

**Town of Riverhead
Suffolk County, New York**



Request for Proposals

For

**UPDATE OF TOWN OF RIVERHEAD
COMPREHENSIVE MASTER PLAN**

Sealed Proposals Must be Received
In the Office of the Town Clerk
200 Howell Avenue
Riverhead, New York 11901
On or Before 11:00 A.M. on July 18, 2019

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I. INTRODUCTION

The Town of Riverhead is looking for a qualified person/entity with the requisite knowledge and expertise in the preparation of comprehensive land use planning, environmental protection, agricultural preservation and economic development. Further, the qualified person/entity must have knowledge and expertise in SEQRA. The adoption of the update to the Comprehensive Master Plan shall include full SEQRA review, model codes and ordinances which will support the implementation of the planning document.

"Specifications" set forth below.

II. NOTICE TO BIDDERS

TAKE NOTICE, that sealed proposals will be received by the Office of the Town Clerk at Riverhead Town Hall, 200 Howell Avenue, Riverhead, New York on or before **11:00 o'clock am on July 18, 2019 at**, prevailing time, for:

REQUEST FOR PROPOSALS

The objective of the update to the Town of Riverhead Comprehensive Master Plan is the preparation of a comprehensive inventory of existing natural features and the man-made environment together with an analysis of those alternative land use scenarios and growth management techniques designed to optimally meet town-wide planning goals as established and identified by the Town Board.

The land use concerns which confront the Town are multifaceted, which include but are not limited to, the preservation of prime agricultural soils and the support of the local agricultural industry, the creation of regional employment opportunities within the Town, the revitalization of the downtown Central Business District, the preservation of groundwater quality, the amount of vacant retail space along the CR 58 corridor, the change in the market demand for big box retail, the management of population growth, the location and expansion of public and private utilities and infrastructure, the future location of commercial and industrial facilities, the emergence of alternative energy production technology, the general location of recreational facilities, the management of town-wide and regional transportation elements and the general protection and enhancement of coastal and river resources.

Specifications and guidelines for submission of proposals are available on the Town website at www.townofriverheadny.gov Click on bids beginning June 27, 2019.

Each proposal must be submitted in a sealed envelope clearly marked “**REQUEST FOR PROPOSALS FOR UPDATE OF TOWN OF RIVERHEAD COMPREHENSIVE MASTER PLAN**”.

Proposals must be received by the Office of the Town Clerk by no later than 11:00 a.m. on July 18, 2019.

This Request for Proposals is not an offer or a binding commitment to enter into an Contract on the part of the Town. The Town retains the right to postpone or cancel the Request for Proposals or to reject all proposals if the Town determines, in its sole discretion, that the best interests of the Town will be served thereby.

BY ORDER OF THE TOWN BOARD
TOWN OF RIVERHEAD
Diane M. Wilhelm, TOWN CLERK

III. INSTRUCTION TO BIDDERS

1. General Instructions

The Town of Riverhead (hereinafter referred to as “Town” or “Town of Riverhead”) seeks proposals from individuals/entities with experience and qualifications in all aspects necessary for update of the Town's Comprehensive Master Plan.

All individuals/entities seeking to submit a proposal shall be responsible to carefully examine the proposal bid specifications. These specifications require the doing of all things necessary or proper for, or incidental to, including but not limited to, materials, equipment, labor, record keeping, for the update of the Town's Comprehensive Master Plan. All things not expressly mentioned in these specifications, but involved in carrying out their intent are required by these bid specifications; and the vendor/bidder shall perform the same as though they were specifically mentioned, described and delineated. Read all documents contained in the bid specifications.

All individuals/entities seeking to submit a proposal are responsible for submitting their proposal to the appropriate location at or prior to the time indicated in the specifications. No bids/proposals will be accepted after the designated time or date indicated in the bid specifications. It is suggested that registered mail be used to submit a proposal. Delay in mail delivery is not an exception to the receipt of a proposal.

A copy of the official request for proposal/bid documents may be obtained at the Town’s website: www.townofriverheadnv.gov. In addition to obtaining the official bid documents,

any and all addendum pertaining to a particular bid or request for proposal are posted on the Town website referenced above; log and scroll to bid for REQUEST FOR PROPOSALS FOR UPDATE OF TOWN COMPREHENSIVE MASTER PLAN.

It is incumbent upon all potential individuals/entities seeking to submit a proposal to view all posted addenda prior to the request for proposal/bid close date.

Any questions or clarification to the specifications or technical specifications must be submitted in writing to the Town Building & Planning Administrator, Jefferson V. Murphree, AICP, by email to: murphree@townofriverheadny.gov on or before 4:30 pm on July 10, 2019, unless otherwise stated*. Verbal questions will not be entertained.

All individuals/entities seeking to submit a proposal must submit one original and five copies of the proposal/bid. The original proposal, together with copies of the proposal must be sealed and clearly marked "REQUEST FOR PROPOSALS FOR UPDATE OF TOWN COMPREHENSIVE MASTER PLAN." All bids shall be made out on the proposal forms *if applicable and attached hereto and all the attached certificates must be completed and signed in compliance with the provisions of Section 103-d of the New York State General Municipal Law. All bids must be filled out in ink, or be typewritten. Bids submitted in pencil will be rejected as unresponsive. Bids which have been corrected by white out or cross out, and have not been initialed and/or dated will be rejected as unresponsive. Bid responses may be rejected if they show any omission, irregularity, alteration of form, addition, condition, or unresponsiveness.

