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May 22, 2014

Re: Request for Proposals for Professional Services for the Village of Prospect Dissolution Study, Dissolution Plan and Analysis for Alternatives to Dissolution

To: Prospective Consultants

The Village of Prospect is requesting proposals for professional services to complete a Village Dissolution Study, Dissolution Plan and Analysis to Alternatives to Dissolution for the Village of Prospect, Oneida County, NY.

The Village has asked the NYS Tug Hill Commission to facilitate this solicitation for services. Attached is the formal Request for Proposals as well as supporting documentation. Due to the fiscal pressures that the Village is under, the timing of this solicitation as well as the preparation of the Study, Plan and Analysis of Alternatives is under a tight project time frame.

Proposals must be submitted no later than **4 p.m. on Tuesday June 3, 2014**, to be considered.

All questions should be submitted in writing to Katie Malinowski at katie@tughill.org and John Bartow at john@tughill.org. As necessary we will coordinate any questions with local officials regarding specifics related to the Village.

Sincerely,

Katie Malinowski

Katie Malinowski
Associate Director

Cc: Honorable F. Riggi, Mayor

**Village of Prospect
Request for Proposals**

**Village Dissolution Study, Dissolution Plan,
& Analysis of Alternatives to Dissolution**

May 22, 2014

This project is to be funded by the New York State Department of State under the
Local Government Efficiency Grant program.

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A. Purpose

The Village of Prospect has faced significant financial issues in the past 12 months and as a result is interested in considering dissolution. The Village is taking a proactive approach and wants to prepare a dissolution study and plan prior to making a final decision about dissolution. They are planning to submit a grant application to the NYS Department of State’s Local Government Citizens Re-Organization Empowerment Grant (CREG) Program.

B. Project Organization

The proposer shall provide a project management team experienced in the development of a village dissolution study, dissolution plan, and analysis of alternatives to dissolution, preferably in New York State.

C. Project Direction

The primary interface of the selected consultant with the Village will be through the Village Mayor. An appointed Dissolution Study Committee (DSC) will work with the consultant to guide the direction and review of all work as well as administration of the contract for compliance with, and interpretation of, the scope, schedule, and budget for this project.

D. Period of Performance

All proposals shall be predicated on a period of performance commencing upon award of the agreement to the selected consultant. The proposed project start date is July 1, 2014. The anticipated project timeline for each task is outlined below:

Task	Schedule
1 – Project Initiation	Month 1 (July)
2 – Dissolution Study	Month 1-3 (July- September)
3 – Dissolution Plan	Month 4 (October)
4 – Alternatives to Dissolution	Month 4 (October)
5 – Public Meeting	Month 4 (October)
6 – Final Dissolution Study, Plan and Alternatives to Dissolution	Month 5 (November)
7 – Public Hearing	Month 7 (January)
8 – Finalizing the Dissolution Plan	Month 9 (March)
9 – Project Close-Out	Month 10 (April)

The Village of Prospect projects that the entire project will be complete no later than April 2015, including a vote to coincide with Village elections in March 2015. Attached is a proposed timeline for the entire dissolution process including the Dissolution Study and Plan. Should the proposition pass, the Village would likely dissolve effective midnight 12/31/2015. Should the voters approve the dissolution in March 2015, the Village and Town of Trenton will seek an implementation grant to facilitate dissolution.

E. Interview

Prior to selecting a consultant, a select few consultants will be invited to the Village of Prospect for an interview or interviewed over the phone or webinar. The consultant is expected to formally present highlights of the proposal to members of the DSC and selected individuals chosen by the committee to view the presentation.

F. Project Funding

This project is to be funded by a grant between the Village of Prospect and the New York State Department of State (DOS) under the Local Government Efficiency Grant program. The Consultant may be required to comply with DOS's M/WBE requirements for service providers which can be found at <http://www.dos.ny.gov>. If the Consultant has specific questions about these requirements they should contact the funding agency directly.

G. Background & Issues:

The Village of Prospect (Village) was incorporated on April 30, 1890 and is located in the Town of Trenton, Oneida County, with a population of approximately 291. The Village provides water service, lighting, highway services (some contractual with Town), building code and zoning administration and general government support to its residents. The Village's budgeted expenditures for the FY's 2010-14 averaged approximately \$190,000, which were funded primarily with cell tower lease payment (once every 5 years), county sales tax, real property taxes, state aid – highway and other state aid. Attached are the past 5 year profit and loss statements for the Village.

The Village Board of Trustees (Board) is composed of the Mayor and four trustees. The Mayor serves as the Village's chief executive officer. The Board is the legislative body responsible for managing operations of the Village. The Village's chief fiscal officer is the Clerk-Treasurer.

In 2008, the Village was faced with a workers compensation claim based on an event that occurred at a Village Fire Department function. Prospect was part of the Oneida County Self Insurance Plan for Workers Compensation and paid a \$300/year premium before the claim. The claim was settled at a cost of \$686,000. The Village began the process to dissolve its Fire Department, but before that could be completed they were faced with another workers' compensation claim of over \$100,000, adding over \$230,000 to their premiums through 2051. See enclosed projected payments for Workers Compensation through the Oneida County Self Insurance Pool for the Village of Prospect.

