



Request for Proposal for the Implementation of a Town Facility and Public Engagement Project

The Town of Manlius wishes to reach an agreement with a qualified Municipal Planning firm experienced in collaborative public engagement for the 2026 fiscal year. The purpose is to address the safety, mechanical and operational issues for the Town of Manlius Police Department and the Town Hall through a process that engages all stakeholders. It includes public education of the issues, a review of existing studies, recommendations for any additional studies and prioritized recommendations for solutions.

Timetable

- 09/24/25 – Draft RFP Released at the Town Board meeting
 - Questions may be sent to the info@townofmanlius.org
- 10/03/25 – All Questions are due by End of Business Day
- 10/08/25 – Approve the final RFP & Approve the publication
- 10/15/25 – Official RFP published in Eagle Bulletin & website
 - (including answers to questions submitted)
- 11/14/25 – Proposals due by End of Business Day
- 11/19/25 – Present proposals received at board meeting
- 12/03/25 – Discussion at board meeting
- 12/17/25 – Award Proposal

The Town of Manlius has already conducted several studies available on the Town of Manlius website highlighting the costs to repair the current Town Hall facility and to build a new facility which would provide space for the Town of Manlius Police Department and Town Hall. Given current cost considerations, options including repair and/or identifying other facilities will be considered. Existing studies related to town hall can be found here: <https://www.townofmanlius.org/329/New-Town-Hall-Facility-Planning>

The Town of Manlius completed a multi-year Comprehensive Land Use Plan with robust resident and business engagement as well as technical research. **Town Facility Public Engagement Project** efforts must support the Comprehensive Plan. The plan is available on our town website:

<https://www.townofmanlius.org/DocumentCenter/View/3323/Manlius-Comprehensive-Plan-FINAL>

1. We anticipate needing grant funding to support this effort. Please identify grant funding sources that may be appropriate to fund this effort and your experience in securing this funding for other municipalities. [maximum 250 words]
2. We anticipate needing professional planners to facilitate both community engagement and technical research components. Please describe your experience facilitating a public engagement process for municipalities with significant outreach and meaningful citizen engagement. [maximum 500 words]
3. Please provide a narrative description of your firm's experience with municipal planning. Please include how the firm has incorporated principles of smart growth, environmental sustainability and livability into its work with municipalities. [maximum 250 words]

Scope of Work

4. Please provide a conceptual schedule and rough budget for the following elements:
 - a. **Public Engagement Process**
 - b. **Town Facility Steering Committee**
 - c. **Technical Analysis**
 - d. **Recommendations**

We anticipate that steps a and b occur simultaneously, followed by technical analysis and recommendations.

5. The anticipated time frame for the Town Facility Public Engagement process is 18 months: January 2026 through June 2027. State which items you could provide during each of the calendar years 2026 and 2027.
6. Define a **Public Engagement Process** to reach members of the public with information about the current state of both facilities and the need to address space limitations and declining conditions.
 - a. Conduct a **public engagement process** that reaches a greater portion of the community through multiple pathways including newsletters, announcements, flyers, digital signs, traditional & social media
 - b. Develop a scale to assess community priorities for the facility.
 - c. Conduct public outreach and focus groups
 - i. Utilize Steering Committee members in public outreach/education efforts
 - ii. Incorporate student interns to contain costs where possible
 - iii. Strive to reach a desirable percentage of total residents (approximately 35,000 people) defined by the planning firm
 - iv. Incorporate a public-facing dashboard
7. Establish criteria to select 12-15 members of a volunteer **Town Facility Steering Committee**. Their main purpose is to participate in the public engagement process and review existing documents to assess what best meets the town needs.

- a. The **Steering Committee** will include members from the community representing all areas of the town including the Villages of Fayetteville, Manlius, Minoa, and Kirkville.
- b. Define qualifications to participate such as balancing age and experience diversity along with other considerations to be determined in collaboration with the firm and the board.
- c. Establish a selection process for membership on the **Steering Committee**.
- d. Define expectations for time and contributions of individual members.
- e. Incorporate town hall tours of existing facilities and comparable towns.