The Building & Planning Administrator, and/or his/her designee, shall be the only one authorized to make changes or alterations to anything contained in these specifications. As stated above, any changes shall be posted as an addendum on the following website: www.townofriverheadny.gov. The Town reserves the right to reject all bids, parts of all bids, or all bids for any one or more items or contractual services included in the proposed contract, when such rejection is in the best interest of the Town. The contract will be awarded to the responsible bidder(s) providing lowest price or best value based upon the totality of the bidder's presentation regarding the Update to the Town's Comprehensive Master Plan, with emphasis on the experience of the bidder with same or similar projects described in this request for proposal and personnel necessary to adhere to and complete the project in a timely manner, price, and past experience with contracts with the State of New York, County of Suffolk and/or political subdivisions and corporate municipal instrumentalities of the State of New York. A responsible bidder is a vendor who has demonstrated judgment and integrity, is of good reputation, experienced in his/her work, whose record of past performance is established as satisfactory, and whose financial status is such to provide no risk to the Town of Riverhead in its contractual relations.

No bidder may withdraw a bid within forty-five (45) days after the actual date of the bid opening. Any bidder who does not honor their bid within the forty-five (45) days may be barred from bidding in any jurisdiction in New York State.

By submission of this proposal/bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

2. Modification to Proposal/Bid

Any changes, amendments or modifications to a proposal/bid must be made in writing, submitted in the same manner as the original response and conspicuously labeled as a change, amendment or modification to a previously submitted proposal/bid. Changes, amendments or modifications to proposals/bids shall not be accepted or considered after the hour and date specified as the deadline for submission of bids.

3. Proposal/Bid Costs and Expenses

The Town of Riverhead will not pay any costs incurred by any Consultant associated with any aspect of responding to this request for proposals/bid, including preparation of the response to the request for proposals, printing or delivery, or negotiation process.

4. Expiration Date for Fee/Price Quotes

Fees/prices quoted in the proposal response shall remain fixed and binding on the Consultant for at least six months (6 mo) year from the date of the response to the request for proposals and in the event that the Consultant is selected and enters into a professional services agreement with the Town all fees/prices shall be binding as set forth in such professional services agreement. The Town of Riverhead reserves the right to ask for an extension of time if needed.

5. Non-Conforming Bids/Responses to Request for Proposals

Responses to the request for proposals which are non-conforming will not be considered. Non-conforming shall be defined as those that do not meet the requirements of the specifications. The determination of whether a requirement is substantive or a mere formality shall reside solely within the Town of Riverhead.

6. Discrepancies and Omissions

The Consultant is fully responsible for the completeness and accuracy of their proposal/bid, and for examining the specifications set forth herein and all addenda. Failure to do so will be at the sole risk of Consultant. Should Consultant find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any

questions arise concerning this request for proposals, the Consultant shall notify the Town Clerk of the Town of Riverhead, in writing, of such findings at least five (5) days before the opening of the proposals/bids. This will allow issuance of any necessary addenda. It will also help prevent the opening of a defective bid and exposure of a Consultant's proposal upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Designated Contact, in writing, no later than five (5) calendar days prior to the time set for opening of the proposals/bids.

7. Town's Right to Reject Proposals/Bids

The Town reserves the right to accept or reject any or all responses/bids or any part of any response/bid, to waive defects, technicalities or any specifications (whether they be in the Town's specifications or Consultant's response), to sit and act as sole judge of the merit and qualifications of each service offered, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed specifications as the Town may deem necessary in the best interest of the Town or to negotiate the terms of the proposal.

8. Town's Right to Cancel Solicitation/Proposal

The Town reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. The Town makes no commitments expressed or implied, that this process will result in a business transaction with any Consultant.

9. Notification of Withdrawal of Proposal/Bid

A Consultant may modify or withdraw its proposal/bid by written request, provided that both bid and request is received by the Town prior to the due date. Proposals/bids may be re-submitted in accordance with the Bid Notice due date in order to be considered further. Proposals/bids become the property of the Town at the submission deadline. All proposals/bids received are considered concrete offers at that time.

10. Exceptions to the Proposal/Bid Specifications

Any exceptions to the Specifications or the Town's terms and conditions, must be highlighted and included in the proposal/bid. Acceptance of exceptions is within the sole discretion of the evaluation of the Town.

11. Award of Contract

The final award of a professional services agreement is subject to approval by the Town. The Town has the sole right to select the successful Consultant for award, to reject any proposal/bid as unsatisfactory or non-responsive, to award a professional services agreement to other than the lowest priced proposal/bid, to award to one

individual/Consultant, or not to enter into a professional services agreement. The Town will evaluate and consider a variety of factors, including reputation and professional qualifications of the individual/Consultant; experience providing similar services based on reference of former and/or current New York municipal clients; and, annual fees for services. Note, the Town shall adopt a resolution to determine the proposal deemed in the best interests of the Town and authorize an agreement for professional services and no Consultant who shall have submitted a proposal/bid shall acquire any legal or equitable rights or privileges until the full execution of a professional services agreement between the Town and successful Consultant. The Consultant will be expected to sign a standard Professional Services Agreement Form with the Town of Riverhead incorporating the terms of this request for proposal and the Consultant's response to this request for proposal. If the Consultant selected does not execute an agreement within thirty (30) days after the award of the proposal, the Town of Riverhead reserves the right to award the agreement to the next qualified Consultant.

12. Terms and Conditions

The term of the agreement between the Town and the successful Consultant shall be for such limited time to complete the services described in the bid specifications.

13. Status as Independent Contractor

The services identified above shall be performed by the municipal advisor/successful Consultant as an independent contractor and NOT as an employee of the Town of Riverhead and nothing herein shall be deemed to cause this agreement to create an agency, partnership, joint venture or employment relationship between parties. As such, the Town and successful Consultant shall each be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. In addition, neither the Town nor the successful Consultant shall be liable for any debts, accounts, obligations or other liability whatsoever of the other or any other obligation to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

14. Rights to Documents or Data

All information and data, regardless of form, generated in the performance of, or delivered under a professional services agreement, as well as any information provided to the Consultant by Town, shall be and remain the sole property of Town. The Consultant shall keep all such information and data in confidence and not disclose or use it for any purpose other than in performing the terms of the professional services agreement, except with Town's prior written approval. In the event that the legal right in any data and information generated in the performance of the professional services agreement does not vest in Town by law, the Consultant shall agree and assign to Town such legal rights in all such data and information. Note, a provision, drafted to

survive termination of any agreement entered into between the Town and Consultant, will be included in the professional services agreement that final payment shall not be due until after receipt by Town of such complete document and data file, or a certification that there is no such information created by the services performed under the agreement, and receipt of all information and data which is the property of Town.

