



Town of Woodstock

REQUEST FOR PROPOSALS FOR ENGINEERING STUDIES AND SITE CONCEPTS FOR TOWN-OWNED PARCELS UNDER CONSIDERATION FOR AFFORDABLE HOUSING

Issue date: September 17, 2024

**Proposals must be received no later than:
October 25, 2024, 1:00 pm**

**EMAIL PROPOSAL TO:
Supervisor Bill McKenna
supervisor@woodstockny.org
845-679-2113 ext. 17**

**Town of Woodstock
45 Comeau Drive
Woodstock, NY 12498**

A. INTRODUCTION

The Town of Woodstock is requesting proposals for a pre-construction study of the feasibility of building affordable housing on Town-owned land, including engineering surveys and site concept plans for a limited number of sites. The Town is seeking to hire a firm that can provide engineering and architectural services, planning, and landscape design. The firm will have broad scope to exercise creative approaches to the goal of fostering sustainable and affordable housing in the community. The professional input gained from the work outlined below will provide the Town Board with the information needed to decide on the feasibility of a housing project on Town-owned land.

B. PURPOSE AND INTENT

The Town of Woodstock is soliciting responses from qualified and experienced Architectural and Engineering Firms who can complete the scope of work outlined in these three stages:

Stage 1 will be a preliminary review of the seven sites, assessing topography, soil conditions, proximity to town services and transportation, and access to public water and sewer systems or septic. The Firm will evaluate all of the sites with the intent of identifying the two or three that are most suitable for the construction of affordable housing units. The Housing Committee and representatives of the Town Board will review this preliminary stage and choose two or three sites for further study.

Stage 2 will comprise a more detailed study of the sites selected from Stage 1, with a focus on how the natural features of the property impact the feasibility and cost of building. These features include:

- Topography (including constraints imposed by slopes)
- Geology: soil type(s), rock depth
- Drainage capability, runoff
- Sewer/septic feasibility
- Wetlands delineation
- Flood hazards
- Existing plantings, including groundcover, shrubs, and trees
- Presence of potential health hazards such as asbestos, lead-based paint, or harmful substances left from prior uses of the site.

This review will also delineate buildable areas using current setbacks and zoning. The zoning analysis should include both the current zoning law and the proposed zoning updates.

Stage 2 will enable the Town Board to identify the one or two most promising parcels for further study and site concept plans.

Stage 3 will then develop a detailed Site Plan for the one or two parcels. The Site Plan will describe in detail:

- The number and type of units
- The location of units on the site
- The proposed character of units (e.g., square footage, number of bedrooms)
- The systems for water and sewer
- The road access
- Sustainability requirements
- Parking requirements
- Graphic illustrations and elevations including structures, landscaping, and open space
- Estimated pre-construction costs, including construction of road and installation of water and sewer/septic systems, and any other expenses to make the site shovel-ready
- Estimated order of magnitude for construction costs

The seven parcels are listed here and described in more detail in Appendix 1:

- 2441 Route 212
- Two parcels on Zena-Highwoods Road
- 31 acres in Zena
- The Mountain View parking lot
- The Rock City Road parking lot
- Leslie Way/Woodstock Commons

Parcels can be viewed on the Ulster County Parcel Viewer:

<https://ulstercountyny.gov/maps/parcel-viewer/>

C. KEY EVENTS AND DATES

- Issuance of RFP: September 17, 2024
- Proposal Submittal Deadline: October 25, 2024, at 1:00 PM
- Submittal Review: October 28 - November 15, 2024
- Town Board Meeting and Firm Selection: November 19, 2024

D. BACKGROUND

Though Woodstock has sought to improve access to affordable housing through numerous initiatives, there remains a considerable need to expand housing access for a variety of residents struggling to afford rising prices.

Woodstock lacks deeply affordable homes for low and moderate-income residents. High construction costs and land values impact developers' ability to build affordable homes without subsidies.

