



**Paul Feiner**  
*Supervisor*

# **TOWN of GREENBURGH**

## **Community Development & Conservation**

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

October 24, 2024

**Re: Request for Proposals (RFP) – Planning Consultant Services Related to Four Corners – Smart Growth Zoning Program Grant CFA #129982**

Dear Professional:

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 subcontractor and complete tasks associated with Zoning Ordinance Regulation updates that will facilitate the potential for mixed-use development in the Hartsdale Four Corners portion of the Town of Greenburgh.

In 2024, the Town of Greenburgh was awarded funding through the Environmental Protection Fund Smart Growth Community Planning and Zoning Program through the New York State 2023 Consolidated Funding Application process. The funding is related to and will support a supplement to the Town's 2016 Comprehensive Plan known as the Four Corners Redevelopment Plan. The Four Corners Redevelopment Plan envisioned new mixed-use redevelopment in the vicinity of the intersection of East-West Hartsdale Avenue and Central Park Avenue. A new Zoning District and related regulations are necessary to facilitate development proposals that are consistent with the Four Corners Redevelopment Plan.

The Four Corners Smart Growth Grant outlines a series of tasks and deliverables that the Town of Greenburgh will undertake through the assistance of a professional Planning Consultant.

The Town of Greenburgh will complete 18 Tasks associated with the Grant, which will culminate in final proposed local law regulations inclusive of environmental review. Technical analysis requiring Consultant contributions are applicable for 10 of the 18 tasks in the following categories: assistance with Zoning Advisory Committee Meetings, Public Participation, Community Tour and Stakeholder Interviews, Public Information Sessions, Local Regulations Assessment and Recommendations Report, Proposed Local Regulations, Town Board Presentations, Environmental Review, Public Hearings, and Final Proposed Local Law Regulations.

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 ([gduquesne@greenburghny.com](mailto:gduquesne@greenburghny.com)), and three (3) hard copies [respondents are encouraged to utilize certified sustainable forest paper/recycled paper] 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 an interview. **Proposals and attachments must be received no later than 4:00 p.m. on Tuesday, November 19, 2024**, 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](mailto: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 subcontractor and complete established tasks associated with Zoning Ordinance Regulation updates that will facilitate the potential for mixed-use development in the Hartsdale Four Corners portion of the Town of Greenburgh. The Zoning Ordinance Regulations will build upon a prior approved Four Corners Redevelopment Plan.

The Four Corners Redevelopment Plan can be found at the link below:

<https://greenburghny.com/DocumentCenter/View/7955/Four-Corners-Redevelopment-Plan-dated-5-22-19>

The Zoning Ordinance Regulations and Related Zoning Map Amendments (envisioned as a mixed-use overlay district) will be consistent with the Four Corners Redevelopment Plan and will build upon prior infrastructure analysis. New information from site visits; steering committee, Town staff, public, Town Board and involved agency (County Planning, NYSDOT) input; and updated infrastructure analysis will also contribute to zoning formulation and supporting environmental review.

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>

The Smart Growth Zoning Grant Tasks 1-18 are listed below and separate the tasks that will be exclusively prepared by the Town from those that the Consultant will assist in preparing, with support from the Town.

Town Staff Deliverables will include the following tasks:

- **Task 1 – Project Initiation Meeting**
- **Task 2 – Zoning Advisory Committee Formulation**
- **Task 3 – Procurement of Consultant**
- **Task 4 – Subcontract and Compliance with Local Procurement Requirements**
- **Task 16 – MWBE Reporting**
- **Task 17 – Project Status Reports**
- **Task 18 – Final Project Summary Report and Measurable Results**

Planning Consultant Deliverables will include the following tasks:

- **Task 5 - Zoning Advisory Committee Meetings**
- **Task 6 – Public Participation Plan**

- **Task 7 – Community Tour and Stakeholder Interviews**
- **Task 8 – Public Information Sessions**
- **Task 9 – Local Regulations Assessment and Recommendations Report**
- **Task 10 – Proposed Local Regulations**
- **Task 11 – Municipal Board Review**
- **Task 12 – Environmental Quality Review**
- **Task 13 – Public Hearing**
- **Task 14 – County Planning Board Review**
- **Task 15 – Final Proposed Local Regulations and Local Adoption**

The Town of Greenburgh will select a Planning Consultant (the Town’s Subcontractor) that will assist with tasks 5 thru 15, for a total budget not to exceed \$150,000.00. Below is a detailed narrative of these 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 either December 2024 or January 2025.