15. Publicity

The Consultant shall not, without the prior written consent of Town, in any manner advertise or publish the fact that Town has entered into an agreement with the Consultant, except to the extent required to complete scope of services identified in a professional services agreement. Except as set forth above, the Consultant shall not, without the prior written consent of the Town, provide, release or make available for inspection any documents, data, written material of any kind without the prior written consent of at least three members of the Town Board or by resolution of the Town Board, except to the extent that the Consultant determines it necessary to retain the services of a third party either described in the specifications or identified in the Consultant's response. The Consultant may release the documents, data, and such other written material provided said third party executes a confidentiality agreement in favor of the Town.

16. Assignment and Subcontracting

Performance of any part of the services identified in this request for proposal and any subsequent professional services agreement may not be subcontracted nor assigned without, in each case, the prior written consent of at least three members of the Town Board or by resolution of the Town Board.

17. Termination

A provision will be included in the professional services agreement that provides that the professional services agreement may be terminated at any time by either party upon 30 days written notice to the other party and, in the event of such termination, Town shall have no further obligation to Consultant except to make any payments which may have become due under any such agreement.

18. Records

The Consultant shall keep accurate records of the time spent in the performance of services identified in this request for proposal and any subsequent professional services agreement. The Town shall, until the expiration of seven years after final payment under any such agreement, have access to and the right to examine any directly pertinent books, documents, papers and records of the Consultant involving transactions related to any such agreement.

19. Compliance with Laws

The Consultant shall comply with all applicable federal, state and local laws and ordinances and regulations in the performance of its services, including any and all licensing or registration requirements to perform the services identified in these specifications and any subsequent professional services agreement.

20. Insurance, Indemnity and Liability

The Consultant shall carry professional liability insurance, comprehensive general liability insurance and, if applicable, worker's compensation insurance. The Consultant hereby indemnifies and holds the Town, its departments, officers, agents and employees, harmless against any and all claims, actions or demands against Town, its departments, officers, agents and employees and against any and all damages, liabilities or expenses, including counsel fees, arising out of the acts or omissions of Consultant related to this request for proposal and, in the event the Town and Consultant enter into a professional services agreement, services or acts identified or related to the services set forth in the agreement, however, it is agreed and understood that the Town releases and holds harmless Consultant and its personnel from any claims, liabilities costs, and expenses from misrepresentations or incorrect information supplied by the Town related to the services identified in any such professional services agreement.

IV. BID SPECIFICATIONS

The Town of Riverhead is in search of a qualified professional planning consultant (Consultant) experienced with municipal comprehensive plan development to submit a proposal to prepare an update of the Comprehensive Master Plan for the Town.

The first Comprehensive Plan was created in 1973. (McCrosky-Reuter, 1973). The Riverhead Planning Board approved the Comprehensive Master Plan on or about December of 1974 and the Town Board adopted the Comprehensive Plan on April 15, 1975.

After the adoption of the 1973 Comprehensive Plan, the Town undertook a plethora of planning and zoning studies, including but not limited to, the Wading River Hamlet Study; creation of an overlay zoning use district designed to encourage the development of manufacturer's outlet centers to support a burgeoning tourist economy; Aquebogue and Jamesport Hamlet studies and resulting in the creation of a new commercial zoning use district designed to limit general retail development and encourage the land uses supporting a tourist economy; a Calverton Hamlet study resulting in the creation of a new zoning use district designed to limit intensive industrial development and to encourage land uses supporting an identified tourist economy.

In addition to the above and as described in greater detail below, pursuant to Articles 15 and 15A of the General Municipal Law, the Town studied, adopted and designated areas of the Town proximate to the railroad station, Griffing Avenue, Court and Cedar Streets 1997 "Town of Riverhead Urban Renewal Plan/Railroad Street Corridor" and

areas proximate to Downtown/Main Street the 1993 and 2008 “East Main Street Urban Renewal Plan” and the Enterprise Park at Calverton often referred to as “EPCAL” (2900+- acres formerly owned by the United States Navy and leased by the Grumman Corporation) 1997 “Calverton Enterprise Park Urban Renewal Plan” and 2016 “EPCAL Reuse and Revitalization Plan” (approximately 2323 +/- acres of the 2913+- acres originally designated as an urban renewal area and not yet developed or re-used at the time of adoption of the updated urban renewal plan).

Many of the studies and implementation of zoning provisions to effectuate the recommendations of the studies recited above were undertaken after implementation of the 1973 Comprehensive Plan and prior to the 2003 update of the Comprehensive Master Plan. The Town embarked on the update of the 1973 Comprehensive Plan in 1997. In 1998, the Town authorized a contract with the Firm of Abeles, Philips, Priess and Shapiro, Inc. (“APPS”) to prepare a comprehensive revision to the Comprehensive Plan. At the outset the goal of the 2003 Comprehensive Plan was to address key areas and/or topics vital to the Town, to wit: Downtown, Business Districts, Agriculture, Transportation, Parks and Recreation, Natural Resources, Infrastructure, and Economic Development, Scenic and Historic Resources, Community Facilities and Services and Housing. The Town and APPS used a variety of techniques, including public workshops, surveys, interviews, etc. to reach a broad range of residents and business leaders, members of our agricultural community, environmental advocacy groups, and social service organizations. In 2003 the Town adopted the update to the Comprehensive Plan and most of the zoning recommendations were implemented during 2003 and 2004.

