

**Town of Bethlehem
Comprehensive Plan Update**

Committee Meeting #3
April 15, 2020, 6pm
Via Zoom Meeting Platform



Meeting Summary

Committee Member Attendees: Jeremy Snyder, Bill Ketzer, Rad Anderson, Jim Grady, Georgia Fishburn, Giles Wagoner, Dania Flores, Chris Edwards, Tom Coffey, Brian Gyory, Anne Benware, Kathleen Mannix, Paul Beyer

Staff: Robert Leslie, Leslie Lombardo, Nate Owens & Town Supervisor David VanLuyen

Welcome/Introduction- David VanLuyen welcomed everyone to the meeting in a new format online and thanked members for being flexible and available.

Robert Leslie introduced the slide presentation by sharing the PowerPoint on the screen for all to see.

Status of Comp Plan Update RFP process

1. Overview of proposals

- RFP was posted March 2 and provided 4 weeks of time for consultant response.
- By the March 27 deadline, 9 consultants responded to our Comprehensive Plan Update RFP.
- March 18 Submittal requirements changed to digital submission only to accommodate consultants working from home and potential concerns with print/copy shops providing reproduction services.
- 9 consultant submittals include:
 - BFJ/Behan Planning
 - Environmental Design & Research/Cameron Engineering/EM Pemrick & Company/Central NY Regional Planning & Development Board/Island Guide
 - Goman + York
 - Environmental Planning & Design
 - Houseal Lavigne
 - Laberge Group/Highland Planning/4Ward Planning/Alta Planning + Design
 - MJ Engineering and Land Surveying
 - Skeo Solutions/Pace Land Use Law Center/Kevin Dwarka LLC
 - SWBR/Highland Planning/Fisher Associates/Urban Advisors
- 2 out of 9 proposals came in at our budget-\$110,000. 4 were \$10K to \$15K over. 2 were \$50k to \$60k over. 1 was \$120k over.
- Potential solution is to apply for funding through CFA in summer, use our existing budget to meet match requirements. Use of scope items to complete in 2021.

2. Subcommittee review/evaluation status

- Subcommittee continues to review 9 submittals. Without hard copies to review it is taking longer to get through.
 - Anne, Rad completed
 - Paul, Kathleen, Jeremy- not yet. Adrienne (not able to participate currently)

- Current times are challenging, extending timeframe for Subcommittee review. Juggling work/home life balance may be a challenge for some.

Overall Comp Plan Schedule Adjustments due to COVID-19

a) Consultant interviews

	Previous	New/Tentative	Delay
Release of RFP	March 2, 2020	March 2, 2020	0
Proposal Submission Deadline	March 27, 2020	March 27, 2020	0
Selection Committee Reviews Completed	April 3, 2020	April 20, 2020	17+
SubCommittee Meeting		April 27, 2020 week	
Schedule Consultant Interviews	April 19, 2020	May ??, 2020	30+
Selection of Consultant	April 24, 2020	May ??, 2020	30+

The table above shows the previous schedule and new/tentative schedule. Appears we are at least a month behind schedule. And ability to schedule interviews in May/June is unknown. Do we conduct interviews via Zoom? There were some consultants that are not located in the Capital Region:

- Burlington, Vermont
- Chicago, Illinois
- Charlottesville, Virginia
- East Hartford, CT
- Pittsburgh, PA
- Rochester, NY
- Syracuse, NY
- Westchester, NY

Final scope, contract development, and budget may move into June-July, which could setup public engagement in Fall (but unknown extent of pandemic returning in Fall)?

b) Public engagement

- Adjustments we could make to public engagement
 - Interactive web based tools
 - Location based engagement
 - Crowd source engagement (idea walls)
 - Project specific website
 - Online survey

Discussion:

How many interviews are we going to offer, three? Answer from Rob was Yes, 3 or 4. Need to ask consultants how they will handle participation and COVID-19 because we will be social distancing for a while.

Rob Leslie talked about some of the ideas that the RFPs gave for online tools for public engagement.

It was agreed that the Comprehensive Plan process should continue and to adapt the timeline with the consultant that is chosen in order to deal with the times we are in with COVID-19.

Next Steps

- Sub-committee and staff will review consultant responses, meet week of 4/27, decide on interviews, attend interviews and select consultant

Discussion:

If other committee members have questions they want to ask during interview, send them in to subcommittee.

If other committee members want to get copies of the responses to RFP, but not score, let Rob know.

Do the evaluations to get to 3 or 4 to interview, then move ahead with calls to references etc.

Jeremy Synder – Gave notice of upcoming talks presented by Citizens for Bethlehem Tomorrow group via Zoom that committee may be interested in; electric vehicles, Dan Rains Town Recycling Coordinator and Todd Fabozi of CDRPC.

Adjourn

Next Meeting Wednesday May 20, 2020