Faced with these claims, on September 24, 2013 the Village residents voted to dissolve the fire department. Since then the Village has contracted with Barneveld to provide fire coverage. The Village remains in litigation regarding ownership of some fire department assets.

In April, the Village adopted an austerity budget for FY 2014-15 and began the process of considering dissolution of the Village of Prospect.

On April 14, 2014, the Village passed a resolution to pursue a dissolution study. On May 13, 2014 the Village Board established a Dissolution Study Committee, composed of Village residents and one representative of the Trenton Town Board, who will oversee the development of a dissolution study and plan as outlined in this RFP.

Scope of Work:

1. **PHASE I - Dissolution Study:** A Dissolution Study Committee (DSC) has been appointed by the Prospect Village Board. Working with the DSC, as well as the Tug Hill Commission and NYS Department of State, the selected consultant will initiate the Dissolution Study using the suggested outline below. Investigation during the work may well reveal additional details.

1. Background on the Village of Prospect:
 - a. Village of Prospect and Town of Trenton context
 - b. Village of Prospect history/demographics/statistics
2. Village of Prospect Government Services; Budget; Assets and Liabilities
 - a. Village Government Services
 - i. General Government
 1. Village Board
 2. Clerk/Treasurer
 3. Village Historian
 4. Contract for Building and Zoning Code enforcement
 - ii. Fire Service
 1. Contract for Fire Protection with Barneveld
 - iii. DPW
 1. Annual operation and maintenance costs
 2. Contractual cost with Town for street plowing and maintenance.
 3. Village properties, parks, etc.
 - a. Map of all Village owned real property and description of assets.
 - b. Annual operation and maintenance costs (5 year avg.)
 - iv. Lighting
 1. Map of Village street lights.
 2. Annual operation and maintenance costs (5 year avg.)
 - v. Code Enforcement, Zoning and other local laws
 1. Enforcement and administration by the Village
 2. Description of zoning within the Village
 3. List of other Village local laws
 - vi. Village Streets and Sidewalks
 1. Map and location of rights-of-way
 2. Annual operation and maintenance costs (5 year avg.).
 - vii. Recreational Facilities
 1. Map of recreation facilities and community forests
 2. Operation and maintenance costs
 3. Leases/agreements for operation
 - viii. Water System

1. Water superintendent and contractual services.
 2. Geographic coverage of distribution system and water source.
 3. State of the water system including any records of compliance
 4. Annual operation and maintenance costs (5 year avg.)
 5. Annual debt service.
 6. System needs and improvements.
 - ix. Workers Compensation Claims
 1. Villages long-term obligations
 2. Impacts on Village budget and property taxes
 - x. Any other things that may be identifiable
 - b. Village Budget
 - i. Revenues and Expenditures over 5 years
 - c. Village Assets and Liabilities
 - i. Fixed/Capital Asset Inventory and fair value thereof
 1. Village Hall
 2. Fire facilities
 3. Library
 4. Scholarship Funds
 - ii. Real Property Inventory (map and descriptions)
 - iii. Personal Property Inventory and fair value thereof
 - iv. Village liabilities and indebtedness, bonded and otherwise, and fair value thereof.
3. Governmental Services if Dissolution Occurs
- a. General Government (i.e. Town)
 - i. Village Employee transitions
 - ii. Code Enforcement and Zoning
 1. Town adoption of zoning within village limits
 2. Building Code and Zoning enforcement and administration
 - iii. Other Village/Town Local Laws
 1. Redundancies/differences with existing Town Laws
 2. Recommendations for retention/repeal of Village Laws
 - b. Fire Protection
 - i. Town continuation of Fire Protection District
 - ii. Effect on Town Fire Department, if implemented
 - c. Street and former DPW services
 - i. Continuance of DPW services by the Town.
 - ii. Impacts on Town Highway Department.
 - d. Village Water System
 - i. Town establishment of water district.
 - ii. Town operation and maintenance concerns (e.g. certified operator)

- iii. Town assumption and costs for debt service
 - iv. Map, plan and report concerns.
 - e. Sidewalks
 - i. Town responsible for sidewalks.
 - ii. Sidewalk improvement district confined to servicing existing properties that have sidewalks.
 - iii. Map, plan and report concerns.
 - f. Lighting
 - i. Lighting improvement district servicing existing village geography.
 - ii. Map, plan and report concerns.
 - g. Recreational Facilities
 - i. Transfer to Town or other disposition
 - h. Disposition of Village Assets (real and personal property)
 - i. Transfer or sale of real property
 - ii. Transfer or sale of personal property
 - i. Workman's Compensation Claims
 - i. Town assumption of obligation
 - ii. Debt District formation issues
 - j. Others if necessary
- 4. Fiscal Estimates of Dissolution on existing Village and Town-outside Village residents.