Since 2003, the Town has revisited portions of the Town Code and conducted new studies to address or better implement the recommendations of the 2003 Comprehensive Plan, including but not limited to, the 2008 East Main Street Urban Renewal Plan; 2009 DC-1 Bulk Study; 2012 Wading River Corridor Study; 2016 Peconic River/Route 25 Corridor BOA Study; 2019 *Preliminary Parking Plan Study, as well as a Railroad Avenue Strategic Transit Oriented Development (TOD) Study currently underway.

V. PROPOSAL/BID INFORMATION/FORMAT

1. Study Requirements

As stated above, this project requires the preparation of a comprehensive plan for the Town of Riverhead which will update the Town’s 2003 Comprehensive Master Plan and its subsequent individual updates recited in the paragraphs above. Further, the project shall include model codes and ordinances which will support the implementation of the planning document.

The plan and adopted codes will be prepared subject to the New York State Environmental Quality Review Act (SEQRA) such that SEQRA determinations and procedures shall be contemplated as a part of plan preparation. The Comprehensive

Master Plan should follow a format which meets established professional standards and shall meet the requirements of the Town Law, Section 272-a, as amended.

2. Objective of the Update of the Comprehensive Plan

The goal and objective of the update to the 2003 Comprehensive Plan is to assist the Town in addressing and anticipating changes in economy, patterns of economic growth, natural, scenic, or agricultural resources, while preserving the historical architectural significance of the community, continued efforts to foster tourism, agricultural, and arts and culture.

The Comprehensive Plan amendment is intended to inventory existing natural features and the man-made environment together with an analysis of those alternative land use scenarios and growth management techniques designed to optimally meet town-wide planning goals as established and identified by the Town Board, Planning Board and Planning Department. The land use concerns which confront the Town are multifaceted, which include but are not limited to, revitalization of Downtown, commercial development and reuse of former sites along Route 58, the future location of commercial and industrial facilities, the location and expansion of public and private utilities and infrastructure, the general location of recreational facilities, the management of town-wide and regional transportation elements, the creation of a regional employment opportunities within the Town, the preservation of agricultural lands and support of the agricultural industry, preservation of open space and the preservation of groundwater quality, the management of population growth, and the general protection and enhancement of coastal and river resources.

The Town intends that the Comprehensive Plan be a document that provides a basis both for land use in the Town and for other governmental decision-making such as downtown zoning, housing, business and commercial land use which will help anticipate and respond to changing conditions. The plan will utilize sustainable practices that balance social, economic, and environmental considerations to prepare for smart growth while preserving the historical architectural and agricultural significance of the community. The Comprehensive Plan will become an official policy document for the Town. It will be a guide for evaluating proposed projects and programs and for considering amendments to Town's policies, regulations and Town Code.

3. Identification of Areas/Issues & Meetings with Town Officials/Staff

While it is anticipated that public outreach will identify the areas and topics that should be studied and evaluated in the Comprehensive Plan, the information below is provided to highlight a limited number areas or topics that the Town Board, Town Planning Staff, and the Town of Riverhead Community have already identified or expressed the need to study and address by implementation of zone change, policy and procedure. *Note, within the past two or three years, the Town has studied and implemented some changes that are appropriate for inclusion in the Comprehensive Plan. Again, the information below is provided to highlight some limited areas/topics to be studied, and

the contractor shall be available for meetings with Town officials and agencies on a regular basis in order to monitor project progress and compliance with the scope of professional work expected under this RFP.

4. Geographic and Zoning Areas/Topics for Study

One of the first analysis that needs to be completed is the confirmation of the Town's ten (10) Hamlet boundaries, which include the following geographic areas:

- Aquebogue
- Baiting Hollow
- Calverton
- Jamesport
- Laurel
- Manorville
- Northville
- Riverhead
- South Jamesport
- Wading River

Review, analysis, projections and ultimately recommendations of the following topics will need to be based for each hamlet area.

DOWNTOWN MAIN STREET

The Downtown Main Street area is unique. The buildings, commercial and residential, have historic character and architecture dating back to the mid to late 1900's and early to mid- 20th centuries, with a variety of architectural styles, including Neo-classical, Georgian, and Victorian. In addition, Main Street is situated along and at the mouth of the Peconic River. As reflected in Town staff's dedication and efforts recited above and below, the revitalization and economic development for Downtown has been a predominant goal for more than two decades. This area of town was once the shopping hub for the Town and several east end towns boasting large department stores such as Sweezy's, Woolworth's and Sears and a large art deco style theatre situated in the center of Main Street. As more fully described below, the Town's Route 58 Commercial Corridor is now the hub for large national and local retail and wholesale "big box" stores, BJ's, Costco, Walmart, and outlet stores at the western most end of Route 58.

The Town has invested significant time, effort and monies in its effort to revitalize Downtown. The Town improved the Peconic Riverfront and Grangebel Park with replacement of deteriorated bulk heading, improving and extending the boardwalk, landscaping, lighting and various other public park space improvements. The Town has restored historic structures, Benjamin and Corwin Houses and Carriage House, together with a host of site improvements now known and home to the East End Arts. In addition, the Town has undertaken and participated in a variety of studies, including but not limited to, 1993 EMSURP, 2000 Revitalization Strategy for Downtown Riverhead,

2009 Downtown Design Guidelines, 2008 EMSURP, 2016 Brownfields Opportunity Area Study, and 2016 DC-1 Zoning District Bulk Study and 2003 update of the Comprehensive Plan. The Downtown area was designated as a Federal Opportunity Zone in 2018.