#### **Task 5: Zoning Advisory Committee Meetings**

The Zoning Advisory Committee (Town Board-appointed “Four Corners Steering Committee” or “FCSC”) shall meet on a regular basis during the planning process which will be attended by the Planning Consultant, to advance the preparation, review, integration, and approval of the Zoning Code and to organize and conduct community participation events.

During the first meeting, the FCSC will review project requirements, roles, and responsibilities, transfer necessary information to the Planning Consultant, and identify new information needs, and next steps. Town staff (“CD&C Commissioner”), through the FCSC, will prepare and distribute a brief meeting summary clearly indicating the understandings reached at FCSC meetings.

All subsequent meetings will advance the preparation of the Zoning Code, and assess the evolution of the project, identify new information needed, changes in roles and responsibilities, and next steps.

Deliverable: Minutes from FCSC meetings, presentation materials, and/or maps/infographics related to the Zoning Code.

Town Staff Assistance/Notes for RFP Respondent: The CD&C Commissioner will coordinate all FCSC meetings, which will be held remotely via Zoom Video Conference, and will prepare all draft agendas and minutes. Planning Consultant will provide technical assistance at FCSC meetings.

#### **Task 6: Public Participation Plan**

Prepare a Community Participation Plan that describes the public outreach and participation efforts that will be conducted during the development of the Zoning Code, pursuant to the local and State statutes. At a minimum, the Community Participation Plan shall include (in-person or virtual) interviews with local and regional stakeholders, a community tour, a public information meeting, one or more public workshops, one or more public hearings, and a webpage with links to announcements, presentations and

documents prepared during the planning process. The Community Participation Plan shall identify key individuals, organizations, and entities to be involved, and shall identify roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of the proposed public outreach and participation efforts.

All public outreach and participation efforts will be publicized in the community through press releases, announcements, individual mailings, digital media, and any other appropriate means. Public access must be provided to each public meeting or workshop. Outreach efforts should encourage participation from populations who are frequently underrepresented in this process, including immigrants, refugees, and minorities. A summary of public outreach and participation efforts will be made available to the public in written form and through other appropriate means, such as websites.

Deliverable: Draft and final Community Participation Plan.

Town Staff Assistance/Notes for RFP Respondent: CD&C Commissioner through the FCSC will coordinate all aspects of the Draft and Final Community Participation Plan and prepare the draft and final plans. Planning Consultant will provide technical expertise.

### **Task 7: Community Tour and Stakeholder Interviews**

Organize and conduct a community tour to obtain an on-the-ground understanding of local conditions and issues. The purpose of the tour is to provide contextual understanding of the municipality to the consultant team and ground truth desktop analyses. Following completion of the tour, identify a set of topics that shall be discussed with stakeholders to obtain additional relevant information and elicit stakeholder reactions and suggestions.

Deliverable: Community tour photos and a summary of interview findings.

Town Staff Assistance/Notes for RFP Respondent: CD&C Commissioner through the FCSC will coordinate the community tour and stakeholder interviews. Planning Consultant will provide technical expertise and assist with related interfacing with the community and local / regional stakeholders.

### **Task 8: Public Information Sessions**

Conduct at least two public information sessions, as identified in the Public Participation Plan. The purpose of the two public information sessions is to identify Smart Growth oriented solutions to current issues. The first public information session will be held after the conclusion of the Community Tour and Stakeholder Interviews. The first session will introduce the zoning code update to the public, provide an overview of the planning process, and will describe findings from the Community Tour and the Stakeholder Interviews. The second session will take place after the conclusion of the draft regulations. It will provide the public with the opportunity to provide input on the draft regulations. The Town, through the FCSC and Planning Consultant, may choose to hold additional public information sessions as needed.

Deliverable: Public Information sessions held. Minutes/summary of meeting prepared including any presentations or handouts and submitted to NYSDOS.

Town Staff Assistance/Notes for RFP Respondent: CD&C Commissioner through the FCSC will coordinate the public information sessions and prepare minutes/meeting summaries. Planning Consultant will provide technical expertise and assist with related presentation assistance.