Middle-income housing is typically intended for households that earn between 80-120% AMI, which is too much to qualify for traditional affordable housing subsidies such as housing choice vouchers. A limited supply of homes available to low- and moderate-income households can force employees and elderly people to move away from Woodstock, risking the weakening of the Town's economic base and the cultural knowledge keepers. Investing in affordable homes for teachers, artists, and other residents recognizes these individuals' labor and can strengthen Woodstock's property tax base.

The Town of Woodstock and the Woodstock Housing Committee received funding from the Ulster County Housing Smart Communities Initiative to work with a consultant to learn more about how Woodstock can build affordable homes and maintain its rural character. This work resulted in an investigation of housing typologies that would fit the character of the Town, which is a high priority for Woodstock residents. These typologies are:

- Multifamily homes (duplex, triplex, fourplex, sixplex)
- Small, single-family homes in a cottage court or pocket neighborhood
- Low Rise Apartments (5-8 units)
- Low-rise apartments, multiple buildings (20+ units)

Woodstock is adopting a conservation-centric approach to development that minimizes disruption in environmentally sensitive areas and preserves open space. Any planning for new construction must adhere to the following standards:

- By law, adequate open space must be preserved in new residential developments throughout Woodstock. Present subdivision design standards require proposed residential subdivisions to reserve 5-10% of land area for public open space. Under the proposed zoning changes, the open space requirement for major subdivisions with 5 or more lots would be increased to permanently reserve 50% of the parcel.
- Thousands of acres of land in Woodstock are undeveloped and will likely remain so due to the Town's conservation efforts.

- New homes must comply with higher energy efficiency and green standards, which benefit residents and the environment.
- Woodstock is a certified Climate Smart Community (CSC).

E. QUESTIONS AND CLARIFICATIONS

All inquiries with respect to this RFP shall be submitted in writing, via email, and directed to the following addresses:

Supervisor Bill McKenna
Supervisor@woodstockny.org

AND

Katherine Tegen, Chair, Woodstock Housing Committee
Katherine.Tegen@gmail.com

F. PROPOSAL SUBMISSION REQUIREMENTS

The RFP response should include the following elements for the Town to identify the Firm best suited to the work:

- 1) Cover letter
- 2) Resumes of key personnel proposed for the project
- 3) Example projects which best illustrate the proposed team's qualifications for the project
- 4) Project understanding: The proposal shall provide a clear and concise description of the work. The respondent should not simply rephrase or restate the requirements, but rather shall provide convincing rationale to address how the responder intends to meet these requirements.
- 5) Statement of the Firm's philosophy and sustainability principles
- 6) Fee proposal
- 7) Proposed schedule for completion of work

Proposals must be received no later than October 25, 2024 at 1:00 pm and emailed to Supervisor Bill McKenna at supervisor@woodstockny.org.

Proposal should be submitted as one PDF document and include all required proposal elements listed above.

G. SELECTION CRITERIA

The proposals will be evaluated by members of the Town Board and the Housing Committee, and a Firm will be chosen based on the following criteria:

- 1) The quality of the proposal (50%)
- 2) The Firm's qualifications and previous experience (35%)
- 3) Schedule (15%)

H. TERMS AND CONDITIONS

1. **Incurred Costs:** This RFP does not commit the Town of Woodstock to award a contract or pay any costs incurred in the preparation of a response to this request. The Town will not be liable in any way for costs incurred by the respondents in replying to this RFP.
2. **Right to Cancel:** The Town of Woodstock reserves the right to cancel this RFP at any time and to decide not to consider any or all of the respondents submitting information in response to this request.
3. **Severability:** If any terms or provisions of this Request for Proposal are found to be illegal or unenforceable, then such terms or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.
4. **Collusion:** By submitting a proposal, a firm implicitly states that its proposal has not been made in connection with any other competing firm submitting a separate response to this RFP; is in all respects fair; and has been submitted without collusion or fraud.
5. **Scope of Services:** The final scope of services may be negotiated between the bidder and the Town depending upon any optional services proposed.
6. **Required Insurances:** The selected consultant shall purchase, at its own expense, and furnish proof of Commercial General Liability, NYS Workers Compensation and NYS Disability Benefits insurance containing approved coverage limits protecting the owner from claims which may arise out of or result from the performance or non-performance of the consultant and shall maintain coverage until final acceptance of the work by the City of Hudson. The professional shall not commence work under the contract for professional services until the professional has obtained all the insurance required.

