

ATTACHMENT A

SCOPE OF WORK SCHEDULE

Task #	Description	Date of Completion (assuming Week 1 is the date of Contract execution)
Task 6	Project Meeting	06/17/16*
Task 7	Community Outreach Process and Plan	06/30/16
Task 8	LWRP – Section I – Waterfront Revitalization Area Boundary	07/29/16*
Task 9	LWRP – Section II – Inventory and Analysis	09/23/16*
Task 10	First Public Meeting	10/21/16
Task 11	LWRP – Section III – Local Waterfront Revitalization Policies	11/30/16*
Task 12	LWRP – Section IV – Proposed Land Uses and Projects	12/30/16*
Task 13	Second Public Meeting	01/20/17
Task 14	LWRP – Section V – Techniques for Local Implementation of the Program	02/28/17*
Task 15	Third Public Meeting	03/24/17
Task 16	LWRP – Section VI – Federal and State Actions and Programs Likely to Affect Implementation of the LWRP	04/28/17
Task 17	LWRP – Section VII – Local Commitment and Consultation	04/28/17
Task 18	LWRP – Section VIII – Determination of Significance and SEQRA Compliance Significance and Compliance with SEQRA	04/28/17
Task 19	Draft LWRP	05/26/17* to NYSDOS 07/28/17 (end 60 day Rev.)
Task 20	Final (fourth) Public Meeting	06/16/17*
Task 21	Final LWRP Amendment	08/31/17*
Task 22	Henry Hudson Park Master Plan Update	04/28/17*

Note: Schedule presented above is based upon an assumed review time by involved agencies and is approximate. If review times exceed the assumed task duration, the schedule will be adjusted accordingly. Revised schedules, as needed, will be provided on a regular basis to project stakeholders.

*Denotes a proposed Local Waterfront Revitalization Advisory Group (LWRAG) meeting to occur prior to date of completion. Up to 10 LWRAG meetings are proposed.

Project Approach

The MJ Team approach is focused on action-oriented, sustainable strategies that reflect local values and resources. Our community-driven approach will build upon the unique assets of the Bethlehem waterfront to identify opportunities that serve the LWRP goals.

MJ understands the June 2013 Comprehensive Plan Assessment Committee's Report to the Town Board recommends the Town update the LWRP and provide a list of goals and objectives to be reflected in the update. Goals of the LWRP update, which are consistent with the existing LWRP, are to encourage new economic activity, to improve public access and recreational use of the River, and to protect and restore natural resources. New goals include addressing climate change, evaluate rising water levels in relation to proposed development areas and Town infrastructure, and support the evolution of the waterfront into a sustainable and resilient entity through use of the most modern techniques of environmentally sensitive and effective planning and operation.

Since the Final Draft LWRP provides a thorough inventory of existing conditions (historic, natural / environmental resources, etc.), it is expected that updates to these and other similar sections will be straightforward and less labor intensive than the original drafting of the LWRP. As such, greater attention can be provided to explore and advance specific projects / recommendations of the Final Draft LWRP and other Town plans including, but not limited to:

- *Development of the Bohl Excavation site (identified as a possible Brownfield Opportunity Area)*
- *Scenic Viewshed / Overlay in the vicinity of Wemple Road / Weisheit Road and Clapper Road / Weisheit Road*
- *Identification of bicycle / pedestrian improvements to an east-west roadway that connects to the Hudson River waterfront (including River Road and Hudson River)*
- *Identification of bicycle / pedestrian improvements to River Road*
- *Port of Albany Expansion (consistent with the Capital Region 2020 Upstate Revitalization Plan and CDTC Regional Freight and Goods Movement Study: Final Report).*
- *Waterfront trail design compatible with adjacent industrial users*
- *Trail connections along the Hudson River to and from Henry Hudson Park – northern connection to Mo-He-Con-Nuck Preserve and southern connection to Scenic Hudson Lands*
- *Connection to the river and / or creating a river view at Moh-He-Con-Nuck Nature Preserve*
- *Bicycle / pedestrian connection to the Albany County Helderberg Hudson Rail Trail*
- *Access to the Hudson River. Both from upland and the River (i.e. establish a vibrant water trail system)*
- *Henry Hudson Park Master Plan Update (accounting for environmental constraints)*
- *Incorporation of the plans and studies*