After the consultant has developed a draft dissolution study, the DSC will hold a public meeting to review the draft dissolution study. The DSC will then adopt a final dissolution study with any necessary revisions. The consultant will be expected to attend the public meeting to present findings of the dissolution study and answer any questions from the public.

2. PHASE II - Dissolution Plan: Working with the DSC, the consultant, using the findings of the dissolution study, will develop a best-case Dissolution Plan with finalized service alternatives. The plan will include proposed governmental services as referred to in items 3a through 3f of the study outlined above and include an effective date of dissolution as agreed to by the DSC. The consultant will be expected to make a presentation of the Draft Dissolution Plan to the Prospect Village Board. Once the Village Board has adopted the Dissolution Plan, the consultant will be expected to attend the public hearing required to be held by the Prospect Village Board on the Dissolution Plan.

The proposed Dissolution plan must include:

- (a) The name of the village to be dissolved;
- (b) The village's territorial boundaries;
- (c) The type and/or class of the village;
- (d) A fiscal estimate of the cost of dissolving the village;
- (e) Any plan for transferring or eliminating positions of public employees;
- (f) The village's assets, including but not limited to real and personal property, and its fair value;
- (g) The village's liabilities and indebtedness, bonded and otherwise, and its fair value;

- (h) Any agreements entered into with the town in which the village is situated in order to carry out the dissolution;
- (i) The manner and means by which municipal services will continue to be provided to the village's residents following the village's dissolution;
- (j) Terms for disposing of the village's assets and liabilities and indebtedness, including the levying and collecting of taxes and assessments necessary to pay off any liability or indebtedness;
- (k) Finding as to whether any of the village's local law's ordinances, rules or regulations will remain in effect after the dissolution's effective date for a period of time other than as provided by General Municipal Law Section 789;
- (l) The dissolution's effective date;
- (m) The time and place(s) for a public hearing(s) on the proposed dissolution plan pursuant to General Municipal Law Section 784; and
- (n) Any other matter desirable or necessary to carry out the dissolution.

3. **PHASE III a - Alternatives to Dissolution:** The consultant will develop possible alternatives to dissolution that will still achieve cost savings and/or efficiencies in village operations. Possible alternatives may include shared services, functional consolidation, or reduction or elimination of services. Analysis of these alternatives will include cost and tax impact projections for each of the options identified.
4. **PHASE III b – Preparation for Dissolution:** In the event the Dissolution Plan is not challenged by the residents of the village with a petition for referendum and the dissolution of the village is set, the consultant will develop a scope of work for the Village of Prospect and the Town of Trenton for development of an implementation plan for services outlined in the dissolution plan to be continued.

Proposal requirements:

The contract will be awarded on a competitive basis. The Village reserves the right to reject any or all responses, and to engage in simultaneous detailed discussion with two or more companies.

Interested consultants should submit the following:

1. Consultants are requested to provide a proposal that details a proposed scope of work that will meet the project objectives outlined in this document. The focus should be on developing a Dissolution Study, Plan and Alternatives to Dissolution for completion of the project. The proposal should also indicate the number of times and hours that the team may need to meet with Village officials, the DSC and personnel to obtain the necessary records, documents, etc. to complete the work. Proposals that include conceptual ideas to proceed with future activities will be helpful to demonstrate that the firm understands the overall project goals and process the municipalities face.
2. A project timeline that meets the needs of the attached DSC timeline.
3. An organizational chart specifically identifying the members of the project team available to be assigned and committed to this study. The chart shall identify one primary point of contact.

4. Resumes for the individuals identified on the organizational chart indicating their name, title, reporting office location, project assignment, and relevant experience.
5. A listing of planning, research and financial experience relevant to this project, specifically on the dissolution or merger of municipalities in New York State, which the firm has successfully completed. Briefly describe the project scope, outcomes, and total cost. A minimum of three project reference contacts must be included in the proposal.
6. Compliance, if necessary, for the Department of State's M/WBE contract requirements.
7. Cost/Fee proposal and draft contract for consideration in a separate envelope for items 1-4 listed in the Scope of Work above. Cost proposals shall show cost allocated for each phase of the project.

Application deadline:

Five hard copies and one electronic copy (PDF or DOC) of the proposal must be submitted in a sealed envelope and received at the NYS Tug Hill Commission by Tuesday, June 3, 2014 no later than 4:00 P.M. to:

Via Regular Mail, Hand or Express

Mail:

Katie Malinowski
New York State Tug Hill Commission
317 Washington Street
Dulles State Office Building, 6th Floor
Watertown, NY 13601

The Tug Hill Commission shall not be responsible for proposals lost or delayed in the mail.

Selection process:

Upon review of the proposals, the Village will invite candidates to discuss the project and how the village might utilize the services of the prospective consultants.

Proposals will be evaluated based upon the qualifications of the respondents and what they propose to accomplish.

Selected consultant should be prepared to begin work by **July 1, 2014.**