued directly to approximately 30 local and regional planning consulting firms and was also advertised in the New York State Contract Reporter



A total of (5) proposals were received by the September 13<sup>th</sup> deadline



A selection committee consisting of Town and WEDA staff was formed to review evaluate and rate each proposal.



Proposals were evaluated on the following:

Project Understanding (20 points), Proposed Project Approach (20 points), Technical Competence (20 points), Relevant Experience (20 Points), Capacity (20 points)



Selection Committee met to discuss their ratings of each proposal and identify a preferred consultant for recommendation to the Town Board

# Proposal Ranking Summary

## Town of Webster Comprehensive Plan RFP Evaluation

Reviewer	Firm	Project Understanding	Proposed Project Approach	Technical/Professional Competence	Experience	Capacity	Schedule/ Fees	Total Hours	Total Score	Rank
Josh Artuso	Barton & Loguidice	17	18	16	15	16	\$111,098	771	82	3.5
Josh Artuso	Colliers	18	17	18	16	18	\$109,550	696	87	1
Josh Artuso	C&S	16	16	16	15	15	\$100,000	734	78	5
Josh Artuso	Fourth Economy/Highland Planning	18	17	17	16	15	\$99,219	531	83	2
Josh Artuso	MRB Group	18	15	17	16	16	\$99,795	549	82	3.5
								0	#N/A	
Matt Chatfield	Barton & Loguidice	15	16	17	15	17	\$111,098	771	80	4
Matt Chatfield	Colliers	17	14	18	18	18	\$109,550	696	85	1
Matt Chatfield	C&S	17	15	17	17	17	\$100,000	734	83	2.5
Matt Chatfield	Fourth Economy/Highland Planning	15	14	15	14	13	\$99,219	531	71	5
Matt Chatfield	MRB Group	16	16	17	16	18	\$99,795	549	83	2.5
Erika Corsi	Barton & Loguidice	17	18	16	18	17	\$111,098	771	86	2
Erika Corsi	Colliers	17	16	15	16	17	\$109,550	696	81	5
Erika Corsi	C&S	18	18	18	17	17	\$100,000	734	88	1
Erika Corsi	Fourth Economy/Highland Planning	18	17	17	17	16	\$99,219	531	85	3
Erika Corsi	MRB Group	16	15	16	18	17	\$99,795	549	82	4
Maria Dewar	Barton & Loguidice	14	14	14	14	14	\$111,098	771	70	5
Maria Dewar	Colliers	17	19	18	18	17	\$109,550	696	89	1
Maria Dewar	C&S	17	18	19	17	17	\$100,000	734	88	2
Maria Dewar	Fourth Economy/Highland Planning	16	18	18	17	15	\$99,219	531	84	3.5
Maria Dewar	MRB Group	16	18	17	17	16	\$99,795	549	84	3.5
Keith Mortimer	Barton & Loguidice	14	15	15	13	15	\$111,098	771	72	4
Keith Mortimer	Colliers	16	15	17	18	15	\$109,550	696	81	1
Keith Mortimer	C&S	15	14	15	16	15	\$100,000	734	75	3
Keith Mortimer	Fourth Economy/Highland Planning	13	13	15	16	13	\$99,219	531	70	5
Keith Mortimer	MRB Group	16	15	17	16	13	\$99,795	549	77	2

B&L	Colliers	C&S	Fourth	MRB
82	87	78	83	82
80	85	83	71	83
86	81	88	85	82
70	89	88	84	84
72	81	75	70	77
78	84.6	824	78.6	81.6

