

**ADDENDUM #2**  
**Request for Proposals**  
**For UPDATE OF TOWN OF RIVERHEAD**  
**COMPREHENSIVE MASTER PLAN**

The Town of Riverhead received several questions/inquiries. This addendum shall provide a response to all questions/inquiries.

**Is the deadline to ask questions extended?** No

**Did the Town publish a budget?** No. While the Town did not publish or set a budget, cost along with experience with similar type projects, staff expertise etc will be a consideration for determining which proposal is in the best interest of the Town.

**What is required for the submission other than the annexed forms?** There is no set format and instead it is the totality of the proposal that will be considered. Notwithstanding same, it is anticipated that the items mentioned above, cost, experience, and staff expertise, will be included in all proposals. It is anticipated that the proposal firm/team shall demonstrate their qualifications to perform the work as presented and identified in the scope of desired services. In addition, it is anticipated that the proposal will include or at minimum recommend a plan of services for services related to the project: methodology, demonstrated understanding of the community's needs, and the consultant's expectations of assistance and services from the Town.

**Is the 18-month timeline inclusive of the SEQRA process?** The 18 month timeline includes preliminary meetings with Town Board, Town Staff, and likely some community roundtables, SEQRA and adoption of the Comprehensive Plan but does not include implementation of the plan. The implementation phase, referrals to County and State agencies, community meetings, public hearings and adoption of zoning, is anticipated to require an additional year. \*Please note, this description of events and/or order of same is subject to change based upon the recommendations of the proposal selected by the Town.

**Can you provide list of civic associations?** At present, the Building & Planning Administrator is working with the Town Board to formulate a plan/schedule for public participation including identifying the committees and/or civic groups and possible steering committee. As there are several hamlets [Aquebogue](#), [Baiting Hollow](#), [Calverton](#) (small part in the [Town of Brookhaven](#)), [Jamesport](#), [Laurel](#) (partially, with the [Town of Southold](#)), [Manorville](#) (mostly in Brookhaven),

[Northville](#), [Riverhead](#) (hamlet), [Wading River](#) (small part in Brookhaven) and other smaller communities, including South Jamesport, Polishtown and Reeves Park many if not all represented by civic and/or community groups, together with more than a dozen Town Hall Committees (i.e. Open Space Committee, Farmland Committee, Agricultural Advisory Committee, Business Advisory Committee etc.), it is anticipated that meetings will be scheduled based upon geographic areas referenced herein and topics/issues, be included within proposals relating to specific geographic areas, or for lack of a better description "stand alone issues" \*Please note, this description of events and/or order of same is subject to change based upon the recommendations of the proposal selected by the Town.

**What are the expected completion dates for the on-going planning initiatives during the Comprehensive Plan process; what is the expectation of the Planning Department to meet during the planning process, is there a steering committee; how many public hearings?** Please see above. Note, it anticipated that the proposal will include and/or recommend a plan of services for services related to the project: methodology, demonstrated understanding of the community's needs, and the consultant's expectations of assistance and services from the Town.

**Is the Downtown Plan being prepared under a separate contract and mentions Historical Concepts several times?** The Town Board, after recommendation from the Downtown Revitalization Committee, will move forward and retain the professional services of a firm, i.e. Historic Concepts or firm with similar qualifications/expertise, with unique expertise in zoning analysis, visual preference survey and development of a pattern book with a regulating plan; siting, building and landscape guidelines; and historic and architectural detail guidelines mass with emphasis on the current DC-1 zoning district but addressing compatibility with the proximate historic residential and commercial districts in DC-2 and DC-3 Zoning Districts. The Town recently authorized the Town Clerk to publish and post a Notice for Request for Proposals. This study and pattern book will serve to guide the Town with implementation of an overlay zoning for the study area and state environmental review requirements related to same. It is anticipated and the goal of the Town to receive all deliverables from Historic Concepts or such other firm designated by the Town, probable implementation of overlay zoning, together with environmental review, within one year from now. Notwithstanding the above, it must be made clear that the services requested by this request for proposals shall include and incorporate the study, field work, pattern book, be it made part of an overlay zoning district or otherwise, as part of the update of the Town's Comprehensive Plan.

**What data will be provided by the Town to support verification of the Town's ten hamlet boundaries and what is required to verify the official map?** As stated above, the Town anticipates that the proposal will recommend a plan of services for

services related to the project: methodology, demonstrated understanding of the community's needs, and the consultant's expectations of assistance and services from the Town.

**What is the source of the Zoning Data?** The Town's zoning map is available on-line. The Planning Department staff will provide information on necessary updates that have not yet been made part of the map despite the adoption of local laws to amend the map.

**What is the anticipated timeframe for consultant selection and start date?** While the Town Board has expressed its desire to begin the process for the update of the Comprehensive Plan as swiftly as possible, there is no time limit or restriction related to selection of a consultant nor start date.