

ATTACHMENT C - WORK PLAN

Village of Philmont Rising

1. Project Description

The Village of Philmont (“Contractor”) will advance the Summit Lake Watercourse Brownfield Opportunity Area (BOA) through pre-development activities including design development plans for the waterfront park, and for a downtown parking area and community plaza, including studies, a cultural resource survey, marketing, and zoning updates, consistent with the objectives for desired redevelopment of selected sites within the context of Summit Lake, a 24 acre, publicly owned body of water, a critical public amenity, and as such a center catalyst of the SLWBOA as a natural resource.

Component 1: Development Plans for Strategic Sites

The Village of Philmont will develop and approve detailed development plans for four strategic subareas within the Summit Lake Watercourse BOA. These development plans will include various activities based on specific revitalization goals for each strategic subarea. These activities include design development, schematic designs, cost estimates, engineering, site, and infrastructure analyses, and market studies to assess viability. This is the next step in advancing redevelopment of these underutilized, brownfields sites into catalytic properties for revitalization.

The subareas, sites, and specific deliverables include:

Design Concepts for Waterfront park, playground, and community center on the bank of Summit Lake (Subarea 1)

The Contractor will develop draft and final design concepts for this subarea, as well as estimated construction costs.

Final Products:

- Plans and specifications advancing an existing concept plan for the area including final design concepts, elevation drawings, section drawings, perspective drawings to convey how this strategic site, streetscape, and other areas of interest have the potential to appear after development or improvements are completed.
- An order-of-magnitude estimate of probable construction cost for the selected final Preliminary Design plan.

Design Concepts and Market Study for Canal St. Parking Lots and Community Plaza (Subarea 2)

The Contractor will develop draft and final design concepts for this subarea, as well as estimated construction costs. The contractor will also complete a market study to assess viability of Canal St. Artisan Plaza Commercial Building to house a makerspace or new commercial artisan building with workforce development (adult & youth) to be located in the Canal St. Artisan Plaza.

Final Products:

- Plans and specifications advancing an existing concept plan for the area including final design concepts, elevation drawings, section drawings, perspective drawings to convey how this strategic site, streetscape, and other areas of interest have the potential to appear after development or improvements are completed.
- An order-of-magnitude estimate of probable construction cost for the selected final Preliminary Design plan.
- A complete market study narrative and maps for the feasibility of a makerspace or new commercial artisan building with workforce development capacity.

Engineering Site Analysis for Watershed (Subarea 4)

The Contractor will complete an engineering site analysis of the East Bank of Summit Lake to assess current stability and redevelopment potential. The Contractor will also conduct a market study to assess the viability of developing a trailhead visitor center at this location.

Final Products:

- A complete narrative of the Engineering Analysis of the East Bank of Summit Lake addressing stability and existing erosion, and all required maps.
- A complete narrative and maps of the feasibility of a trailhead visitor center location and potential wetland center at the inlet of Summit Lake or surrounding area to service the intended incoming Harlem Valley Rail Trail

Infrastructure Analyses for Downtown and Connector Streets (Subarea 5)

The Contractor will complete site and infrastructure analyses of the connector streets between the waterfront and downtown to determine the best opportunities to for multi-modal connections between these areas.

Final Product:

- A complete narrative and maps infrastructure analysis of connector streets between the waterfront and the downtown including Main St from Elm St. to Ark St., Summit St., Ellsworth St., and Elm St connecting to the Canal St. parking lots, and public easement footpath from Elm St to Philmont Library to determine an approach to optimize linkages to proposed water/land recreation areas, scenic landscapes, improved streetscapes, potential new civic areas, gateways, downtown anchors, and improved transportation linkages including transit, pedestrian, bicycle, and trails.

Component 2: Cultural Resource Survey

The Village of Philmont will complete a Cultural Resource Survey report that will analyze and make recommendations regarding the historical integrity, preservation needs, and potential to designate the Summit Lake area as a Historical Mill District.