Colliers	1
C&S	2
MRB	3

# Recommendation



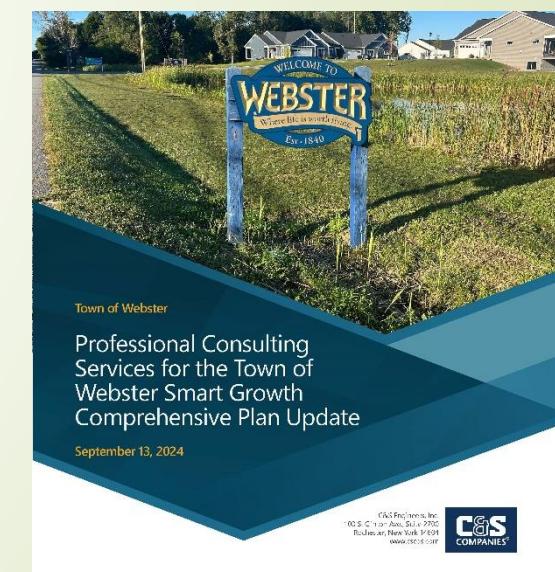
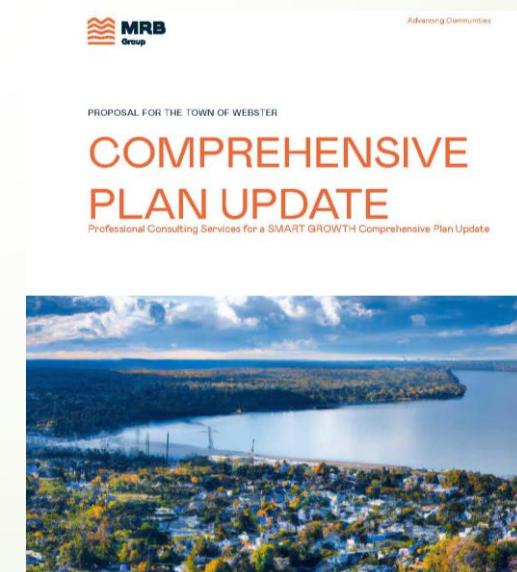
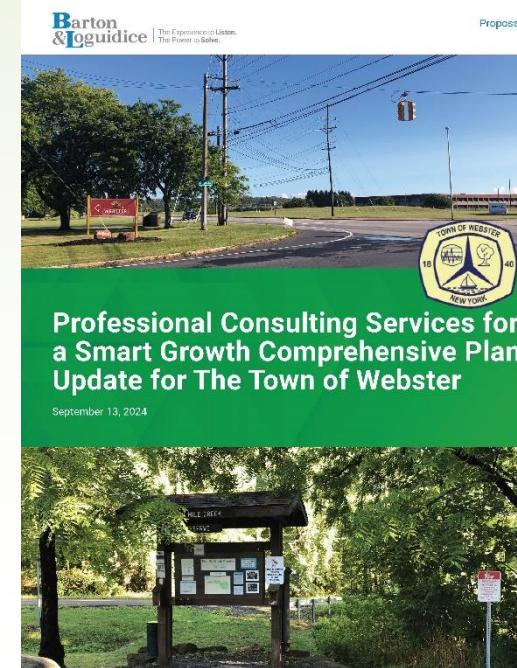
Request for Proposal