### **Task 9: Local Regulations Assessment and Recommendations Report**

The purpose of the Local Regulations Assessment and Recommendations Report is to evaluate the applicability of DOS Smart Growth Principles to the existing regulatory, natural, and built environment. The report may include, as applicable, but is not limited to: an analysis of existing development regulations, prior and current planning and zoning efforts, the physical details of the community, including its current and historic built patterns and architecture, natural resources such as prime agricultural lands, soil types, floodplains, topography, aesthetic resources, Critical Environmental Areas, current road network, blocks and lots, building types, public spaces, neighborhoods, and building form. The analysis shall also include an examination of existing land uses, density, and community design elements like setbacks, building height, and street width.

The Report shall include tangible, implementable recommendations for changes to the Zoning Code based on the DOS Smart Growth Principles, and the findings from analyses conducted in this section. The FCSC shall work with the consultant team to collect best practices that could be used by the community and to articulate the best local approach to achieve the vision reflected in the Four Corners Redevelopment Plan and other adopted planning documents. The FCSC shall review the report before submitting it to NYSDOS.

The Draft Report shall be submitted to NYSDOS for review and comment. Department comments shall be incorporated into the final report.

Deliverable: Draft and final report published online and submitted to NYSDOS.

Town Staff Assistance/Notes for RFP Respondent: CD&C Commissioner through the FCSC will prepare the Local Regulations Assessment, with review by the Planning Consultant. Planning Consultant to prepare technical aspects of the Recommendations Report, which will be drafted by the CD&C Commissioner through the FCSC.

### **Task 10: Proposed Local Regulations**

Draft Zoning Code, based on the local regulations assessment and recommendations report. The FCSC shall review the content of the new or amended local regulations before submitting them to the Town of Greenburgh Town Board for review and comments. The FCSC shall work with the consultant to integrate the Zoning Code into the municipality's existing code while ensuring the Draft Code is consistent with the municipality's adopted Comprehensive Plan, adopted Four Corners Redevelopment Plan, the NYSDOS's Smart Growth Principles, and other state statutes.

The Draft Zoning Code shall be reviewed by the FCSC before being submitted to NYSDOS.

Deliverable: Draft Zoning Code submitted to NYSDOS and to the FCSC.

Town Staff Assistance/Notes for RFP Respondent: Planning Consultant to prepare the proposed local regulations.

### **Task 11: Municipal Board Review**

Submit the proposed local regulations to the Town of Greenburgh Town Board (with referral to Planning Board) for review, comments, and recommendations.

The comments received from the Town Board shall be addressed by the FCSC and the consultant before the initiation of the SEQRA compliance process. The proposed local regulations shall be made available for public review on the Town of Greenburgh website.

The recommendations of the Town Board shall be reviewed by the FCSC before being submitted to NYSDOS.

Deliverable: Comments received from the Town Board and revised proposed local regulations submitted to NYSDOS.

Town Staff Assistance/Notes for RFP Respondent: Town staff will coordinate the transmittal of the proposed local regulations to the Town Board and Planning Board. Planning Consultant to assist in the Town Board review process.

### **Task 12: Environmental Quality Review**

Prepare materials necessary for compliance with the State Environmental Quality Review Act (SEQRA). The adoption of new Zoning Regulations and Related Zoning Map amendments is anticipated to be classified as a Type I action, pursuant to the State Environmental Quality Review Act (SEQRA) and 6 NYCRR Part 617. The Town shall comply with SEQRA requirements, which will include the preparation of a Generic Environmental Impact Statement (GEIS) in connection with the review of the proposed local regulations. The Town Board shall declare to be the Lead Agency for the action of adopting the new Zoning Regulations and Related Zoning Map amendments.

Copies of all SEQRA documents shall be submitted to NYSDOS.

Deliverable: SEQRA documents, including a visual rendering of one development example within the corridor.

Town Staff Assistance/Notes for RFP Respondent: Town staff will deliver to the Planning Consultant a draft Generic Environmental Impact Statement (GEIS) which will be updated based on the proposed Zoning Ordinance Regulations and proposed Related Zoning Map Amendments. Planning Consultant to provide technical assistance bringing the GEIS and SEQRA process to completion.

