

Date: June 9, 2009

RE: Request for Proposals: Community Plan Writing

Sustainable Long Island is a not-for-profit agency that promotes sustainable development on Long Island. Founded in 1998, our mission is to advance economic development, environmental health and social equity for all Long Islanders. We are looking for a professional planning consultant to observe vision planning process and write and edit the process's Community Redevelopment Plan.

Products/Deliverables – You will be asked to provide the following products at the end of the contract:

- Community plan (approximately 100 pages) with necessary edits
- All notes and back-up materials and research

Scope – In order to produce the community plan you will be required to observe approximately 20 hours of the community planning process meetings, review relevant existing planning documents, attend all focus groups as observer and attend vision weekend as observer (tentatively scheduled on October 16-17, 2009).

The goal of the project is to produce a community plan that:

- Documents the coalition members and general community's goals and objectives for their community's future
- Incorporates the history, existing conditions of the community, as provided by Sustainable Long Island staff
- Includes an analysis of existing planning documents related to the community and how the existing documents affect and relate to the community plan
- Includes a full discussion of the community plan process, as provided by Sustainable Long Island staff.
- Includes a description of the community's overall vision, community recommendations in the form of goals and objectives, and identifies strategies or mechanisms for achieving those goals and objectives
- Includes an assessment of the necessary resources, policy and zoning changes to accompany/support recommendations
- Includes a description of the implementation of the community plan in the form of an action plan or implementation matrix

Plan Outline

- 1) Executive Summary
- 2) Introduction
 - a) Purpose and scope of plan

- b) Background and context
- 3) Community Profile – Existing Conditions
 - a) Challenges & Opportunities
- 4) Community Participation Process
- 5) Community Vision Plan
 - a) Vision statement
 - b) Priorities
 - c) Recommendations
- 6) Implementation
 - a) Matrix with timeline for action steps
- 7) Appendices

Resources Available – You will have access to primary and secondary resources of information concerning the study area, our work and the particular planning process. You will speak with a specific list of Sustainable Long Island’s staff, partners and colleagues involved in the vision process. You will be asked to sign a confidentiality agreement.

Length and Schedule –

Begin study: September 1, 2009

Community process scheduled to be completed mid October, 2009

First plan draft to Sustainable Long Island staff: November 16, 2009

Revised plan draft: December 1, 2009

Final study to printer: January 8, 2010

Proposal Specifications -

Please provide the following information in your proposal.

1. Provide a description of your planning, writing and editing qualifications and writing samples.
2. Identify how the community plan will be developed, scheduled and executed.
3. Provide information regarding your fees as it relates to the specific tasks outlined in the scope, including the estimated number of hours to be spent.
4. Identify the information needed to complete such tasks.

Ranking Criteria – We will rank proposals according to the following criteria:

- Experience in plan writing and editing
- Quality of proposal
- Fee schedule

- Experience in planning/vision processes
- Long Island experience will be given preference
- Ability to meet timeline

Proposal Submission - Proposals are due by 4pm on July 1, 2009. Proposals should not exceed 3 pages and should be emailed as a PDF to jrimmer@sustainableli.org. Interested applicants should email Jennifer Rimmer at jrimmer@sustainableli.org to receive the conference call instructions.