Final Product:

- A complete descriptive narrative including representative digital photography, key map and project list, historical narrative identifying potential themes of significance, conclusions concerning historic integrity of individual properties and additional potentially NRE districts and individual properties.

Component 3: Zoning and Property Updates

The Village of Philmont will complete a zoning and property analysis and recommend zoning updates to local laws to support the development of proposed uses for BOA strategic sites and SLWBOA subareas. These recommendations will be made to a Committee appointed by the Village to review and adopt zoning updates.

Final Product:

- Preliminary draft of new or revisions of existing local laws, regulations, standards, and other zoning updates recommended to assist development in the SLWBOA including the Conservation District, Hamlet I, Hamlet II, Hamlet III, Mill District, Mill District II, Rural, Rural Low Density, and General Business zoning districts.

Component 4: Environmental Testing

The Village of Philmont will conduct a site inspection and testing for contamination sources at the East Bank and sediment at the location of the inlet of Summit Lake. This will include findings from initial analysis, recommendations for additional subsurface testing, and final testing for subsurface contaminants.

Final Product:

- A complete narrative, maps, and testing results

Component 5: Development and Implementation of Marketing Strategies

The Village of Philmont will create a marketing campaign for the SLWBOA area and select strategic sites to build broad public and private interest and investment in their redevelopment and use. These marketing strategies will also contribute to the development and selection of final designs for each site.

The Contractor will identify local subject area experts to conduct outreach and increase capacity of public participants to contribute to the design development and marketing component.

Final Products:

- Marketing materials, 15-20 page brochure(s) including narrative, site slip sheets, maps, renderings, infographics, photos, and a new project web site to market the SLWBOA and redevelopment opportunities.
- Six public presentation events including topics involving, historic preservation tax-credits, Complete Streets, Heritage Tourism and wayfinding, engaging downtown public spaces with placemaking, small business and workforce development, plastic recycling.

2. Project Attribution and Required Products

The Contractor must ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project. All final and public facing materials must include the Department of State logo and the following acknowledgment:

"This [document, report, map, etc.] was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund."

The contributions of the Department must also be acknowledged in community press releases and other notices issued for the project, including web site postings and other forms of digital distribution. Project press releases and other notices shall be submitted to the Department for review and approval prior to release, to ensure appropriate attribution.

The Contractor must submit to the Department all required products, clearly labeled with the NYS Comptroller's contract number as indicated on the Face Page of this Contract and where applicable, the related task number from this Work Plan.

Unless otherwise specified in the Work Plan tasks, the Contractor shall submit products in the following formats:

- Draft products: one electronic copy of each product must be submitted in Adobe® Acrobat® Portable Document Format (PDF), created using 300 dpi scanning resolution and Microsoft Word, if applicable.
- Final products: one electronic copy of each product must be submitted in PDF, created using 300 dpi scanning resolution and Microsoft Word, if applicable. In addition, one paper copy of each final product (including reports, designs, maps, drawings, and plans) must be submitted.
- Electronic data for all Geographic Information System-based mapping products must be submitted in either ArcGIS format, or similar product acceptable to the Department, and comply with the requirements for Contract GIS Products. Formal metadata must be provided with all digital GIS data which includes, at minimum, a file summary/abstract, intended use, data, source data, and author information.
- Electronic data for all designs, drawings, and plans must be submitted in the original software that they were created (such as CAD format or other similar product acceptable to the Department), as well as in JPG format.
- Photographs and images must be submitted in JPG format with a minimum resolution of 300 dpi and must be dated and captioned with the location and a brief description of the activity being documented and include any associated metadata (including the photo's GPS location where available).

3. Compliance with Procurement Requirements

The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that applicable provisions of General Municipal Law were fully complied with.

4. Project Tasks

Project Components

The following tasks are required for each of the five project components: Design Development Plans, Cultural Resource Survey, Zoning and Property Updates, Environmental Testing and Marketing and Outreach. . Products identified for each task (for each project component) must be submitted to the Department for review and approval.