TASK 6. PROJECT MEETING: MJ will attend a project meeting with the Town and the LWRAG to review project requirements, site conditions, roles and responsibilities, waterfront and harbor management planning issues, SEQR compliance, new information needs and next steps.

Products: Attendance at meeting. MJ will prepare a written meeting summary for this task as requested by the NYSDOS.

Task 7. COMMUNITY OUTREACH PROCESS AND PLAN: MJ will prepare a method and process to encourage community participation in the development and implementation of the LWRP update. The outreach plan shall identify key individuals, organizations, and entities 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. Outreach via social media outlets such as Facebook, Twitter, MindMixer, project webpage, etc. will also be explored to provide for multiple community participation opportunities. Three public workshop type meetings or similar public engagement activities will take place at key points during the process. Additionally, a fourth public meeting will occur to share the draft LWRP with the public. All public meetings will be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means by the Town. MJ will assist the Town in drafting outreach materials. A summary of each public outreach session will be made available.

Products: Approved community outreach plan.

Task 8. LWRP – SECTION I – WATERFRONT REVITALIZATION AREA BOUNDARY: The Town's Final Draft LWRP provides the existing Waterfront Revitalization Area Boundary. Minor amendments to this area will be considered, if necessary. MJ will prepare updates to the narrative description and map of the waterfront revitalization area.

References to the Inventory and Analysis section, justifying the inclusion of particular areas, shall be included in this section if beneficial for increased understanding. The narrative will be accompanied by a boundary map.

Products: Section I - Waterfront Revitalization Area, including narrative and map(s).

Task 9. LWRP – SECTION II – INVENTORY AND ANALYSIS: As necessary, MJ will update the inventory and describe existing natural and built resources and conditions within the waterfront revitalization area (which includes surface waters and underwater lands). In addition, Section II will provide an analysis of waterfront issues, opportunities, and constraints to development, and resource protection needs and a reasonable assessment of the vulnerable resources and potential risks associated with climate change. Section II will also consider recommendations and strategies of local and regional plans, including the strategies developed by the Capital District Regional Council for economic growth and development in the region.

The MJ Team recommends the application of a modified risk assessment evaluation for critical community facilities during this task to understand vulnerable resources and potential risks. This risk assessment would be loosely based on the risk assessment tool the team has previously utilized as part of the NY Rising program, and in fact, has assisted the Governor's Office of Storm Recovery in refining during the NY Rising planning process. The risk assessment would evaluate the location of a

critical asset and evaluate landscape attributes that might impact the risk to flooding. The MJ Team will work with the LWRAG to determine which assets would be evaluated. This evaluation would include examining the hazard, exposure and vulnerability of the asset and lead to a risk score. That risk score is then translated into a low, moderate, high or extreme risk level. This information will be helpful in considering future projects and appropriate areas for future growth.

Topics to be addressed and/or updated based on availability of existing information include, but are not limited to, the following:

- *Identification and assessment of existing land use, development, and economic strengths, weaknesses, and opportunities for ongoing economic revitalization*
- *Identification and assessment of existing land use and development*
 - *Land use and ownership patterns (public and private), including underwater lands*
 - *Abandoned, deteriorated, or underused sites and buildings*
 - *Agricultural lands*
- *Identification and assessment of existing water-dependent uses and related issues*
 - *Commercial, industrial, and recreational water-dependent uses (such as ferries, marinas, boat yards, transshipment facilities, swimming areas, vessel anchorage and mooring areas, commercial or recreational fishing or shellfishing areas and uses)*
- *Identification and assessment of existing zoning and other relevant local land use and development controls*
 - *Zoning codes, subdivision review, site plan review, and design standards, etc.*
- *Identification and assessment of existing and desired open spaces, public access sites, recreational resources and tourism resources (including public access to the Glenmont Job Corps lands along the Hudson River)*
- *Identification and assessment of the condition of infrastructure*
 - *Water supply, stormwater and sewage treatment, vessel waste facilities, solid waste disposal, storage tanks, transportation systems – roadways and railroad lines – including bicycle and pedestrian facilities, energy production and transmission, shoreline stabilization infrastructure, bulkheads, docks and docking facilities and underwater infrastructure and structures, such as cables and pipelines*
- *Identification and assessment of federal, State and/or locally-designated historic and scenic resources*
 - *National Register sites and districts, Scenic Areas of Statewide Significance, locally designated resources, and archaeological resources such as shipwrecks and historic dry docks*
 - *Historical background / overview of Bethlehem's relationship to the Hudson River from its early agricultural days (ice harvesting) to the present (industry, recreation, rural nature)*



- Exploring a Scenic Overlay District to preserve the special view of the Hudson River and beyond (viewshed)
- Identification and assessment of natural resources, topography, hydrology, and geology
 - NYS Significant Coastal Fish and Wildlife Habitat areas, locally important fish and wildlife habitats, wetlands, water courses, landscape features, steep slopes, minerals, etc.
 - State-designated Coastal Erosion Hazard Areas, federally identified flood-hazard areas, etc.
 - Asset inventory: natural resource assets and critical infrastructure and systems that have been, or will be, affected by flooding or other climate change hazards
 - Identification of actions that reduce the capacity of natural protective features to reduce risk
 - Risk assessment overview: assessment of risks to key assets and systems - including impacts to wetlands, habitats and other natural resources; and, water supply, sewage treatment plants, combined sewer overflows, electric utilities, transmission lines, dams, shoreline stabilization infrastructure and other in-water structures, transportation systems, critical facilities, and other valuable community assets
 - Needs and Opportunities Assessment: determine short- and long-range needs and opportunities to enhance resilience to future storms
 - Identification and description of socially vulnerable populations, such as elderly, young, non-English speaking, low-income or unemployed.
- Identification and assessment of issues related to water quality and flooding
 - Point and non-point sources of pollution
 - Water quality classification
 - Impervious surface area, vegetated stream buffers, flood storage capacity and forested land cover
 - Existing infrastructure or actions that may cause adjacent or downstream flooding impacts
- Assessment of issues related to navigation and dredging
- Assessment of issues related to water quality
 - Point and non-point sources of pollution
 - Water quality classification
- Assessment of issues related to flooding, erosion and other coastal hazards
- Assessment of issues related to navigation and dredging
- Summary and commentary of the existing authorities of federal, state, regional, and local agencies that have jurisdiction in the waterfront revitalization area
 - The National Oceanic and Atmospheric Administration, the U.S. Coast Guard, U.S. Army Corps of Engineers, Department of Interior, Department of Homeland Security
 - The Department of State, Environmental Conservation, Health and Transportation and the Offices of General Services and Parks, Recreation, and Historic Preservation
 - Agencies of the town
 - The code enforcement officer, building inspector, police department

- *Destinations along and adjacent to the Corridor, including trail connection to the Albany County Helderberg Hudson Rail Trail, and trail connection between Henry Hudson Park and the Mo-He-Con-Nuck Preserve (identification of easements over public or private land with respect to a waterfront trail). Water trail connections to neighboring sites along the River*
- *Review of plans and studies identified in Item I above and their relevancy to the LWRP update*
- *Identification of stewardship partners in the Hudson River Valley and their applicable programs that would benefit the Town's waterfront revitalization program (e.g. Hudson Watershed Alliance, Partners Restoring the Hudson, Open Space Institute, etc.)*

For the purpose of this LWRP contract, the definition of assessment shall be considered a planning level analysis. No specific engineering studies or analysis will be conducted.