After the construction of and/or approval of several mixed use developments with large scale residential components located within the Downtown Area and for more than a year, the Town determined to rededicate efforts to study and implement strategies to foster economic development; preserve and enhance the historic character of Downtown Riverhead; protect and promotion of historic, cultural, natural and open space resources; increasing economic stability, vitality, and tourism; promotion of social and environmental benefits of a walkable downtown; highlight and encourage use, enjoyment and focus on the unique Peconic Riverfront; and a host of other recommendations and concerns of business owners and residents regarding parking, safety, and solid waste. In addition, the Town created a Downtown Revitalization Committee, some members who are business owners or stakeholders of the Town all with unique interests and expertise, to analyze, review and make recommendations for Downtown revitalization.

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. 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.

AREAS WEST AND EAST OF DOWNTOWN MAIN STREET

The west main street corridor is used as one of the gateways to Downtown, by car, bicycle or canoe. It is situated along the Peconic River, a major scenic feature in Riverhead and an estuary of National Significance. It contributes to the character of the Pine Barrens region as well as downtown Riverhead, and the Town's name and identity is closely tied to the Peconic River.

The goals in the 2003 Comprehensive Plan, included, maintain and increase waterfront access and views, increase public access to and views of water, reduce toxins and

pollutants, limit development consistent with NYS DEC designations “community”, “scenic” and “recreational rivers” , support and facilitate the efforts of non-profit organizations like The Nature Conservancy and the Peconic Land Trust to acquire lands for the purpose of increasing public access to or views of water, and support practices and policies in the CCMP.

While the Town has successfully preserved and restored several parcels along the Peconic River, there is significant preservation efforts still required to meet the stated goals of the 2003 Comprehensive Plan. In addition, development and reuse of structures, residences and commercial, are not cohesive as to design. In addition, the uses do not showcase, highlight or preserve this unique and important natural resource. A strategy must be implemented to better implement the goals of the 2003 Comprehensive Plan and the BOA Study, including perhaps transfer of development rights to preserve and/or create open space along the river and transfer density to new land uses, perhaps destination lodging with amenities or unique owner occupied residential developments, that feature or highlight the Peconic River on the opposite side of the roadway creating a more attractive corridor leading to Downtown.

Similar to West Main Street, East Main Street serves as the gateway into the downtown from the east, this area serves as an import focal point to the success of the downtown. Despite the town’s efforts to revitalize this area, improvement to properties and new development remains slow.

AREAS NORTH OF DOWNTOWN/TRAIN STATION/POLISH TOWN

The 2003 Comprehensive Plan recommended linking Downtown Area with POLISH TOWN. The Comprehensive Plan recommended creation of public plazas in front of the train station and court house and improvement of sidewalk connections between Downtown to Courthouse area through to Polish Town. The LIRR Station is situated equal distance from Main Street and Polish Town. Recently, the Town initiated a beautification project at the train station, beginning with a clean-up and planting areas. The Town has continued its efforts with the assistance of the County of Suffolk and LIRR to modify bus stop locations with the goal of reuse of the station-these plans are not yet completed. The Town is aware of the importance of creating an environment that is attractive, welcoming and convenient to residents and tourists traveling on the LIRR and the value and importance of increasing ridership at the Riverhead train station. In 2018, the Town received a strategic planning grant from Empire State Development to study the creation of a Transit Oriented Development (TOD) at the Town’s Court Street parking lot. This study is underway.

Polish Town is historic, unique and charming. While the area, small shops clustered along the sidewalk with historic lamps and decorative signage, work well, zoning or guidelines for development and/or reuse of existing stores should be fine-tuned to ensure development consistent with the traditional pattern of buildings and walkable environment.

ENTERPRISE PARK AT CALVERTON (EPCAL)

In September 1998, the U.S. Government transferred the site to the Town of Riverhead Community Development Agency on the condition it be used for economic development to replace thousands of well-paid jobs and tax base lost by Grumman closure.

For more than a decade, the Town and Community Development Agency attempted to market and develop the property, however, due to regulatory obstacles and high costs of infrastructure development associated with subdividing the large tract of land, the Town and Community Development Agency's achieved only limited success with sale of 490+- acres known as the "industrial core" sold to a private developer, and sale of two additional outparcels, one for the development of a water park and the other to Stony Brook University for a business incubator. In 2011, The Town and Community Development Agency rededicated its efforts and invested significant funds to update, develop and implement a reuse and revitalization plan to meet the current economic, market and site conditions and address the regulatory obstacles that thwarted past attempts to develop the property.

The Town and CDA, with the assistance of planning, marketing and environmental experts, updated the real estate market study; updated environmental, engineering, survey and topographical, sewer and water information; and met with state, regional and local agencies and special interest groups to identify, address and mitigate concerns of potential adverse impacts related to the Town and CDA's goal of economic development at the EPCAL site. As a result, the New York State Legislature approved a bill, S 3643-A/A 4678-A which was signed into law by the Governor on October 23, 2013, outlining a method to streamline development consistent with the Reuse & Revitalization Plan to promote the expeditious and orderly conversion and redevelopment of EPCAL; adoption of EPCAL Reuse and Revitalization Plan, adoption of Planning Development District "PDD Zoning District"; amendment to the Town's Zoning Map and secured state funding for Sewer Upgrades.

In 2019, after a qualified and eligible determination, the Town entered into a contract of sale for the EPCAL property, with terms and conditions requiring that for a period of no less than five years development be undertaken consistent with the recently adopted Reuse & Revitalization Plan and PDD Zoning District. That said, and based in large part, on the studies, adoption of zoning, and completion of environmental review all within the past two years, while the Town will seek to include EPCAL within the update of the Comprehensive Plan, significant study or changes of land use are not desired or recommended at this time.

