



RFP: COMPREHENSIVE PLANNING SERVICES PRE-BID QUESTIONS & ANSWERS

December 22, 2025

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A. Questions about the RFP submission process (10)	
QUESTION	ANSWER
1. Will the City provide a list of document holders for this RFP?	Yes, the document holders list as of 12/19/25 has been circulated as an addendum and provided on the City website.
2. Does the City have any preference between a single prime consultant and a team-based approach?	Respondents may choose to form teams given the range of expertise required for outreach, public engagement, and individual focus areas. However, no preference is stated.
3. Can a sub-consultant be included in multiple different responses?	Yes.
4. Are there any limitations on the number of sub-consultants included on a team?	No.
5. Can we include additional sections beyond what is required in the RFP (such as a firm overview or key staff resumes), or should the submission strictly follow the RFP structure?	Respondents may structure their proposals however they wish as long as each proposal addresses the submission requirements of the RFP. Firm and key staff qualifications are selection criteria.



6. What is the maximum file size that the City can receive via email?	Certain emails may not transmit due to either file size or the City's quarantine software. Accordingly, please always copy peekskillrfp@gmail.com and request confirmation of receipt.
7. Would the City accept a link to the proposal to download such as via OneDrive?	Yes, but please confirm that your proposal has been downloaded after submission.
8. Please provide the complete "Exhibit A" (DOS Scope of Work – Smart Growth) and "Exhibit C" (USDOT Scope of Work – Safe Streets for All).	The attachments provided are the full scopes of work from each grant funding agreement. City staff may share further information with the selected consultant during the project.
9. Please provide the City's full SS4A grant application.	The narrative SS4A grant application is available online here .
10. The RFP discusses two contracts. Should two separate proposals be submitted?	The contracts referenced are grant funding contracts between state or federal agencies and the City of Peekskill. The selected consultant will only enter into one contract for comprehensive planning services with the City of Peekskill.
B. Questions about M/WBE requirements (5)	
QUESTION	ANSWER
11. Do the MBE/WBE requirements apply to specific sections of the Scope of Work based on contract obligations? For example, could an MBE transportation consultant satisfy the grant requirement under the Smart Growth or Housing focus area?	The Smart Growth and Housing grants require the City to make a "good faith effort" to allocate 15% of costs to MBEs and 15% of costs to WBEs (\$60,000 total goal). If a consultant's primary focus area is not Smart Growth or Housing, a portion of their work may still count toward MBE or WBE goals if it reasonably falls under the scope of work required by either grant.
12. Can a firm holding both MBE and WBE certifications count for both portions of the M/WBE goals, i.e., one firm provides 30% of the total cost rather than two firms providing 15% each?	Yes.
13. Regarding the MWBE goals of 30% for each contract, the RFP indicates the fee would be \$30,000. This figure calculates	The MWBE goals are calculated based on the total project costs for the Smart Growth and Housing focus areas.



to 30% of \$100,000 not the \$500,000 budget. Please clarify.	
14. Is it correct that the Smart Growth grant set-aside may be allocated to RFP scope Tasks A, B, C, D, E, F, and G, while the Housing grant set-aside may be allocated to RFP scope Tasks B, F, and G?	This allocation is correct. However, the City expects that certain work necessary for a comprehensive plan will reasonably fall under multiple tasks. Therefore, City staff will work with the selected consultant to document a good faith effort to comply with the M/WBE requirements, even if these allocations are not precisely met.
15. Do the M/WBE scopes have to align with the fees for each contract?	See previous answers.
C. Questions about language access (3)	
QUESTION	ANSWER
16. Does the City anticipate that the advisory committee will include monolingual Spanish speakers and therefore require interpretation services during committee meetings?	While the advisory committee is not yet formed, respondents should demonstrate experience in engaging with Spanish-speaking advisory committee members and members of the public.
17. Does the City currently have access to translation and interpretation services to support meetings and materials in both English and Spanish? If not, is there a separate funding source available to support language access?	The requirements around public engagement in this RFP ask that respondents demonstrate their ability to produce Spanish-language materials and events as part of the project (page 2).
18. Will the draft and final Comprehensive Plan be required to be translated into Spanish?	Translation of the final report is strongly preferred but not required. Respondents may suggest cost-effective best practices for making the final report accessible to other language speakers.
D. Questions about project and grant management (13)	
QUESTION	ANSWER
19. Does the City have a target date for adoption of the Comprehensive Plan?	June 30, 2028
20. Please confirm that the selected consultant will only be responsible to deliver three main work products – Phase One Smart Growth Comp Plan (Contract C1002354), Housing Study (Contract	The final deliverable is an adopted Comprehensive Plan for the City of Peekskill, which is organized such that: (a) the plan complies with Smart Growth contract C1002354, (b) the housing section complies with Housing contract C1002698, and (c) the transportation section on its own constitutes a