Products: Section II - Inventory and Analysis with accompanying maps to depict the resources, issues and opportunities of the municipality's waterfront area incorporating the Hudson River. (The Town has the GIS files from the Draft Final LWRP that can be used to prepare maps for the update effort.

TASK 10. FIRST PUBLIC INFORMATION MEETING: Following the completion of the initial drafts of Section I – Waterfront Revitalization Area Boundary and Section II – Inventory and Analysis, MJ will conduct a public information meeting regarding the identified local waterfront issues and opportunities and solicit public input regarding the completeness and accuracy of Sections I and II. MJ will work with the Town to prepare notifications and announcements.

Products: Public information meeting held. MJ will prepare meeting notes and draft meeting notification announcements. It is assumed the Town will secure meeting location and coordinate public outreach.

TASK 11. LWRP – SECTION III – LOCAL WATERFRONT REVITALIZATION POLICIES: As necessary, MJ will update and refine applicable State waterfront revitalization policies to reflect local conditions and circumstances, including specific standards and proposed land and water uses for determining consistency with the policies. Provisions of the State policies may be modified to correspond with local circumstances. Each refined policy explanation should include specific local standards and proposed land and water uses in addition to the State standards provided with the State policies. Based on the information included in the rest of the LWRP, the Contractor or its consultant(s), and the Advisory Committee, shall determine if additional policies that add specificity to the applicable State Policies are needed to comprehensively address local conditions and needs. The drafting of Section III will be initiated before the drafting of Section IV and completed after the drafting of Section V.

Products: Section III - Local Waterfront Revitalization Policies for the land and water.

TASK 12. LWRP – SECTION IV – PROPOSED LAND USES AND PROPOSED PROJECTS: MJ will describe and map proposed long-term land use and water uses within the waterfront area and the Hudson River, and proposed projects necessary to implement the LWRP.



Projects may include but not be limited to:

- *Capital improvement or construction projects that are necessary to maintain or improve uses or conditions*
- *Special studies, plans, design projects, or research necessary to advance or refine components of the LWRP*
- *Education, outreach/training materials and programs*
- *Projects to redevelop underused or deteriorated areas and sites*
- *Projects to provide or improve public access*
- *Projects to protect existing, or provide for new, water-dependent uses, such as marinas, boat yards, yacht clubs, port facilities, swimming beaches, or shellfishing*
- *Projects to upgrade or relocate critical facilities so that essential community services are secure and/or out of hazardous areas;*
- *Projects to enhance or restore wetlands and habitats*
- *Projects to improve hazard impact prediction and assessment, and mitigation and adaptation planning, such as development of local or inter-municipal Geographic Information System*

Products: Section IV - Proposed Land and Water Uses and Proposed Projects accepted by the Town and approved by the NYSDOS.

TASK 13. SECOND PUBLIC INFORMATION MEETING: Following completion of the initial draft of Section IV – Proposed Land Uses and Proposed Projects, MJ will conduct a public information meeting regarding the identified local waterfront issues and opportunities as well as proposed land and water uses and projects. The intent of this meeting will be to solicit public input regarding the completeness and accuracy of Section IV.

Products: Public information meeting held. MJ will prepare meeting notes and draft meeting notification announcements. It is assumed the Town will secure meeting location and coordinate public outreach.

TASK 14. LWRP – SECTION V – TECHNIQUES FOR LOCAL IMPLEMENTATION OF THE PROGRAM: MJ will describe existing local laws and regulations, as well as new or amended laws or regulations which are necessary to improve community resilience and implement the policies, proposed uses, and projects set forth in Sections III and IV. Full drafts of new or amended laws and regulations, including local consistency review law, should be in the appendix to the LWRP. Local laws, regulations and procedures essential to the implementation of the policies and purposes of the LWRP must be in place at the time of approval of the program by the Secretary of State. Adoption of these local laws and regulations will be at the discretion of the Town.

