TOWN of GREENBURGH
Community Development & Conservation

Paul Feiner
Supervisor

Garrett Duquesne, AICP
Commissioner
Aaron Schmidt
Deputy Commissioner

December 19, 2025

Re: Request for Proposals (RFP) – Planning Consultant Services Related to Four Corners Mixed-Use Development Rezoning Initiative

Dear Professional:

The Town of Greenburgh ("the Town"), through the Department of Community Development and Conservation, seeks proposals from Professional Planning and/or Engineering Consultants with demonstrated experience in SEQRA analysis, including review of utilities, traffic, and school impacts. The selected consultant will complete the SEQRA-related analysis tasks noted herein associated with Four Corners Zoning regulations that are separately being drafted as part of a New York State Department of State (NYSDOS) Smart Growth Grant. The SEQRA analysis will support these Zoning Ordinance Regulation updates which are designed to facilitate potential mixed-use development in the Hartsdale Four Corners portion of the Town of Greenburgh.

In 2024, the Town was awarded funding through the NYSDOS Smart Growth Community Planning and Zoning Program. The Four Corners Smart Growth grant has facilitated Zoning Advisory Committee Meetings, Public Participation, Community Tour and Stakeholder Interviews, Public Information Sessions, a Local Regulations Assessment and Recommendations Report, and the formulation of concept Local Regulations (Overlay Zone).

The Town has separately applied (November 2025) for funding through the NYS Department of Homes and Community Renewal's (HCR) Pro-Housing Communities "Technical Assistance to Grow" program for assistance with the following SEQRA impact analysis-related service categories: traffic, school impact, stormwater, sanitary sewer, and water use, as they relate to a potential Four Corners maximum buildout scenario.

If the Town is awarded the HCR funding, it seeks to contract with a Planning/Engineering firm to commence its tasks immediately upon Town contract with NYS HCR.

The content of the proposals should respond to information presented in the enclosed RFP and must adhere to the format outlined therein. Respondents are required to submit an electronic submission (PDF) by email to gduquesne@greenburghny.gov, and provide the name and contact information of one point person, should the Town have any questions regarding the submission and/or as necessary to conduct an interview. **Proposals and attachments must be received no later than 4:00 p.m. on Friday, January 16, 2026**, and should be addressed and delivered to:

Mr. Garrett Duquesne, AICP
Commissioner, Department of Community Development and Conservation
177 Hillside Avenue
Greenburgh, New York 10607
Phone: (914) 989-1532
gduquesne@greenburghny.com

Thank you for your interest in working with the Town of Greenburgh.

Sincerely,

Garrett Duquesne

Garrett Duquesne, AICP
Commissioner
Department of Community Development and Conservation

Request for Proposal

The Town of Greenburgh, through the Department of Community Development and Conservation, seeks proposals from Professional Planning Consultants with demonstrated experience to act as its Consultant and assist Town staff with SEQRA impact analysis-related service categories: traffic, school impact, stormwater, sanitary sewer, and water use, which will support the Town's SEQRA review associated with Four Corners Zoning regulations that are separately being proposed as part of a NYSDOS Smart Growth Grant.

The Town of Greenburgh hosts a Four Corners Redevelopment page associated with the NYSDOS Smart Growth zoning regulations at this link:

https://greenburghny.com/732/FOUR-CORNERS---Zoning-Updates

The link below provides information regarding the maximum buildout projected for the Four Corners Redevelopment (816 units, 64,954 commercial square feet) and highlights the location of the potential development area (Study Area – starting on slide 11). The selected Consultant will document baseline data for each of the task categories and analyze the impact of the buildout identified above and in the Four Corners documentation linked below. As the technical analysis will support the SEQRA documentation related to the proposed Zoning regulations, the Consultant shall coordinate its review with Town staff to identify related mitigations.