C1002698), and a Safety Action Plan (FHWA grant).	Comprehensive Traffic Safety Action plan under the conditions of the FHWA grant. If the selected consultant has proposed to include focus areas on Economic Development and Resiliency, then the final plan will also include those sections.
21. Is the consultant responsible for assembling the Comprehensive Planning Committee?	City staff will identify committee members but the consultant should advise on format and committee management.
22. Is the Project Initiation meeting required to be in-person or will it be conducted virtually?	The Project Initiation meeting should be in-person.
23. Can regular meetings with City staff be conducted virtually?	Yes.
24. How many and what frequency of advisory committee meetings?	This should be determined by the City and its selected consultant during the project, but the consultant can use remote meeting software and rely on City staff to ensure that meeting management does not create an unreasonable expense. Note, the consultant will also be required to present information to the Common Council and Planning Commission periodically.
25. Will the City create distinct task forces or advisory committees for each focus area?	Yes, the City will likely create an advisory committee for the comprehensive plan as well as task forces for each focus area, as is required under the SS4A grant. The selected consultant may advise as to the management and frequency of each committee.
26. Do the 3 listed grants (Smart Growth Comp Planning Grant, Housing Study Grant, and Safe Streets for All) account for the full \$500,000 project budget? What were the amounts awarded for each?	The complete sources are \$300,000 from SS4A, \$90,000 from Smart Growth, \$90,000 from Housing, and \$20,000 in local matching funds.
27. Is there a required or recommended allocation of the total project budget that proposers should assign specifically to the Housing and Transportation/Traffic Safety elements?	Respondents should recommend how best to allocate the total budget across focus areas, and City staff will work with the selected consultant to ensure the budget complies with each individual grant.
28. Can you describe the City's expectations for the SS4A section in more detail? Whereas the project funding is	Many activities (including but not limited to public engagement and data gathering) that are essential to the comprehensive plan



60% SS4A, the RFP text seems more focused on the Comprehensive Plan.	generally are eligible for SS4A funding. City staff will ensure that the budget allocation complies with each individual grant.
29. Please clarify “Phase One of the Draft Comprehensive Plan” listed in the Smart Growth grant work plan.	This phrase was taken from the City’s grant application, which did not assume the additional funding for the complete plan. Please disregard and consider the final deliverable to be a final adopted plan.
30. What is the impact on the project scope, timeline, or budget if these referenced “pending” grant awards are not secured?	The scope described in this RFP does not assume any subsequent funding. If no new grants are awarded, the City will proceed with the funded work according to the deadlines required by its existing grants.
31. How will the City prioritize the completion of secondary focus areas (Resiliency and Sustainability, Economic Development) if the maximum budget of \$500,000 is insufficient to cover all primary and desired secondary areas in depth?	Primary focus areas must be addressed in detail. Secondary focus areas may be addressed only insofar as they inform the Smart Growth focus area, if the City and the selected Consultant conclude that funding is insufficient. The selected Consultant should also help the City evaluate grant and technical assistance opportunities to fulfill the secondary focus areas.
E. Questions about the comprehensive planning approach (8)	
QUESTION	ANSWER
32. To what extent is the City seeking the Comprehensive Plan to guide discretionary decision-making (e.g., rezonings, incentives, capital allocation) versus serving primarily as a policy reference document?	The comprehensive plan is expected to serve as the basis for future zoning actions, capital projects, and policy decisions.
33. Should the Comprehensive Plan include explicit fiscal or cost-benefit considerations?	Consideration of public benefits and costs should underlie all of the consultant’s work, but respondents may indicate whether their services include cost-benefit analysis.
34. Should the Comprehensive Plan include implementation guidance, high-level policy direction, or time-phased actions with indicative sequencing, ownership, and funding considerations?	Yes the Comprehensive Plan should present a phased implementation period.