Town of Webster

A Smart Growth Comprehensive Plan Update  
COPY

September 13, 2024

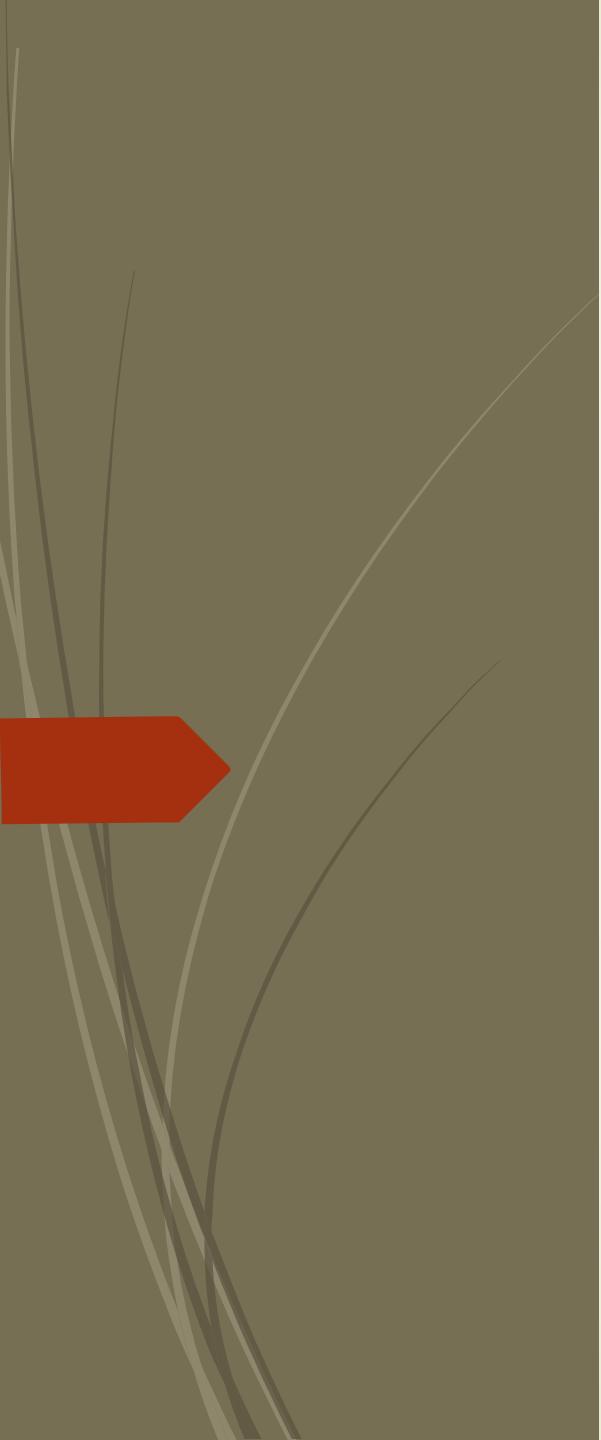
Colliers Engineering & Design



# Project Funding

<b>Total Project Cost:</b>	<b>\$109,950</b>
NYS DOS Comprehensive Plan Grant Award	(\$100,000)
10% Required Local Match	(\$10,000)
<b>Total Town Cost:</b>	<b>\$9,950</b>

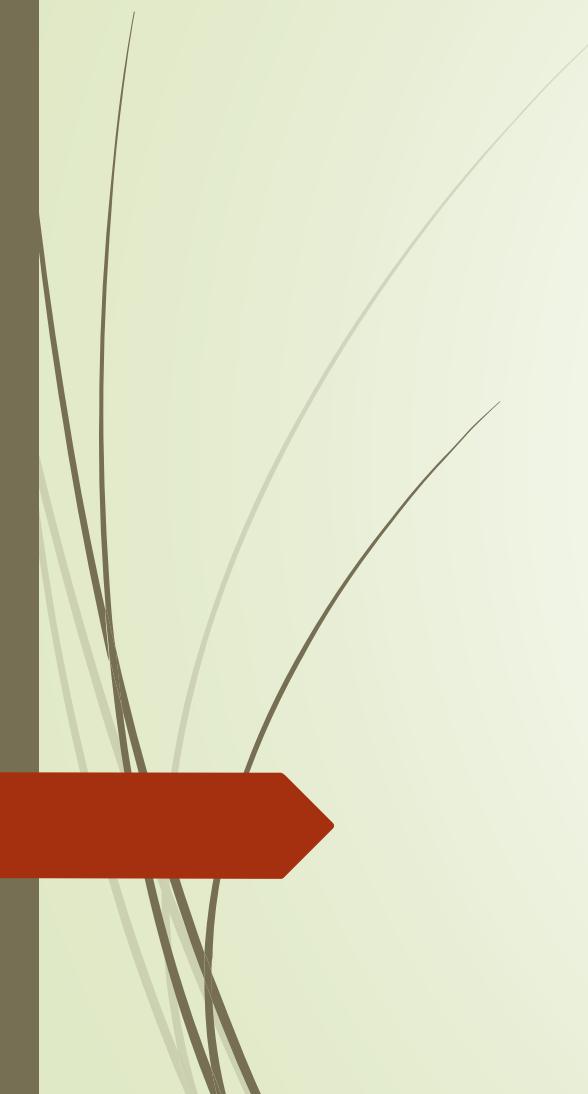
The approved 2025 Town Budget allocated up to \$150,000 in funding for the project (shown as an expense) which will be offset by the grant funding (as revenue), as illustrated in the above table.



# Next Steps

- ▶ Town Board confirmation of recommended consultant
- ▶ Town Board resolution to authorize contract
- ▶ Execute contract with selected consultant
- ▶ Prepare for project kick-off in January 2025

# Questions / Comments



Historic  
Development  
Safety Preservation  
Parks Infrastructure  
Transit Sustainability  
Character Business  
Recreation Pedestrians  
Land Comprehensive Use  
Preparedness  
Public

**Plan.**  
**Community**