Task 1: Project Initiation Meeting

The Contractor, the Department, and any partners responsible for managing the project, shall hold an initial meeting to review and agree upon the project scope and schedule, project requirements, roles and

responsibilities, the selection process for procuring consultants, State Environmental Quality Review Act (SEQRA) compliance requirements, MWBE requirements, ADA requirements, the number of public meetings and techniques for public involvement proposed for the project, and any other information which would assist in project completion. In addition, the composition of a project advisory committee shall be discussed during the project initiation meeting. The Contractor, or a designated project partner, shall prepare and distribute to all project partners a brief meeting summary clearly indicating the agreements reached at the meeting. Work on subsequent tasks shall not proceed prior to Department approval of the proposed approach as outlined in the meeting summary.

Products: Project initiation meeting held with appropriate parties. Written meeting summary outlining agreements reached.

Task 2: Project Advisory Committee

The Contractor shall establish a project advisory committee to oversee all aspects of the project in cooperation with municipal officials and the project consultant(s), if applicable. The committee shall be representative of project stakeholders, including representatives of state, county, and municipal agencies with jurisdiction over project activities or the project area, and non-governmental and community-based organizations. A draft list of proposed members shall be provided to the Department for review and approval prior to establishment of the committee.

Products: Draft and final list of proposed members of project advisory committee. Project advisory committee established.

Task 3: Consultant Selection and Compliance with Procurement Requirements

In consultation with the Department, the Contractor shall retain professional services through the locally approved procurement process per General Municipal Law. The municipal attorney, chief legal officer or financial administrator of the municipality shall certify in writing to the Department that applicable provisions of General Municipal Law were fully complied with.

For preparation/certification of final designs and construction documents, a licensed professional engineer, architect or landscape architect licensed to practice in New York State is required.

The Contractor shall prepare the draft subcontract(s) to conduct project work with the selected consultant(s). The subcontract(s) shall contain a detailed work plan with adequate opportunity for review at appropriate stages of product completion, a payment schedule with payments tied to receipt of products, and project costs.

The Contractor shall submit the draft subcontract(s) to the Department for review of the subcontract work plan for alignment with the appropriate tasks of the work plan as set forth in this contract. The Contractor shall incorporate the Department's comments on the subcontract work plan, or scope of services, prior to execution of the final subcontract(s). The Contractor remains responsible for the legal sufficiency of the subcontract in accordance with the requirements in the Master Grant Contract and Attachment A-1.

Products:

- Consultant(s) selected and approved by the Department
- Written certification of compliance with procurement procedures

- Draft and final, executed consultant subcontracts

Task 4: Draft Documents for Summit Lake Watercourse BOA, including Design Development Plans, Cultural Survey, Zoning Analyses, Environmental Testing and Marketing Strategies

The Contractor or its consultant(s) shall develop draft documents and supporting materials for the Summit Lake Watercourse Brownfield Opportunity Area, as outlined in Components 1-5 above. The draft documents for Components 1-5 shall be provided to the Department and the public for review. Comments from the Department and the public must be addressed to the satisfaction of the Department in subsequent revisions of the products and the final design.

Products:

- Draft documents and supporting materials for Components 1-5 (see Project Description above for detailed description of components and products)

Task 5: Environmental Quality Review

The Contractor shall prepare, or cause to be prepared, all documents necessary to comply with the State Environmental Quality Review Act (SEQRA) through determination of significance. If a positive declaration is made, a Draft Environmental Impact Statement shall be prepared.

Products:

- SEQRA documents
- Draft Environmental Impact Statement (if necessary)

Task 6: Final Documents for Summit Lake Watercourse BOA, including Design Development Plans, Cultural Survey, Zoning Analyses, Environmental Testing and Marketing Strategies

Based upon the approved draft documents, the Contractor or its consultant(s) shall develop final documents as outlined in Components 1-5 above, and other supporting materials. The final documents for Components 1-5 shall be provided to the Department for review at least two weeks prior to the due date for comments. Department comments must be addressed to the satisfaction of the Department.