### **Task 13: Public Hearing**

Following completion of the draft Zoning Ordinance Regulations and draft Related Zoning Map Amendments, conduct a public hearing to solicit comments on the draft Zoning Ordinance Regulations and draft Related Zoning Map Amendments. The draft Zoning Ordinance Regulations and draft Related

Zoning Map Amendments shall be made available in hard copy form in the Town offices, the Town of Greenburgh website/project website and other key locations throughout the community. The public hearing will be publicized in the community through press releases, announcements, individual mailings, online posting on the municipal website, and any other appropriate means at least ten days prior to the date of the public hearing.

The minutes of the public hearing shall be reviewed by the FCSC before being submitted to NYSDOS.

Deliverable: Published announcements and the minutes of the public hearing submitted to NYSDOS

Town Staff Assistance/Notes for RFP Respondent: CD&C Commissioner through the FCSC will coordinate the public hearing and prepare minutes/meeting summaries and/or have prepared public hearing transcripts. Planning Consultant will provide technical expertise and assist with related presentation assistance.

#### **Task 14: County Planning Board Review**

The Town of Greenburgh shall submit the revised local regulations to the County Planning Board for review and recommendations, pursuant to the required referral under General Municipal Law §239-m of the New York State General Municipal Law. CD&C Commissioner through the FCSC, and the Planning Consultant, shall address the comments received from the County Planning Board before the public hearing.

Deliverable: Comments received from the County Planning Board and revised proposed local regulations submitted to NYSDOS.

Town Staff Assistance/Notes for RFP Respondent: Planning Consultant shall provide technical assistance with responding to the County Planning Board comments.

#### **Task 15: Final Proposed Local Regulations and Local Adoption**

Address all of the received comments and recommendations and produce the final version of the proposed local regulations for the local adoption by the Town Board and subsequent filing with the Town Clerk and in the office of the Secretary of State.

The Town Board shall adopt the proposed local regulations pursuant to §16-264 of the New York State Town Law.

Deliverable: Adopted local regulations and copy of the resolution of adoption submitted to NYSDOS.

Town Staff Assistance/Notes for RFP Respondent: Planning Consultant shall provide assistance with responding to all of the comments and recommendations received and produce the final version of the proposed local regulations for the local adoption by the Town Board.



**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.) and the public as applicable to assist in the consultant’s technical analysis formulation. Also, as previously noted, CD&C will take a lead role in the preparation of all aspects of SEQRA documentation, envisioned as adoption of a GEIS.

**Contract Period**

All Deliverables, including project closeout are anticipated to occur no later than March 15, 2026. As such, respondents shall identify a project schedule consistent with the anticipated completion date. All proposals shall assume that services will commence for this individual project and shall terminate upon completion of the project process.

**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 any 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, the Four Corners Redevelopment Plan, the Four Corners Infrastructure Analysis, potential mitigations and the context of the Smart Growth Planning grant deliverables. 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 not to exceed budget of \$150,000. Information regarding consistency with 15% Minority Business Enterprise (MBE) and 15% Women Business Enterprise (WBE) NYSDOS project goals.
3. Demonstrated experience in working with community groups/property-owners/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.”
7. Acknowledgement that Contractor has no objection to a requirement that the New York State Department of State approve all consultants and subcontractors. The consultant must comply with all provisions in the Contract between the New York State Department of State and the Town of Greenburgh, including all appendices. A copy of the contract is 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](mailto:planning@greenburghny.com) and shall be sent by October 31, 2024.

RFP Schedule Recap:

- RFP Released – 10/24/2024
- Requests for Information from Town due – 10/31/2024
- RFI Responses Expected – 11/6/2024
- RFP Responses Due – 11/19/2024
- Consultant Selection – December 2024/January 2025
- Consultant Start Date – January/February 2025
- Project Completion – March 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.com](mailto:gduquesne@greenburghny.com)), and three (3) hard copies [respondents are encouraged to utilize certified sustainable forest paper/recycled paper] 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 an interview. Proposals and attachments must be received no later than 4:00 p.m. on Tuesday, November 19, 2024, and should be addressed and delivered to Garrett Duquesne, AICP at:

Town of Greenburgh  
Department of Community Development and Conservation  
177 Hillside Avenue  
Greenburgh, New York 10607  
(914) 989-1532  
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