35. Are there particular funding programs or agencies the Plan should be intentionally aligned with?	The Comprehensive Plan must comply with the three applicable grant funding agreements presented. Consideration of how the Plan's recommendations align with future New York State funding opportunities is strongly encouraged.
36. Should the Comprehensive Plan identify potential funding sources to support implementation actions?	Yes.
37. How will the City evaluate the quality and usefulness of public input in shaping final recommendations?	Meaningful engagement is critical to the success of the comprehensive plan. The consultant should advise City staff on public engagement strategies during the project. The consultant should summarize, quantify, and qualify public input where appropriate.
38. Does the City have an anticipated or preferred level of public meetings and workshops, or should proposers recommend an engagement approach and schedule based on their proposed strategy and budget?	Respondents should recommend an engagement strategy based on past experiences and local insights.
39. The "Project & Fee Schedule" table on page 10 includes line items for "Resiliency and Sustainability" and "Economic Development." Should these line items reflect the cost for the in-depth secondary focus areas, or is there an expectation for some level of work on these topics to be included in the "Overall Comprehensive Planning Work" (Work Item 1) or "Land Use" (Work Item 3a)?	See answer to Question #31. Additionally, more information about Smart Growth principles has been included as an addendum.
F. Questions about the Smart Growth focus area (2)	
QUESTION	ANSWER
40. Under C. Community Survey and Stakeholder Interviews, it states, "this process should build on the City's recent outreach and survey efforts around climate vulnerabilities and economic development." Can the City share where we can find the recent survey results?	Additional detail will be provided to the selected consultant during the project.



41. How extensive is the Smart Growth training?	Only City staff must complete Smart Growth training, not the selected consultant.
G. Questions about the Housing focus area (4)	
QUESTION	ANSWER
42. To what extent does the City expect original data collection versus synthesis and interpretation of existing studies and datasets?	Data collection will be important. Much of this work may use existing digital sources such as the census and American Community survey. Some fieldwork is recommended. Respondents should indicate an ability to collect original data such as vehicle/ pedestrian trips at key intersections.
43. The RFP states “The housing focus area should be informed by a detailed housing inventory and analysis.” Is the selected consultant team required to conduct a unit-by-unit count of housing in Peekskill?	The consultant should use a data-driven approach to modeling all households in Peekskill. The City expects that most of this data already exists digitally. Some fieldwork may be required.
44. Will the selected consultant have direct access to data sets (e.g. census data, building surveys, etc.) from the City of Peekskill? Can a list of such data sets be made available now?	Most required data sets are publicly available online. City staff may provide additional data to the selected consultant upon request. An exhaustive list is not available at this time.
45. Should the two “Community Workshops,” under Housing Study Grant #C1002698, focus exclusively on housing? Can these meetings also address additional Comprehensive Plan focus areas?	Workshops may address multiple focus areas and may be structured creatively as agreed between the selected consultant and City staff. City staff will ensure compliance with grants.
H. Questions about the Transportation focus area (3)	
QUESTION	ANSWER
46. How does the City expect coordination between the Comprehensive Plan team and the parallel NYSDOT planning study to function, particularly where findings or recommendations may diverge?	City staff will be responsible for coordination with the NYSDOT Corridor Study. Generally, aligning the goals of both plans will be a priority for the City and NYSDOT.
47. Is the conducting of traffic, bicycle, and pedestrian counts (referenced in Article 3.1 Option 2 Demonstration) a required consultant task?	Yes, the City expects to obtain traffic counts and/or trip data by mode at certain locations as part of this scope of work. Respondents may indicate the extent of data collection that is possible under the budget.
48. Is the conducting of traffic counts, collecting of data, and analyzing of MV-104 Vehicle Incident Reports a required	Available data may be used as long as it is reasonably current. The City expects to obtain traffic counts and/or trip data by mode



