



TOWN of GREENBURGH

Community Development & Conservation

Paul Feiner
Supervisor

Garrett Duquesne, AICP
Commissioner
Aaron Schmidt
Deputy Commissioner

January 7, 2019

Re: Request for Proposals (RFP) – Planning/Engineering Consultant Services related to a Project's SEQRA Review (Ridgewood Residential Proposal – Former Elmwood Country Club, Dobbs Ferry Road)

Dear Professional:

The Town of Greenburgh, through the Department of Community Development and Conservation, seeks proposals from Professional Planning/Engineering Consultants with demonstrated experience to assist the Town with the SEQRA review of a proposal for residential redevelopment at a former golf course (Elmwood Country Club – Dobbs Ferry Road). One concept submitted for redevelopment by the Applicant utilizes the existing zoning districts (R-20/R-30) of the site which appear to yield a maximum 119 units, and constitutes a conventional single family subdivision plan. A second concept submitted for redevelopment by the Applicant consists of two zoning map amendments (a Zone Map change from R-30 to R-20 & a Planned Unit Development - PUD Overlay District) to allow for a 175 unit townhouse condominium development that would consist of age restricted (55+) housing.

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 one (1) original and twelve (12) copies of their proposal(s). Proposals and attachments must be received no later than 4:00 p.m. on Thursday, January 24, 2019, and should be addressed to:

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

Thank you for your interest in the Town of Greenburgh.

Sincerely,

Garrett Duquesne, AICP
Commissioner
Department of Community Development and Conservation

Att.
cc: Supervisor and Members of the Town Board

Request for Proposal

The Town of Greenburgh's Town Board seeks proposals from qualified Professional Planning/Engineering Consultants with demonstrated experience to assist the Town in its SEQRA review of a proposal for residential redevelopment at a former golf course.

The Applicant (Ridgewood Real Estate Partners) has filed a Zoning Map Petition (Zone Map change from R-30/R-20 to R-20, and Zoning Map change to Planned Unit Development - PUD; Town Board approval required) and related concept plans and technical studies for a proposal consisting of a 175-unit townhouse development, that would consist of age restricted (55+) housing. The existing zoning districts of the site yield a maximum 119 unit conventional single family subdivision plan, which will also be evaluated as part of the related SEQRA process.

The approximately 107-acre subject site was a former golf course (Elmwood Country Club – Dobbs Ferry Road) which is no longer in existence. All plans and application materials can be downloaded at:

<http://www.greenburghny.com/Cit-e-Access/formcenter/index.cfm?TID=10&DID=353>

<http://greenburghny.swagit.com/play/11142018-1998>

Town Comprehensive Plan Link:

<http://www.greenburghny.com/FCpdf/Adopted%20Comprehensive%20Plan%20reduced%20size.pdf>

The selected Consultant will interface with the Town through the office of the Town of Greenburgh Commissioner of Community Development and Conservation. All proposals shall assume that services will commence for this individual project review and shall terminate upon completion of the project process. Services requested will consist of the review, on behalf of the Town Board, of all plans, applications and SEQRA-related documents submitted by the applicant.

The Consultant should include within the Proposal, a discussion of its approach to zoning map amendment reviews. Approaches to ensuring that the appropriate range of alternatives have been considered will be an important component of Consultant selection. Special attention should be given to the fact that there are presently two distinct concepts for residential development at the site, as represented in the submissions by the applicant to date. Due to the sensitivity and potential impact of the redevelopment of the site, a Review Committee of residents in the affected areas has been established to assist the Town in all aspects of the SEQRA review process.

Evaluation Criteria and Selection Process

Based upon the qualifications presented by responses of the Consultants, the Town Board will select a Consultant or Consultants whose proposal, in the opinion of the Town Board, best responds to the RFP. Experience, presentation, process expertise and costs 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;
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 on the basis of price or any other single factor.

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 interested consultants 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 project review scope; with a brief narrative regarding the intended approach to this SEQRA review.
2. Proficiency in evaluating and assessing zoning amendments with the potential for town-wide impact, particularly in the context of the Town of Greenburgh 2016 Comprehensive Plan.
3. Demonstrated experience in working with community groups/residents in projects/applications of a contentious nature.

4. A list of recent and relevant experience in similar-type projects. 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 review responsibilities.
6. Whether or not a traffic consultant or any other consultants are typically subcontracted, or whether the Planning Consultant prepares all aspects of project's review "in house."
7. A statement that no conflict of interest exists of any personnel or contracted entity and/or consultant working on the project. An interested firm should disclose any projects it has worked on with the applicant, officers and/or directors for the past 10 years. The Town of Greenburgh reserves the right to investigate further and request more information prior to selecting a consultant.
8. An anticipated lump sum estimate for the project's review services. A fee schedule specifying hourly pay rates for relevant consultant personnel should be included for reference purposes.

A duly authorized official of the proposer should sign each proposal(s). 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), one (1) original and twelve (12) copies of their proposal, 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 a telephone interview. Proposals and attachments must be received no later than 4:00 p.m. on Thursday, January 24, 2019, and should be addressed to Garrett Duquesne, AICP at:

Town of Greenburgh
Department of Community Development and Conservation
177 Hillside Avenue
Greenburgh, New York 10607