Four-Corners-Presentation-11-10-25

Prior Infrastructure Analyses can be found at the link below:

https://greenburghny.com/DocumentCenter/View/13295/Hartsdale-Four-Corners---Stormwater-Study---April-2022

https://greenburghny.com/DocumentCenter/View/13034/Hartsdale-Four-Corners-Transportation-Study-April-2022

Consultant deliverables will include the following tasks:

- **Task 1 – Traffic Analysis**
- **Task 2 – School District Analysis**
- **Task 3 – Stormwater/Flood Mitigation Analysis**
- **Task 4 – Sanitary Sewer Infrastructure Analysis**
- **Task 5 – Water Usage Analysis**

The Town may select one or more Planning and/or Engineering Consultants to complete the above tasks. Prospective proposers are free to partner with other firms and/or include subconsultants as part of their project team. The total budget shall not exceed $160,000 for tasks 1 through 5 if prospective proposers seek to perform all five tasks. Proposers also have the option to submit proposals for one of the following bundled tasks in the amounts specified ($110,000 for tasks 1 and 2; and $50,000 for tasks 3 through 5).

Please note that Consultants are not being tasked with producing SEQRA documents. Town staff will develop SEQRA documents with technical support from the selected Consultant(s).

Below is a detailed narrative of the specific tasks, with notes regarding the scope of support that will be received from Town staff. Support from staff is provided to ensure that the Consultant has the time and resources necessary to focus on the technical aspects of the overall project. **The Town plans to select a Consultant in February 2026, based on the timing of the HCR awards and contingent upon the Town being awarded the grant.**

Task 1: Traffic Analysis

In addition to review of the baseline data linked prior, under the direction of Town staff, the Consultant shall conduct additional traffic counts/analysis at:

- Hartsdale Train Station in vicinity of 217 East Hartsdale Avenue and the Hartsdale Public Parking District Driveway
- East Hartsdale Avenue and the intersections of: Rockledge Road (both the north and south intersections), Caterson Terrace, Columbia Ave., and Wilson St.
- The Four Corners intersection (Central Park Avenue and East/West Hartsdale Avenue)
- North / South Washington Avenue and West Hartsdale Avenue
- Hillcrest Road / Clark Street / North Washington Avenue / West Hartsdale Avenue intersection
- Lawton Avenue and Central Park Avenue

Consultant shall identify existing peak time volume of multi-family vehicular ingress/egress of private driveways (Hartsdale Gardens, the Classic, and 35 East Hartsdale Avenue), for comparative purposes.

Consultant shall review prior East Hartsdale Avenue / Four Corners 2022 Traffic Report and the Town of Greenburgh's East Hartsdale Avenue/West Hartsdale Avenue TAP Grant Design Report (accident data/projected trips) & related design to assist with Four Corners SEQRA analysis.

Consultant shall analyze projected trips to and from each anticipated curb cut within the development area and their impact on the local road network. Consultant shall model projected trips from the maximum buildout.

Consultant shall evaluate the impact of new left turn lanes at each of the Four Corners intersections.

Deliverable: Consultant shall provide the technical SEQRA analysis (existing and proposed conditions) needed for the Town's review and completion of the traffic/pedestrian safety aspect of environmental review. Technical analysis shall validate the proposed zoning from a traffic/pedestrian safety and traffic volume – capacity perspective, or alternatively, identify the extent to which mitigations and/or a reduction of development density (residential and/or non-residential) is deemed appropriate.

Town Staff Assistance/Notes for RFP Respondent: The CD&C Commissioner (Town staff) will coordinate all existing relevant information for the Consultant's use, to maximize efficiency. Town staff will prepare the SEQRA narrative for this section of the environmental review, allowing the Consultant to provide the technical components for insertion into the environmental review document.

Task 2: School District Analysis

Consultant shall document existing capacity conditions within the applicable school district (Greenburgh Central School District).

Consultant shall identify projected student population from the maximum residential buildout.

Consultant shall coordinate this data/analysis with School District officials.

Deliverable: Consultant shall provide the technical SEQRA analysis needed for the Town's review and completion of the school-impact aspects of environmental review.

Town Staff Assistance/Notes for RFP Respondent: Town staff will coordinate all existing relevant information for the Consultant's use, to maximize efficiency. Town staff will assist with the SEQRA narrative outline for this section of the environmental review.

Task 3: Stormwater/Flood Mitigation Analysis

In addition to the baseline data linked above (which includes a prior 2022 Hartsdale Brook Stormwater Report), under the direction of Town staff, the Consultant shall become familiar with the Town's ongoing Hartsdale Brook FEMA 100-year flood mitigation design project, and identify the manner in which future development can facilitate and/or be compatible with anticipated 100-year flood mitigation strategies. Design component review related to new Four Corners development shall include, but not be limited to, analysis of the need for stormwater utility easements, strategic set-aside of open space for underground or surface stormwater storage, pervious coverage requirements, etc.