7. **Non-Discrimination:** In accordance with Federal, State and local law and all other applicable laws, the Town of Woodstock does not discriminate on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, or disability unrelated to an individual's ability to perform the job.
8. **Disclaimer:** The Town of Woodstock reserves the right to reject any and all proposals, or portions thereof, for any reason. Additionally, the Town of Woodstock reserves the right to adjust the scope of services as needed for the completion of a high-quality deliverable.
9. **Assignment/Transference of Agreement:** The selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company, or corporation without prior express consent and approval in writing from the Town of Woodstock.
10. **Town of Woodstock: Rights and Prerogatives:** the Town of Woodstock reserves the right to exercise the following prerogatives:
 - To accept or reject any or all proposals and amend, modify or withdraw this Request for Proposals (RFP).
 - To correct any arithmetic errors in the proposals.
 - To change the final due date and time for proposals.
 - To accept or reject any of the firm's employees or proposed sub-consultants assigned to provide services on this project and to require their replacement at any time. The proposer shall obtain the written approval of the Town of Woodstock of changes to the proposal after it is submitted, including any changes with respect to sub-consultants. The Town of Woodstock shall have the right to reject any proposed change to the proposal.
 - To waive or modify any irregularities in proposals received after prior notification from the proposer. This will in no way modify the Request for Proposals (RFP) documents or excuse the proposer from full compliance with its requirements.
 - To consider modifications to proposals at any time before the award is made, if such action is in the best interest of the Town of Woodstock.
 - To request a revised cost proposal from firms selected as finalists.
 - To accept a proposal for the engagement containing other than the lowest cost proposal.
 - To interview proposers prior to selection.
 - To reject any proposal containing false or misleading statements or that provides references that do not support an attribute or condition claimed by the proposer.
 - To begin negotiations with the next most responsive proposer to this RFP should the Town of Woodstock be unsuccessful in negotiating a contract with the selected proposer within a reasonable time frame.

- To contract with more than one developer.

11. Modification of Contract: Any modification to the original contract signed between the successful proposer and the Town of Woodstock will require mutual consent of the successful proposer and the Town of Woodstock. Any contract or amendments thereto will be considered effective only after approval by the appropriate Town of Woodstock authorities.

12. Interpretation: The contract shall be construed and interpreted in accordance with the laws of New York State and New York State shall be the forum for disputes.

13. Public Announcements: Upon selection of the successful proposer and contract execution, public announcements or news releases pertaining to the contract shall not be made without prior written consent by the Town of Woodstock.

14. Negotiation: After completion of the selection process, the Town of Woodstock will commence finalization of the project scope and fee negotiations with the selected firm(s).

Appendix 1

2441 ROUTE 212

SBL: 27.4-1-1.200

Acreage: 27.7

Ownership: Town of Woodstock



Site Summary:

A portion of the site is in use as the Water Treatment Plant for the Town. The southern portion of the site is in a flood zone and is not buildable. The Little Deep swimming hole is in the flood zone.

Potential housing could be sited in the northeast portion of the site to avoid proximity to the Water Treatment Plant and the flood zone. A buffer zone of trees would be retained to screen the housing from the path to the Little Deep and adjacent roads.

Advantages:

A survey is needed to determine elevations and access to water and sewer, which may be adequate due to proximity to the Water Treatment Plant. The site is located within a short driving distance to the center of Woodstock. Road access could be designed so that outlets on Route 212 and Zena Road would not impact traffic.

Disadvantages:

The site is not on a local transportation route. Care would need to be taken to maintain the rural character of the site.

ZENA-HIGHWOODS ROAD

SBL: 28.3-1-28

SBL: 38.2-1-56

Acreage: 11.1 (two combined parcels)

Ownership: Town of Woodstock



Site Summary:

There are two adjacent parcels owned by the Town on Zena-Highwoods Road. The sites are flat and there are no existing structures on the sites. A study of soil and rock characteristics is needed to determine feasibility of installing wells and septic.

