



# TOWN of GREENBURGH

## Community Development & Conservation

**Paul Feiner**  
*Supervisor*

**Garrett Duquesne, AICP**  
*Commissioner*  
**Aaron Schmidt**  
*Deputy Commissioner*

April 18, 2019

**Re: Request for Proposals (RFP) – Engineering/Planning Consultant Services related to Transportation/Stormwater (Hartsdale Four Corners Study Area – Town of Greenburgh)**

Dear Professional:

The Town of Greenburgh, through the Department of Community Development and Conservation, seeks proposals from Professional Engineering/Planning Consultants with demonstrated experience to prepare transportation and stormwater technical analysis for an area of the Town known as Four Corners. Four Corners is a prominent intersection in the Hartsdale portion of the Town at the intersection of Central Park Avenue and East & West Hartsdale Avenues. This portion of the Town is also the subject of a land use study known as the Hartsdale Four Corners Study, which is a land use plan that envisions mixed-use redevelopment of an approximate 10 acre area.

The technical analysis sought by the Town of Greenburgh will focus on existing traffic congestion and flooding in the Four Corners area, and potential related infrastructure improvements in the context of the Hartsdale Four Corners Study, but also include preliminary identification of water and sanitary sewer capacity. Potential traffic/transportation and flooding mitigations identified are intended to inform Town planning at Four Corners and applicable surrounding areas, and provide initial insight into the redevelopment capacity of the area.

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 seven (7) copies of their proposal(s). Proposals and attachments must be received no later than 3:00 p.m. on Thursday, May 16, 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

### **Request for Proposal**

The Town of Greenburgh, through the Department of Community Development and Conservation, seeks proposals from Professional Engineering/Planning Consultants with demonstrated experience to prepare transportation and stormwater technical analysis for an area of the Town known as Four Corners.

On October 24, 2018 the Hartsdale Four Corners Study was released to the public and is now under review by the Town Board. This study, which complements and will supplement the Town's 2016 Comprehensive Plan, identifies the many challenges faced at Four Corners (traffic congestion, parking inadequacy, unsafe pedestrian conditions, poor aesthetic conditions, commercial vacancies and periodic flooding). The study identifies potential land-use concepts in the context of these challenges and plans for revitalization through significant investment, which would result in redevelopment at Four Corners that includes combinations of commercial, office, and residential space with attractive architecture, pocket parks, plazas, open spaces and buffers.

The challenges noted have compelled prior Town action including successful sidewalk grant acquisition (\$1,000,000 for over a half-mile of sidewalk to be built 4 Corners to Marion Avenue in 2019), NYSDOT coordination (updated signals/pedestrian infrastructure at Four Corners 2019 implementation), and transportation infrastructure planning (Town property acquisition).

Building on the Four Corners study and on the Town's separate acquisition of two properties on West Hartsdale Avenue, the Town Board is taking additional proactive measures to address challenges faced at the Four Corners intersection. The Town Board has allocated \$150,000 for the purposes of funding important infrastructure (transportation, stormwater, etc.) analysis at Four Corners and along East & West Hartsdale Avenues.

The \$150,000 allocation will fund traffic and stormwater, and other infrastructure studies which will include, but not be limited to:

- Identification of the redevelopment potential of Four Corners from a traffic/transportation perspective, factoring in related mitigations.
  - Baseline existing traffic data collection/existing level of service identification.
  - Accident data collection/summary. Data to be provided by Town of Greenburgh Police.
  - Potential right-of-way improvement identification at the intersection of East and West Hartsdale, and Central Park Avenue, with order of magnitude cost estimates. Each concept should factor in the range of users (vehicle, bicycle, pedestrian, bus/transit users) at this location. This must include a concept site plan of an updated road network, with mitigations specified.
  - Transportation relationship of the Four Corners area to the Hartsdale Train Station District and other roadway networks providing access to/from Four Corners. Potential for related improvements (with order of magnitude cost estimates) to impact Four Corners redevelopment.
  - Development of preliminary access management concepts (identification of preferred access way to intersection concepts and new road/routing concepts).
  - Potential for public-private partnerships with the Hartsdale Public Parking District.
  - Potential impact of Town acquired properties on West Hartsdale.
  - Level of service identification factoring in transportation mitigations/mixed-use redevelopment.

- Identification of the redevelopment potential of Four Corners from a stormwater perspective, factoring in related mitigations.
  - Baseline existing conditions narrative including a diagram of the local stormwater system.
  - Continued analysis of flooding/potential stormwater improvements at Four Corners and along the related stormwater systems that are tributary to the Bronx River, which were the subject of a Town-commissioned 2008 study. This must include an updated stormwater study with a redesign concept proposal or proposals (with order of magnitude cost estimates).
  - Influence of new open space/parks, on future stormwater systems/stormwater design.
  - Influence of new buildings/parking structures with sustainable/green development features on future stormwater systems/stormwater design.
  - Connectivity between identified traffic improvement concepts noted above and future stormwater improvements.
  - Potential for stormwater district formulation.
- Preliminary identification of water/sanitary sewer capacity

This technical analysis is an integral component in the process of improving Four Corners and areas impacted by flooding along East Hartsdale Avenue. Subsequent redevelopment at Four Corners consistent with the attached study will require significant private investment, with potential funding supplements from infrastructure/redevelopment grants. The Hartsdale Public Parking District owns and operates a significant portion of the southeast corner of the intersection (Site “C,” open surface lot). Accordingly, Town staff will assist the selected consultant in coordinating with Parking District administration, regarding the prospect for public-private partnership associated with potential redevelopment of this land area.

The reports and findings of these studies are intended to: (1) support future SEQRA analysis associated with subsequent Four Corners planning; (2) identify mitigations necessary to support future redevelopment; (3) provide initial insight into the redevelopment capacity of the area; and (4) inform/support future grant applications.

The Four Corners study, prior Stormwater Analysis, and related materials can be downloaded at:  
<http://www.greenburghny.com/Cit-e-Access/formcenter/index.cfm?TID=10&DID=353>

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 (CD&C). The Department of CD&C will provide extensive coordination with all agencies (local – Engineering Department/DPW/Traffic Safety; NYSDOT, County Planning, Hartsdale Public Parking District, Hartsdale Fire District, etc.) to assist in the consultant’s technical analysis formulation.

All proposals shall assume that services will commence for this individual project and shall terminate upon completion of the project process; however, as the services provided for under this RFP are directly related to Hartsdale Four Corners Study, the potential for additional SEQRA analysis and/or zoning district formulation exists. The Town of Greenburgh anticipates this technical analysis report to be complete within an estimated 6-9 month range and as previously noted, will provide ample related support from various Town agencies/staffing.

### **Evaluation Criteria and Selection Process**

Based upon the qualifications presented by responses of the Consultants, the Town Board will select a Consultant whose proposal, 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;
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 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 of the connectivity between existing conditions and the context of the Hartsdale Four Corners Study.
2. A schedule of deliverables, including a projected timeline with milestones.
3. Demonstrated experience in working with community groups/property-owners/applicable governmental agencies.
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 any other consultants are typically subcontracted, or whether the responding firm 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. The Town of Greenburgh reserves the right to investigate further and request more information prior to selecting a consultant.

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 seven (7) 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, May 16, 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