A review of existing conditions shall identify the level of feasibility of underground parking at each of the corners.

Deliverable: Consultant shall provide the technical SEQRA analysis (existing and proposed conditions) needed for the Town's review and completion of the stormwater/flooding aspect of environmental review. Technical analysis shall identify the extent to which mitigations and/or modifications to minimum open space/impervious coverage requirements are deemed appropriate, along with recommendations for best practices from a sustainability perspective.

Town Staff Assistance/Notes for RFP Respondent: Town staff will coordinate all existing relevant information for the Consultant's use, to maximize efficiency. Town staff will prepare the SEQRA narrative for this section of the environmental review, allowing the Consultant to provide the technical components for insertion into the environmental review document.

Task 4: Sanitary Sewer Infrastructure Analysis

The Consultant shall become familiar with existing sanitary sewer infrastructure network in the project area and document existing conditions. The Consultant shall identify the projected sanitary sewer flow increase based on the maximum residential and non-residential buildout, and analyze the existing

collection system to verify if sufficient capacity exists, or alternatively identify the nature and extent of improvements or mitigations necessary to accommodate future development.

Deliverable: Consultant shall provide the technical SEQRA analysis (existing and proposed conditions) needed for the Town's review and completion of the sanitary sewer aspect of environmental review. Technical analysis shall identify the extent to which mitigations and/or upgrades to the Town's infrastructure are necessary, along with recommendations for best practices from a sustainability perspective.

Town Staff Assistance/Notes for RFP Respondent: Town staff will coordinate all existing relevant information for the Consultant's use, to maximize efficiency. Town staff will prepare the SEQRA narrative for this section of the environmental review, allowing the Consultant to provide the technical components for insertion into the environmental review document.

Task 5: Water Usage Analysis

The Consultant shall become familiar with the existing drinking water distribution network in the project area and document existing conditions. The Consultant shall identify projected increased water demand based on the maximum residential and non-residential buildout and analyze the existing system to verify if sufficient capacity exists, including flow and pressure, or alternatively identify the nature and extent of improvements or mitigations necessary to accommodate future development.

Contactor shall perform hydrant flow test analysis as coordinated through the Town's Department of Public Works.

Deliverable: Consultant shall provide the technical SEQRA analysis (existing and proposed conditions) needed for the Town's review and completion of the water-use aspect of environmental review. Technical analysis shall identify the extent to which mitigations and/or upgrades to the Town's infrastructure are necessary, along with recommendations for best practices from a sustainability perspective.

Town Staff Assistance/Notes for RFP Respondent: Town staff will coordinate all existing relevant information for the Consultant's use, to maximize efficiency. Town staff will prepare the SEQRA narrative for this section of the environmental review, allowing the Consultant to provide the technical components for insertion into the environmental review document.

Request for Proposal (continued)

The selected Planning Consultant will interface with the Town through the Department of Community Development and Conservation (CD&C), through Commissioner Garrett Duquesne. As noted above the Department of CD&C will provide assistance in coordination with all applicable agencies (local – Engineering Department/DPW/Traffic Safety; NYSDOT, County Planning, Hartsdale Public Parking District, Hartsdale Fire District, etc.) as applicable to assist in the consultant's technical analysis formulation.

Contract Period

All Deliverables, including project closeout are anticipated to occur for a period not to exceed 6-months from the time of project start. As such, respondents shall identify a project schedule consistent with this timeframe. All proposals shall assume that services will commence for this individual project and shall terminate upon completion of the project.

Evaluation Criteria and Selection Process

Based upon the qualifications and information presented in the proposals, the Town Board will select a Consultant whom, in the opinion of the Town Board, best responds to the RFP. Experience, presentation, and process expertise will all be weighed in the decision-making process.