ROUTE 58 COMMERCIAL CORRIDOR

As stated above and consistent with the Town's 2003 updated Comprehensive Plan, the area described as the Route 58 Commercial Corridor, was zoned and developed to absorb the demand for regional and destination retail uses and create jobs and tax revenue for the Town. Route 58 is Riverhead's largest and most important commercial

center, providing essential convenience shopping (grocery stores, drug stores, hardware stores), comparison shopping (Tanger Mall), auto sales, gas stations and auto repair centers, restaurants, personal and professional services, and agricultural products and supplies. While the success of this commercial corridor is evident from the lack of undeveloped sites, in the past two years, some large scale retailers have vacated their sites either due the declining market, downsizing in favor of on-line market niches, relocation and even upsizing, leaving pockets of vacant large retail and box stores. These empty box store sites and the associated large parking fields and landscaping have fallen into disrepair and are unsightly and detract shoppers from visiting other shops and business on the same site and from the overall success of the entire commercial corridor. Due to the size of these large vacant retail and box stores and costs to renovate or retrofit for one or more than one retail or commercial uses, has limited the reuse of these sites.

Bid box retail has replaced department stores and now online shopping is the new retail trend. What will the retail and employment trend be for the next 10-20 years? Are there alternative uses to retail within the Route 58 corridor that should be considered? The Comprehensive Plan should provide a strategy to address these large vacant stores, be it uses, design, or decommissioning requirements.

HAMLETS, VILLAGES, RURAL CORRIDORS

Those areas in the Town zoned Hamlet Center, Village Center, and Rural Corridor act as the transition from commercial development leading to residential neighborhoods in Jamesport, Aquebogue, Calverton and Wading River. These areas are all unique, some with historic buildings, churches, and residences and others quaint with small shops and offices, and others highlighted with farmland and farm stands. In addition each area has different aesthetics, traffic patterns and concerns, parking, and park and playground demands. In these areas, the Town has sought to protect the unique rural character of each area, limiting the development, be it scale and type of design, type of uses, set back requirements, and more. As identified in the 2003 Comprehensive Plan, and perhaps more prevalent today due to the development along Route 58, these areas should be protected from commercial sprawl.

As predicted in the 2003 Comprehensive Plan, Jamesport, with its historic buildings, community center, and beaches, has become the gateway to the gateway to the North Fork wine country, capturing tourists traveling westward along Route 25. Drivers on Route 25 experience heavy delays during weekends during the summer and fall months. Similar to Route 58, drivers are seeking bypass routes throughout Aquebogue and Jamesport creating traffic on Peconic Bay Boulevard, Edgar Avenue, Manor Lane and Herricks Lane. The update should include an analysis to calculate to the local retail demand of each hamlet.

AGRICULTURE & OPEN SPACE

The historical identity of the Town of Riverhead is imbedded in its agricultural heritage. For more than 300 years, agricultural has been an important industry to the Town of Riverhead. Agriculture embodies the true traditional rural character of the Town of Riverhead. Agriculture is an economic force for the Town of Riverhead, providing employment and revenue and tax dollars generated from tourism, travel, hotels, restaurants, gas stations, and countless other businesses in the Town.

While Suffolk County's share of farmland declined by 9% between 1968 and 1996, the Town of Riverhead actually realized a growth in agricultural production from 30% in 1968 to 38% in 1996. The Town realized the importance in protecting its heritage in agriculture and protecting the viability of this important economic element implementing a number of measures intended to protect and promote agricultural production and preservation of open space, including purchase of development rights program; creation of the Agricultural Protection Zone, Cluster Zoning and transfer of development rights.

The Town adopted its' first land use tool "to allow for maximum flexibility in achieving a compatible arrangement of agricultural and residential land uses and to protect prime agricultural soils, scenic vistas, and significant natural features." This provision in the town's code requires that between 50% to 70% of the "prime agricultural soils" of a proposed residential subdivision are preserved and allowed to continue in agricultural production or be designated open space areas. The cluster zoning provisions proved to be a valuable preservation tool during the boom of residential development within the Town.

Beginning in the late 1990's and since the first purchase of development rights transaction, the Town of Riverhead has invested approximately \$52,000,000 in the program for properties in active agricultural production and approximately \$22,000,000 for open space parcels from the Town's Community Preservation Fund (a fund established pursuant to Town Law 64-e "Peconic Bay Region Community Preservation Funds", a two percent (2%) tax on the transfer of real estate). Due to the limitations of available Community Preservation Funds caused in large part by severe economic decline beginning in 2007 through 2009 and Town's bond indebtedness related to successful and aggressive preservation under the Town's Community Preservation Fund Project Plan, at this time the Town is unable to acquire interests or rights in real property for the preservation of community character through the purchase of development rights. It should be noted that the Town did successfully preserve over 2000 acres of farmland and close to 300 acres of open space through the purchase of development rights program.

As recommended in the 2003 Comprehensive Plan, the Town implemented a transfer of development rights "TDR" program. The TDR program is based upon the premise that land ownership confers upon the owner a specific number of development rights, based upon zoning regulations, that can be severed from a property and transferred to another location in town. In order to maximize the integrity of farming activity, the Town designated a corridor between Sound Avenue and Route 25 as an "agricultural protection zoning use district" or APZ. Where the APZ is "sending" district, surrounding

residential and commercial areas where agriculture is not significantly concentrated are designated receiving areas. While Riverhead is often criticized for encouraging the type of commercial development evident along County Road 58, the Town should also be applauded for its efforts through the TDR program to promote the protection of expansive areas of agricultural parcels and open spaces, which in turn protects the scenic vistas endemic to the North Fork. That said, development along Route 58 has nearly reached its peak, necessitating review of the TDR program and its sending/receiving areas and exploration of additional strategies and tools for preservation.