MJ will also describe other public and private sector actions necessary to implement the LWRP, including actions by federal and state agencies necessary in order to fully implement and advance



projects in the waterfront revitalization area. These actions may include approving anchorage and mooring areas prior to designation, designating vessel waste no-discharge zones, dredging or maintaining major navigation channels and basins, constructing or maintaining breakwaters, funding certain studies, issuing permits for construction into a navigable waterbody, or providing technical assistance.

MJ will also describe a local management structure for reviewing proposed waterfront projects for consistency with the LWRP, and the financial resources required to implement the LWRP.

Products: Section V - Techniques for Local Implementation of the Program, including drafts of any necessary amendments to existing laws or new local laws, including a local consistency review law.

TASK 15. THIRD PUBLIC INFORMATION MEETING: Following completion of the draft Section V, MJ will conduct a public information meeting to present to the public the draft LWRP policies included in Section III and the proposed laws that will support and enhance the implementation the policies and solicit public feedback.

Products: Public meeting held. Minutes of the public information meeting(s) and identification of changes to be made as a result of the public meeting. MJ will prepare draft meeting notification announcements. It is assumed the Town will secure meeting location and coordinate public outreach.

TASK 16. LWRP – SECTION VI – FEDERAL AND STATE ACTIONS AND PROGRAMS LIKELY TO AFFECT IMPLEMENTATION OF THE LWRP: The NYSDOS shall provide a generic list of federal and State agency actions and programs (Section VI.A) which are to be undertaken in a manner consistent with the LWRP. MJ will describe specific federal and State actions (Section VI.B.) necessary to further implement the LWRP (technical assistance, funding, procedural changes, etc.)

Products: Section VI - Federal and State Actions and Programs Likely to Affect Implementation of the LWRP.

TASK 17. LWRP – SECTION VII – LOCAL COMMITMENT AND CONSULTATION: MJ will describe the public consultation efforts undertaken in the preparation of the LWRP, such as public hearings, public informational meetings, and / or meetings with governmental agencies. MJ will also describe any local committees created to oversee preparation of the LWRP, as well as the role of other municipal agencies. All activities undertaken to obtain local support and commitment will be documented.

Products: Section VII – Description of Local Commitment and Consultation.

TASK 18. LWRP SECTION VIII – DETERMINATION OF SIGNIFICANCE AND COMPLIANCE WITH SEQRA: The Town will request designation as Lead Agency for the purposes of the State Environmental Quality Review Act (SEQRA). On behalf of the Town, MJ will prepare, distribute and file a Full Environmental Assessment Form for the purposes of evaluating the importance / significance of the impacts associated with preparing and adopting an LWRP. Upon completing the Full Environmental Assessment Form, the Town shall make a Determination of Significance in accordance with the



SEQRA regulations. If the Determination of Significance results in a Positive Declaration, MJ will prepare a Draft Generic Environmental Impact Statement for the Draft LWRP in accordance with SEQRA regulations and guidelines. If the findings in the Determination of Significance are such that the LWRP will not have a significant adverse environmental impact, a Negative Declaration may be prepared and filed. If a Negative Declaration is prepared and filed, then a Draft Generic Environmental Impact Statement will not be necessary and no further actions are necessary under SEQRA regulations.

Should a GEIS be necessary, the MJ Team would work with the Town and NYSDOS staff to discuss the reallocation of resources from other tasks to address the additional cost of preparing a GEIS. It is recommended that this be determined as early as possible in the process.

Products: Completed Full Environmental Assessment Form and associated SEQRA determination statements (Positive Declaration or Negative Declaration). If the Determination of Significance results in a Positive Declaration, MJ will prepare a Draft Generic Environmental Impact Statement for the Draft LWRP in accordance with SEQRA regulations and guidelines, and a public hearing shall be held by the Town with the hearing preparation assistance provided by MJ.