Advantages:

Housing would be located within a short driving distance to the center of Woodstock. Road access is easily accessible from Zena-Highwoods Road. The contiguous parcels are large enough to accommodate several multifamily homes or a cottage court while maintaining a buffer zone of trees.

Disadvantages:

The sites are not in the Town water/sewer district. Local transportation is not accessible.

THREE MILE CLASS LT 21

SBL: 38.4-3-32

Acreage: 31.1

Ownership: Town of Woodstock



Site Summary:

This large parcel was considered by RUPCO for development, but Leslie Way was chosen because of its proximity to Town water/sewer and central location. The site has no steep slopes, flood zones, or wetlands. There are no existing structures on the site. A study of soil and rock characteristics is needed to determine feasibility of installing wells and septic. The parcel is located within the Critical Environmental Area (CEA) adopted by the Town in 2022.

Advantages:

The site has road access. It is within walking distance of Route 28 and transportation to Woodstock and Kingston. The parcel is large enough that housing could be sited to minimize environmental disruption.

Disadvantages:

The site is not close to the center of Woodstock and has limited access to services. Town water/sewer is not available.

ROCK CITY ROAD PARKING LOT

SBL: 27.55-1-41

Acreage: 2.04

Ownership: Town of Woodstock



Site Summary:

The Rock City Road Parking Lot is centrally located and provides parking for residents and tourists. The parcel is level and would have access to Town water/sewer. A portion of the site could be developed for housing while maintaining a portion for parking.

Advantages:

The site has road access, is close to transportation and services, and ideally located for walkability in Town.

Disadvantages:

Parking is at a premium in Town, especially during the summer months. This parking lot is closest to the center of Town and best situated for pedestrians with mobility concerns.

MUNICIPAL PARKING LOT (MOUNTAIN VIEW)

SBL: 27.54-3-6

Acreage: 2.5

Ownership: Town of Woodstock



Site Summary:

The Mountain View Parking Lot provides parking in a central location across from the Colony, with access to Rock City Road. It is the location of the weekly Farmer's Market. The site is level. A portion of the site could be developed for housing while maintaining a portion for parking.

Advantages:

The site has road access, is close to transportation and services, and ideally located for walkability in Town.

Disadvantages:

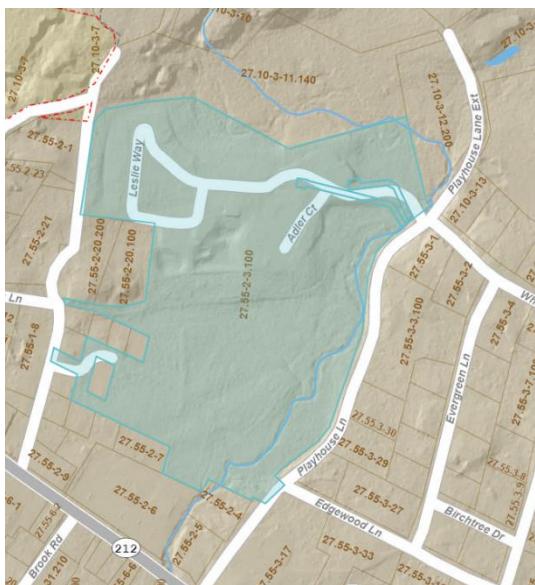
Parking is at a premium during the summer months and new parking options would need to be created. A new location would need to be found for the Farmer's Market.

LESLIE WAY

SBL: 27.44-2-3

Acreage: 27.63

Ownership: RUPCO/Development Fund Woodstock Commons Housing



Site Summary:

The site was developed by RUPCO and was completed in 2013. The existing 53 housing units of Woodstock Commons are positioned in the top portion of the parcel. There are wetlands on the east side of the site. There are no steep slopes on the site. There is potential for infill development with multifamily homes to the south of the apartment buildings. The Town could work with RUPCO to further develop this site.

Advantages:

The site is located within walking distance to the center of Woodstock, and has access to local services, transportation, and town water/sewer.

Disadvantages:

An engineering survey is needed to delineate wetlands. Road access would need to be determined.