component of the work or can the consultant rely upon available data?	at certain locations as part of this scope of work.
I. Questions about the “Demonstration Project” (5)	
Generally: Construction of the demonstration project is NOT a part of this scope of work. However, the selected consultant should be prepared to collect data from the demonstration project when installed.	
QUESTION	ANSWER
49. Is the SS4A grant (\$300,000) amount funding the implementation of the demonstration project(s) or is the demonstration project(s) funded with the City's 20% match?	The demonstration project will be funded separately.
50. Please clarify the consultant activities for the Safe Streets for All scope of work. Are Option Phase 1 Final Design and Option Phase 2 Construction of Demonstration Activities required?	No.
51. Will the City assist in collecting pre-and-post traffic data associated with the demonstration project evaluation?	City staff will be available to assist, but generally do not have the necessary equipment or expertise for traffic counts.
52. What is the city's intended implementation time (1 weekend, 1 week, 1 month, 1 year, or longer) for the demonstration activity?	The demonstration project may remain in place for more than one year (data collection can be completed for a shorter timeframe) and may lead to a permanent improvement.
53. Is engagement with NYSDOT for the demonstration activities required within the consultant scope?	No.
J. Questions about the Resiliency & Sustainability focus area (3)	
QUESTION	ANSWER
54. Please clarify the expected level of effort for Resiliency and Sustainability under the primary Land Use focus area versus the optional in-depth secondary focus area. Should proposals include a base scope for Resiliency and Sustainability within Land Use, and then an optional add-on for the in-depth secondary focus area?	At a minimum, respondents should describe their experience and qualifications in understanding how resiliency and sustainability concerns affect the Smart Growth focus area. A base resiliency scope within the Smart Growth focus area is not required but will be considered.
55. Is the city looking for the consultant to prepare a Community GHG Inventory and Community Climate Action Plan to	No this is not a requirement or expectation, but may be suggested and will be considered.



accompany the existing Government Operations Climate Action Plan?	
56. For the Resiliency and Sustainability element, can the previous plans and frameworks noted in the RFP be adapted into a model that is applied to each of the other elements to integrate resiliency thinking into the various smart growth considerations? Or does the Resiliency and Sustainability element need to be a standalone component of the deliverable?	If a standalone Resiliency and Sustainability element is not feasible for a respondent within the budget, that respondent may propose ways to integrate resiliency and sustainability into the other focus areas.
K. Questions about the Economic Development focus area (3)	
QUESTION	ANSWER
57. Should this focus area be proposed as an optional add-on within the overall budget, or is it expected to be included in the base proposal if the budget allows?	Respondents should propose an in-depth Economic Development focus area if the budget is sufficient. Otherwise, respondents may provide an add-on scope and budget for the City's consideration.
58. Will the selected consultant team be required to conduct an inventory of local businesses? Would a reliance on census data and secondary sources (e.g. a local Chamber of Commerce) be acceptable?	This would be evaluated based on the budget available. Secondary sources from the City and local chamber of commerce will be available during the project.
59. What role does the City expect the Economic Development focus area to play relative to the land use and housing chapters, supporting them, or standing as an independent strategic priority?	Ideally the City seeks an independent economic development focus area to inform long-term priorities for its economic development department and related entities.
L. Questions about environmental review (2)	
Generally: The consultant will assist City staff to develop an expanded EAF for SEQR purposes during the project. City staff, not the selected consultant, will be responsible for any and all NEPA requirements under the SS4A grant.	
QUESTION	ANSWER
60. Is the consultant required to prepare a GEIS or any other form of environmental review?	The Consultant will work with City staff to prepare an expanded Environmental Assessment Form during the project, but not a GEIS.
61. Has the city of Peekskill prepared pre-NEPA documentation consistent with the schedule in Article 3 (planned NEPA completion date: 12/31/2025)?	Yes.