The Town, through and at the recommendation of the Agricultural Advisory Committee, created a sub-committee known as the TDR Subcommittee to study and recommend methods, and techniques to increase preservation goals through the transfer of development rights program. The TDR Subcommittee prepared a report outlining numerous recommendations to increase the use of transfer of development rights, including but not limited to, create new sending or receiving zones, implement changes to floor area ratio/create new uses with requirement for transfer of development rights, and transfer of development rights bank (traditional method and non- traditional) in an effort to compensate for the lack of funding available for purchase of development rights and facilitate preservation of farmland without expenditure of public funds.

The TDR Committee report is very comprehensive and contains a myriad of potential recommendations for amendment to the existing zoning code and creation of new code provisions, some of the recommendations deserve highlighting, to wit: increase for floor area ratio for commercial use from .6 to .8 with one transfer of development right per 1,500 feet; allow mixed commercial/residential with a transfer of development rights per unit; and implement shared parking with use of transfer of development rights in commercial receiving zones on Route 58 (Zoning Districts: DRC, BC, SC and BUS F). Are there other potential receiving areas, such as the Burman subdivision or for other land uses, such as solar farms?

The recommendations by the TDR Committee should be evaluated in terms of both land use characteristics of both sending and receiving areas, but also an economic analysis. The sending and receiving TDR ratios should be re-evaluated to determine how they can be more attractive to developers. For example, the Town allows garden apartments but requires the transfer of one development right per dwelling unit. When considering that one development right cost approximately \$60-\$70,000, it is easy to understand why no garden apartments have been constructed.

HOUSING: WORKFORCE AND AGE IN PLACE/SENIOR & ASSISTED LIVING

The Comprehensive Plan recited that “[b]ecause Riverhead provides so much work force housing relative to other East End towns, and because the Town has numerous work force housing programs in place, the challenge for the Comprehensive Plan is not whether or how to provide work force housing, but to make sure that the initiatives being undertaken are successful, cost-effective, and compatible with the community”. At the

time of the 2003 Comprehensive Plan update, the housing stock in Riverhead was considered to be affordable for persons at 100 percent of the Suffolk County median income and above. In addition, the 2003 Comprehensive Plan, recited that the older neighborhoods in the vicinity of downtown have smaller homes on smaller parcels that generally sell or rent for lower prices and that Riverhead has a significant amount of age restricted housing that is affordable for senior citizens. While the above seemingly indicated the amount of workforce housing was sufficient, the Comprehensive Plan also recommended that the Town not only maintain the existing workforce housing but expand to provide greater housing opportunities for young adults and seniors.

As the Town provided additional housing opportunities for young and seniors through accessory apartment zoning provisions, and approved a host of downtown affordable housing projects, including Summerwind, at 40 Peconic Avenue: 52 Units; Peconic Crossing, at 11 West Main Street: 45 Units; Woolworth Apartments, at 128 East Main Street: 19 Units; Riverpoint Apartments, at 821 East Main Street: 134 Units; and Riverview Lofts, East Main Street/McDermott Avenue: 118 Units (under construction), study must be undertaken to review the previous recommendation, housing limits or expansion of limits in certain zones, consideration for market rate units, and owner occupied residential units at this time. It seems clear that a detailed inventory of existing available affordable and workforce housing and geographical analysis to determine if these housing inventory is addressing or exceeding the Town's needs.

In addition, the Town would like to consider and study additional housing opportunities proximate to services, grocery, medical etc. and preferably within or adjacent to sewer for seniors, including assisted living or modified assisted living facilities (limited care or wellness facilities on site).

The update to the Comprehensive Plan must include population, demographic and employment forecasts.

- The population buildout analysis must be updated on a hamlet by hamlet basis.
- Based on future population forecast, a housing needs analysis needs to be completed on a hamlet basis.
- Based on project population and employment forecast, housing demands need to reflect projected income levels.

UTILITIES, RENEWABLE & ALTERNATIVE ENERGY/TELECOMMUNICATIONS/DARK FIBER-WIFI

It is beyond cavil that utility infrastructure is critical to the health, safety, and welfare of the community. The Town of Riverhead Water and Sewer Districts have continued to expand and upgrade to provide high quality drinking water, fire flow, and as to the Sewer District, sanitary waste treatment. The Town Water District has expanded their facilities by constructing a new 1.5 million gallon storage tank, booster pump station at Plant No. 15 on Tuthills Lane, installing approximately 4,800 linear feet of transmission

main on Pulaski Street, Mill Road, Osborn Avenue, Pier Avenue and Peconic Bay Boulevard in 2018, and various other upgrades over the past year. Similarly the Town approved a sewer extension to Hotel Indigo situated between Route 58 and Route 25, an upgrade to the Sewage Treatment Plant at Calverton. It is likely that the demand, quality of our environment, and perhaps zoning and identification of new uses and reuses within zoning districts will necessitate continued expansion and improvements.

It is well known that the State of New York has advocated and embarked on an initiative to advance solar and move New York closer to having a sustainable, self-sufficient solar industry. In just three years, 2001-2014, the growth of solar in New York was twice the rate of solar growth in the United States. Recently, New York increased its efforts to encourage large and small scale solar production. Recently, the Town of Riverhead, through its Planning Department, Planning Board and Town Board, have experienced a significant rise in large scale solar proposals. Several of these projects are situated on lands in agricultural production yet zoned industrial. As described above, agricultural and agricultural production is key to the Riverhead economy. In addition, Riverhead has limited acreage zoned for industrial uses. While these projects may be consistent with New York's vision for sustainable growth, the Town is cognizant of the potential negative impacts, including, loss of valuable agricultural land, loss of industrial land, loss of potential job growth, loss of scenic vistas and others. The Town has examined clearing limits to protect adjacent uses, vistas, and natural/indigenous plants and trees and even some members of the community have requested moratoriums to halt development until study can be undertaken to address these impacts. The update of the Comprehensive Plan must fully evaluate the proliferation of solar and potential other renewable energies, wind, battery storage, peaker plants, with tools to mitigate negative impacts for all renewable projects.