General Provisions

The Town of Greenburgh reserves the right, in its sole discretion, to exercise the following rights and options with respect to this Request for Proposals:

1. To reject any and all proposals;

2. To issue additional solicitations for proposals and/or amendments to this Request for Proposals;

3. To waive any irregularities in proposals received after notification to proposers affected;

4. To select any proposal as the basis for negotiations of a contract, and to negotiate with proposers for amendments or modifications to their proposals;

5. To conduct investigations with respect to the qualifications of each proposer, and conduct interviews with any and all proposers;

6. To exercise at its discretion and apply its judgment with respect to any aspect of this Request for Proposals, the evaluation of proposals, and the negotiation and award of any contract;

7. To enter into an agreement for only portions, or not to enter into an agreement for any, of the services contemplated by the proposals;

8. To select the proposal that best satisfies the interests of the Town and not necessarily based on any single factor.

9. To declare which responses are deemed responsible based on a review of all aspects of the proposal.

If the Town selects a proposal, a formal written contract shall be entered into between the Town and the successful proposer. The proposal or any part thereof, submitted by the successful proposer, may be attached or become part of the contract. The contract shall not become binding until signed by both parties and approved by the Town Attorney.

Proposal Requirements

This request for proposals is intended to provide prospective proposers with an opportunity to demonstrate their ability to perform the required tasks. The content of the proposal should respond to information presented in this Request for Proposals. Each proposal should contain the following information, and adhere to the following format:

1. An understanding of the technical analysis necessary; with a narrative regarding the intended scope of services and deliverables to be provided by the Consultant. The narrative shall include a detailed understanding how to assist with a mixed-use project of this nature, from a SEQRA perspective. A list of key assumptions, if any, should be provided.

2. A schedule of deliverables, including a projected timeline with milestones, and including a verification that all tasks can be completed within the allotted 6 month schedule and not-to-exceed budget of $160,000 for respondents interested in tasks 1 through 5; or alternatively, including a verification that all tasks can be completed within the allotted not to exceed budget of $110,000 for bundled tasks 1 and 2; and $50,000 for bundled tasks 3 through 5.

3. Demonstrated experience in working with applicable governmental agencies.

4. A list of recent and relevant experience in similar projects in the last 10 years, with particular emphasis on any experience with Smart-Growth-related rezoning initiatives. Please include information such as project cost, size, timeframe project worked on, etc. Also provide reference information including a project contact name, telephone number, and address.

5. Resumes of key individuals that will be assigned to the project, including, when applicable, professional New York Licenses (engineering, surveying, etc.) or other AICP, LEED AP, etc. Resumes should indicate how long the employee has been with the firm, as well as proposed responsibilities.

6. Whether or not any other consultants are typically subcontracted, or whether the responding firm prepares all aspects of project's review "in house." Provide information regarding whether the Consultant and/or any subconsultants are Minority Business Enterprises (MBE), Women Business Enterprises (WBE), or NYS-Certified Service-Disabled Veteran-Owned Businesses (SDVOBs).

7. Acknowledgement that Consultant has no objection to a requirement that the New York State Department of Homes and Community Renewal approve all consultants and subconsultants. The consultant must comply with all provisions in the Contract between the New York State Department of Homes and Community Renewal and the Town of Greenburgh, including all appendices. A copy of the contract will be made available upon request.

8. A statement that no conflict of interest exists of any personnel or contracted entity and/or consultant working on the project. The Town of Greenburgh reserves the right to investigate further and request more information prior to selecting a consultant.

RFP Inquiries – Requests for Information
All inquiries regarding the RFP should be made in writing and must cite the RFP section in question. Answers to substantive questions will be provided to all proposers. Inquiries should be directed to Garrett Duquesne by email at planning@greenburghny.com and shall be sent by December 29, 2025.

RFP Schedule Recap:

- RPF Released – 12/19/2025
- Requests for Information due to Town– 12/29/2025
- RFI Responses Expected – 1/6/2026
- RFP Responses Due – 1/16/2026
- Consultant Selection – February 2026
- Consultant Start Date – February/March 2026
- Project Completion – September 2026

A duly authorized official of the proposer should sign the proposal. The proposal should also state that it is valid for at least 365 calendar days from the date of submission. Respondents are required to submit an electronic submission (PDF) by email (gduquesne@greenburghny.gov), and provide the name and contact information of one point person, should the Town have any questions regarding the submission and/or as necessary to conduct an interview. Proposals and attachments must be received no later than 4:00 p.m. on Friday, January 16, 2026, and should be addressed and delivered to Garrett Duquesne, AICP at:

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