8. Technical Analysis

Facilitate a review of existing documents, maps, studies and services provided by the town while also considering trends and potential changes in facility needs. For example, staffing has increased with the expansion of the Planning and Development department, where some services might be provided online in the future.

- a. Describe an Evaluation Plan
 - i. Incorporate a timeline of activities to be conducted by the firm and key stakeholders
 - ii. Describe key indicators and measures to be incorporated
 - iii. Summarize the status of assets & infrastructure incorporating existing plans and studies
 - iv. Consider options not yet addressed and prioritize options and provide a comparison of options for immediate and long-term costs

9. Summary of Recommendations

- a. Draft Written Report of Recommendations with consideration for initial and ongoing costs, town needs and public input
- b. Incorporate a Public Comment Period
- c. Develop a Summary of Recommendations prioritizing available options that considers factors including public preferences, cost, quality of services provided, acceptable working conditions and other factors deemed relevant.
- d. Other Items we have not considered

Required attachments

- Resume of principal Planner. Other resumes may be submitted at applicant's option.
- Rate sheet showing payment rates for Planners, Engineers, and other personnel likely to be assigned to the Town of Manlius.

- Three Municipal references.

Insurance Requirements

Workers’ Compensation and Employers Liability Insurance: A policy or policies providing protection for employees in the event of job-related injuries.

Motor Vehicle Liability Insurance: A policy or policies with the limits of not less than \$1,000,000 combined for each accident because of bodily injury, sickness, or disease, sustained by any person, caused by accident, and arising out of the ownership, maintenance or use of any motor vehicle for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance, or use of any motor vehicle.

Umbrella/Excess Liability Insurance: A policy or policies with Umbrella Excess Coverage with limits of not less than:

Liability For:	Combined Single Limit
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All Other Circumstances	\$1,000,000
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Commercial General Liability Insurance: A policy or policies of comprehensive all-risk insurance with limits of not less than:

Liability For:	Combined Single Limit
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Property Damage	\$1,000,000 per occurrence/\$2,000,000 aggregate
Bodily Injury	\$1,000,000 per occurrence/\$2,000,000 aggregate
Personal Injury	\$1,000,000 per occurrence/\$2,000,000 aggregate

Errors and Omissions Insurance: A policy or policies with limits not less than \$1,000,000.

No work shall be commenced under the contract until the successful Respondent has delivered to the Town of Manlius proof of insurance of all policies of insurance required by the contract.

Indemnification

Consultant shall indemnify, hold harmless and defend Owner from and against all claims, damages, losses, judgments, and expenses, including but not limited to reasonable attorney’s fees, arising from, or related to Consultant’s services under this Agreement to the extent caused by any negligent or culpable act or omission of Consultant. In the event

the claims, damages, losses, judgments, and expenses, including but not limited to reasonable attorney's fees, are caused by the Owner's negligence, Owner shall fully indemnify and hold harmless Consultant. In the event the claims, damages, losses, judgments, and expenses, including but not limited to reasonable attorney's fees, are the result of the negligence of both the Owner and Consultant, Owner and Consultant shall be liable to the extent or degree of their respective negligence, as determined by mutual agreement of Owner and Consultant or as determined by adjudication of comparative negligence.

THIS IS A REQUEST FOR PROPOSAL. THE TOWN OF MANLIUS RESERVES THE RIGHT TO DETERMINE WHAT, IF ANY ACTION, IS IN THE BEST INTEREST OF THE TOWN. NOTHING CONTAINED IN ANY APPLICATION SHALL BIND THE PARTIES TO ANY BENEFITS OR OBLIGATIONS. A PROFESSIONAL SERVICE CONTRACT WILL BE ENTERED INTO BY THE TOWN AND THE CHOSEN PLANNING FIRM THAT WILL DETAIL THE SCOPE OF WORK AND THE BENEFITS AND OBLIGATIONS OF THE PARTIES.

Submission Process

Proposals must be emailed to Ann Oot, Town Manager aoot@townofmanlius.org by 5pm on 11/14/2025. **And** One paper copy must be mailed [postmarked by 11/14/2025] or delivered by 11/14/2025 to John Deer, Town Supervisor, 301 Brooklea Drive, Fayetteville, NY 13066.