TASK 19. DRAFT LWRP AMENDMENT: MJ will submit two (2) hard copies in Word and electronic copy (Word and .pdf format) of a Preliminary Draft LWRP document with integrated harbor management elements, to the NYSDOS for approval, including a complete Draft Generic Environmental Impact Statement (if applicable), incorporating comments provided on each component section, copies of the existing laws and regulations supporting the implementation of the LWRP, and drafts of the proposed new or amended laws and regulations. It is anticipated that a separate, standalone harbor management plan will not be developed as part of this effort. Instead, appropriate harbor management elements may be integrated into the document as appropriate. If revisions to the Preliminary Draft LWRP amendment are needed, based on Department review, MJ will make the required changes and resubmit the document to the Department for review. All comments and requested revisions must be addressed to the satisfaction of the NYSDOS prior to advancing the document to 60-Day review.

Following acceptance of the Preliminary Draft LWRP document by the NYSDOS, the Town shall formally accept the Draft LWRP document as complete and ready for public review and authorize its submission to the Department for review by potentially affected State, federal, and local agencies by resolution of the Town Board.

Products: (1) Preliminary Draft LWRP acceptable to the NYSDOS; (2) a resolution of the Town Board accepting the Draft LWRP and (3) comments received as a result of the 60- day review period.

Task 20: FINAL PUBLIC HEARING / MEETING

Following completion of the Draft LWRP and in conjunction with 60-Day Review and compliance with SEQRA, MJ will conduct a public hearing/ meeting on the Draft LWRP.

Public meeting held. Minutes of the public information meeting(s) and identification of changes to be made as a result of the public meeting. MJ will prepare draft meeting notification announcements. It is assumed the Town will secure meeting location, arrange for a stenographer if a formal record of the public hearing is required and coordinate public noticing.

TASK 21. FINAL LWRP AMENDMENT: Following the 60-Day Review of the Draft LWRP (and the Draft Generic Environmental Impact Statement, if applicable), the NYSDOS shall meet with the Town and MJ to determine appropriate responses to all of the comments received, which shall be reflected in the Final LWRP amendment document including a complete Draft Generic Environmental Impact Statement (if applicable), to the satisfaction of the NYSDOS.

MJ will also submit a schedule of adoption of the LWRP amendment and local laws necessary for implementation of the LWRP.

Products: Final LWRP Amendment (and Final Environmental Impact Statement, if applicable) and schedule of adoption.

TASK 22. HENRY HUDSON MASTER PLAN UPDATE: MJ will update the Master Plan for Henry Hudson Park. The Master Plan will provide recommendations for addressing issues such as, but not limited to:

- *Improving the deteriorating shoreline as guided by the Henry Hudson Shoreline Stabilization Study*
- *Establishing paths and trails along the waterfront of the Hudson River, the Vloman Kill, and to interior portions of the park*
- *Connecting the park to other areas of the town and the region (such as the Hudson River Valley Greenway Trail System, Albany County Helderberg Hudson Rail Trail, Mo-He-Con-Nuck Nature Preserve, Scenic Hudson Lands at the southern boundary of the waterfront, etc.). Consideration of activities that formally link Henry Hudson Park and Schodack Island State Park*
- *Enhancing active and passive recreation facilities*
- *Expanding the park boundaries (if desired)*
- *Improving other facilities for public uses (pavilions, restrooms, playground) as appropriate*
- *Projects to promote the new kayak / small boat launch*
- *All Master Plan recommendations should be sensitive to environmental constraints (such as wetlands and floodplains) on the Park property so as to provide realistic and achievable projects with the Park*

Products: The master plan will prioritize projects for the park and include specific strategies for financing and implementation. MJ will produce a draft and final master plan, in narrative form, using graphics (maps, tables / charts, site plans, elevation and perspective drawings, renderings, etc.) as appropriate.