Products:

- Final documents and supporting materials for Components 1-5 (see Project Description above for detailed description of components and products)

5. Project Reporting and Close-out

Task 7: MWBE Reporting

In accordance with Attachment A-1, Part I, Section M, Paragraph 6, Contractor shall be required to use the New York State Contract System (“NYSCS”) to record payments to subcontractors (including a breakdown of payments issued to state-certified MWBE firms) and otherwise report compliance with the provisions of Article 15-A of the Executive Law and regulations in relation to funds used pursuant to this Agreement.

Contractor shall be required to submit utilization plans in paper format until such time as submission is made

available through the NYSCS and notification of such availability is provided to Contractor by the State. Upon such notification by the Department, Contractor shall submit required utilization plans through the NYSCS. So long as Contractor complies with the reporting requirements stated above in the manner directed by the Department, the requirement of Attachment A-1, Part I, Section M, Paragraph 6 for paper filing of Quarterly Reports shall be waived. Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the “Contact Us & Support” link.

In the event Contractor does not have the capacity to use the NYSCS in the manner required above, an exception may be granted by the Department of State upon Contractor’s written request and showing of good cause to allow for paper reporting. If such an exception is granted by the Department of State, paper reporting in a manner and form directed by the Department shall be required including but not limited to the submission of Quarterly MWBE Contractor Compliance Report (Form F) forms in accordance with Section M, Paragraph 6, of Attachment A-1.

Product:

- Ongoing reporting through NYSCS during the life of the contract

Task 8: Project Status Reports

The Contractor shall submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Product:

- Completed project status reports during the life of the contract

Task 9: Final Project Summary Report

The Contractor or its consultant(s) shall work with the Department project manager to complete the Final Project Summary Report.

Product:

- Completed Final Project Summary Report.

6. Project Responsibilities

The Contractor shall administer the grant, execute a contract with the Department, and ensure the completion of work in accordance with the approved Work Plan and budget.

The Contractor:

- will be responsible for conducting all project work in conformance with the Work Plan included in the executed contract with the Department.
- will be responsible for all project activities including drafting request for proposals and managing subcontracts with consultants and subconsultants.
- will certify to the Department that the procurement record for project consultants and subcontractors complies with the applicable provisions of General Municipal Law.

- will receive approval from the Department for any and all consultant subcontracts before beginning project work.
- will be responsible for submission of all products and payment requests.
- will be responsible for coordinating participation and soliciting comments from local government personnel, project volunteers, and the public.
- will keep the Department informed of all important meetings for the duration of this contract.
- will receive approval from the Department before purchase of any equipment.
- will secure all necessary permits and perform all required environmental reviews.
- will ensure that all materials printed, constructed, and/or produced acknowledge the contributions of the Department to the project.
- will ensure that all products prepared as a part of this contract shall include the NYS Comptroller's contract number as indicated on the Face Page of this contract.
- will ensure the project objectives are being achieved.
- will ensure that comments received from the Department, or other advisory group, are satisfactorily responded to and reflected in subsequent work.
- will recognize that payments made to consultants or subcontractors covering work carried out or products produced prior to receiving approval from the Department will not be reimbursed unless and until the Department finds the work or products to be acceptable.
- will participate, if requested by the Department, in a training session or sessions focused on developing and implementing revitalization strategies. The purpose of the training session(s) is to build knowledge and provide support to community leaders to advance revitalization efforts and complete priority projects.

The Department:

- will review and approve or disapprove of subcontracts between the Contractor and consultant(s) and any other subcontractor(s).
- will participate in initial project kick-off meeting and subsequent meetings that are important to the project.
- will review all draft and final products and provide comments as necessary to meet the objectives.