

**Request for Proposals for Third-Party
Environmental Review Consulting Services to the
Village of Mamaroneck for a Proposed Self Storage
Facility at 416 Waverly Ave**



Responses Due: Friday, July 19, 2019, 11 a.m.

Attention:

Jerry Barberio, Village Manager
Daniel Sarnoff, Asst. Village Manager
Gregory Cutler, Village Planner
123 Mamaroneck Avenue
Mamaroneck, NY 10543

Phone: 914-777-7703

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E-mail: jbarberio@vomny.org – Village Manager

dsarnoff@vomny.org – Asst. Village Manager

gcutler@vomny.org- Village Planner- Contact for questions related to the application.

June 27, 2019

Request for Proposals for Environmental Review Consulting Services to the Village of Mamaroneck for a Proposed Self Storage Facility at 416 Waverly Ave

I. GENERAL INFORMATION

The Village of Mamaroneck, New York (“Village”) is seeking proposals from qualified firms or individuals to provide environmental review consulting services to the Village’s land use boards in connection with the Village’s review of site plan approval and variance approvals to permit the construction of a 56,328 square foot addition to an existing self-storage facility and for the improvement of the existing site conditions. There are eight variances required by the Zoning Board of Appeals (“ZBA”) for the proposed development, including building coverage, lot coverage, maximum FAR, maximum gross floor area, number of stories, front setback, off-street loading spaces and off-street parking spaces.

The Planning Board initially circulated a notice of intent to be lead agency on June 20, 2018 and the ZBA objected to the notice of intent on July 12, 2018. The Planning Board did not challenge the objection. The ZBA objected to the Planning Board designation as lead agency because of 1) the substantial nature and number of variances required; and 2) the ZBA’s 2010 designation as Lead Agency under SEQRA for a proposed facility at the premises consisting of 88,400 square feet (the application was ultimately withdrawn by applicant). The property is 44,156 square feet and is located within the Village’s Manufacturing Zone. The property is located almost entirely within Zone AE of the special flood hazard area, is near several State Superfund sites, and is near or above an unconfined aquifer. On June 6, 2019, the ZBA issued a positive declaration pursuant to SEQRA. The applicant provided a draft scoping document on June 19 2019 and a final scope must be adopted within 60 days (August 18) of the submission.

On May 10, 2018, East Coast North Properties submitted an application to the Village’s Planning Board for site plan approval. Subsequently, on June 20, 2018, the applicant submitted an application to the ZBA for multiple variances associated with the site plan approval. Other required Village approvals will include a Floodplain Development Permit, Stormwater Pollution Prevention Plan, Board of Architectural Review approval and a determination of consistency with the Village’s Local Waterfront Revitalization Program.

The application materials can be found on the Village’s Agenda Website here:

Zoning Board Materials:

<https://mamaroneck.novusagenda.com/agendapublic/CoverSheet.aspx?ItemID=10848&MeetingID=1512>

Planning Board Materials:

<https://mamaroneck.novusagenda.com/agendapublic/CoverSheet.aspx?ItemID=9855&MeetingID=1418>

II. SCOPE OF SERVICES

The Village seeks a consultant to assist the ZBA and other Village land use boards having jurisdiction with the review of all aspects of the application with the conduct, management and coordination of the environmental review of the application under SEQRA. To successfully complete these tasks, the consultant must have experience and expertise in evaluating

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development applications and their impacts related to land use and zoning, land, water and ecological resources, transportation, traffic and parking, socioeconomic and fiscal conditions, community facilities and services, utilities, visual resources, air quality and noise, historic and archeological resources, community character, and construction.

III. CONTENT OF PROPOSAL

Interested firms and individuals are invited to submit proposals that contain the following information:

1. A history of the firm or individual's experience, in the past 5 years, providing environmental review services under SEQRA for municipalities, other government entities or private developers.
2. A detailed description of services to be provided in response to this RFP, including your approach and methodology.
3. A description of your organizational structure, including resumes of the principals and professional staff who would provide the Environmental Review Services for the Village. The proposal shall identify the specific person(s) who will be assigned to this work and to perform these services for the Village. One such individual shall be designated as the principal or lead person responsible for the provision of the Environmental Review Services to the Village. If the proposer intends to subcontract or work jointly with another individual or firm, such arrangement must be described in detail, including the length of time working with the proposer in such capacity, and the other individual or firm shall provide information regarding its experience and expertise as necessary to be responsive to this RFP. Any subcontracting relationship will not be allowed unless authorized in advance in writing by the Village.
4. A list of up to 5 major projects for which the firm or individual has provided similar Environmental Review Services, along with 2 samples of the work produced. Include the name of the client, the name of a contact person who is able to provide a reference, and a description of the nature of the work. Such matters shall be for properties in New York State.
5. Details of expert witness testimony, identifying the name of the case, judicial forum, nature of the action and the outcome of the litigation.
6. A list of all private clients that you have represented before any municipal board in the Village of Mamaroneck in the past five years. Disclose any potential conflicts with or appearances of impropriety involving your other clients or with your officers, directors and employees if you were to undertake the Environmental Review Services described in this RFP.
7. The normal hourly rate of each principal and professional staff member whose resume is provided or whose job category may be required, and the hourly rates for these individuals that you propose to charge; a schedule of other costs and disbursements that you anticipate will result in a charge and the rate of each; whether you are willing to agree to a cap on fees; and any other

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fees or charges. There shall be no reimbursement for disbursements such as copying or binding costs, meals or travel time, parking, mileage or other travel costs.

8. Methodology for tracking time spent in performing the environmental review services to enable the Village to charge such costs back to the applicant in accordance with the Village Code and SEQRA.

IV. CRITERIA FOR SELECTION

1. Experience in general and in particular, providing environmental consulting services under SEQRA to municipalities or other government organizations. Experience level of personnel to be assigned to this project.
2. Quality of work product as demonstrated in submitted work samples.
3. Experience with large scale residential projects.
4. Innovative work or unique qualifications and experience to provide the Environmental Review Services.
5. Cost of services
6. An oral presentation may be required and any such presentation will be a factor in the decision-making process.

V. MISCELLANEOUS CONDITIONS

1. The issuance of this RFP and the submission of a response by any proposing person or firm or the acceptance of such response by the Village does not create a legally binding relationship between the Village and the proposing person or firm.-A legally binding relationship will only arise upon the execution of a formal contract by the Village and the individual or firm selected by the Village.
2. The Village reserves the right to reject any and all proposals, to waive any informality contained therein, to negotiate any terms, and to award the contract, as deemed to be in the best interests of the Village. Responses to this RFP will be prepared at the sole cost and expense of the proposing individual or firm.
3. Any revisions to this RFP or responses to questions regarding the RFP will be made by written addendum sent to all those who received the original document.
4. Proposals shall be delivered, by hand, mail or e-mail, to Jerry Barberio at Jbarberio@vomny.org and Dan Sarnoff at dsarnoff@vomny.org, Attn: Village Manager's Office, Village of Mamaroneck, 123 Mamaroneck Avenue, Mamaroneck, NY 10543, on or before Friday, July 19, 2019 at 11:00 a.m. E.S.T. It is anticipated that a decision on this Request

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for Proposals will be made by the middle of August 2019, with the selected consultant. Firms submitting proposals must be ready, willing and able to begin work in August 2019.