The deregulation of the telecommunications industry in the 1990s lead to application after application for cellular towers and antennas throughout the Town. The Town would like to continue to encourage co-location on existing towers or location at Town sites. While, there are no longer large gaps in service areas, there are still a few. Presently, the Town is attempting to locate trash compactors with antennas at area beaches which often have gaps in service and inadequate WIFI. In addition, as telecommunications, Wi-Fi, high speed internet are the norm and required for day to day operation of even the smallest of businesses and particularly tourist related business (hotels, conference centers...), new development within the Downtown area should participate in efforts to modernize and deliver the technology to project sites and Downtown in general.

Notwithstanding the above and the need for utilities to continue to expand to meet Riverhead's growing needs, at the same time, the Town should strive to limit any potential negative impacts from new infrastructure on the natural environment or Riverhead's historic or scenic resources.

TRANSPORTATION

As addressed in many of the geographic/zoning areas above, road improvements throughout Riverhead should be undertaken in a manner that is sensitive to the Town's residential neighborhoods and its historic, scenic, and natural resources. Downtown and the hamlet centers should be oriented to transit, pedestrians, and bicycles, and commercial sites through Riverhead should be accessible via train, bus, by bike, and on foot. Route 25 and Route 58 should remain Riverhead's primary east-west traffic corridors, while other east-west roads are discouraged from being used as bypass routes. This is a major public safety issue especially along Sound Avenue and Edwards Avenue. The road hierarchy, i.e. road width, profiles, etc., needs to be updated with specific recommendations on their projected capacities.

While the Town will continue its efforts to address regionally, and coordinate planning efforts the New York State Department of Transportation (NYSDOT), the Suffolk County Department of Public Works (SCDPW), some local roads may require Town study and improvements. A strategy for plan and integration of alternate modes of transportation increase freight and passenger rail service while decreasing dependency on passenger and truck traffic; integration of the Town's safe routes to school, bicycle lanes, with Suffolk County Hike and Bike Master Plan.

While transportation and traffic must be addressed throughout the Town, as Route 58 is the last exit off the LIE, Route 58 bears the traffic for this commercial corridor and serves tourists traveling to the North Fork. At times, particularly weekends and during the summer and fall, drivers on Route 58 experience significant delays, and seek to bypass Route 58 and use Sound Avenue and Middle Road. Sound Avenue, single lane in each direction highlighting the rural character of the area and prominent agricultural area with farm stands and various agri-tourism attractions, is simply not designed to handle additional Route 58 traffic. Other roadways, including Middle Road, are used as bypass routes funneling traffic into the rural and residential corridors. A multi-faceted strategy of partial traffic diversion, traffic calming, road and signal improvements, and limited roadway improvements outside the immediate hamlet area as not to disrupt the rural Main Street character.

The 2003 Comprehensive Plan recommended roads be classified in terms of their projected road capacity, such as local, collector and arterial streets, in order to know how they should be designed and constructed. For example, Edwards Avenue is surrounded by vacant industrial-zoned properties and also has direct access to the LIE, yet the road classification has not been determined nor has there been a recent needs analysis completed to know how wide it should be to meet this demand.

NATURAL RESOURCES CONSERVATION

Protection of the Town's existing natural resources is an integral part of preparing a sustainable plan, whether it is to reduce potential flooding in the downtown areas, protecting wildlife habitats and maintaining our scenic resources, the value of protecting these areas cannot be underestimated.

In 2015, the United Nations came out with 17 Sustainable Development Goals (SDG). These goals are an urgent call for action by all countries - developed and developing - in a global partnership. They recognize that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and working to preserve our oceans and forests.

Some of these Goals, including #'s 6–17, could provide direction in the Comprehensive Plan to make the Town of Riverhead more sustainable. For example, SDG #17 calls for “partnerships for the goals.” We could partner with other municipalities to see what they are doing to move in the sustainable direction and how we can work together to achieve these goals. SDG #9 is to “achieve inclusive and sustainable industrialization, competitive economic forces need to be unleashed to generate employment and income, facilitate international trade and enable the efficient use of resources.” We can adopt this Goal at the local level to develop sustainable practices to create healthier industrial growth within the town. Some other Goals include the following:

- There are identified areas in the Town of Riverhead that experience repeated flooding including our downtown, along the Peconic River and our many tributaries. How do we plan for coastal resiliency and sea level rise? There is a need to identify and prioritize implementable land use techniques and decision-making strategies that factor in resiliency and water quality protection for the Peconic River and the Long Island Sound, including their headwaters and tributaries. Immediate and long-range goals and policies, along with an implementation plan, are a necessity.
- There is a need to identify and prioritize implementable land use techniques and decision-making strategies that factor in resiliency and water quality protection for non-point source pollution along the Peconic River and the Peconic Estuary Watershed.
- Are there any wildlife indicators warning us about significant potential adverse environmental changes in the town? There is a strong demand to build on parcels that are currently wooded and/or have wetlands, which degrades the habitat. Perhaps a Transfer of Development Rights program could be used to preserve selected parcels after a ranking system has been put in place to identify parcels with high environmental value.
- A formalized plan to allow for a recreational trail along the Peconic River to the west of the downtown is needed. This would create recreational interest and development opportunities by encouraging river-related development.
- Do we need to restrict tree clearing and reduce or increase land development in a way to minimize the impact on water quality and wildlife habitat?
- Should the town require the I/A systems recommended by the Suffolk County Department of Health Services? Are there priority areas for their construction?

5. Public Outreach

In addition, as stated above, the contractor shall be expected to meet with citizen advisory boards, associations, service clubs and such similar organizations that the Planning Board shall require in order to better understand the views of such organizations with respect to community issues. The contractor is expected to frequently meet with such organizations and include them in the structuring of planning goals. The comprehensive plan document shall, at minimum, include the following:

a) The preparation of public attitudinal surveys designed to identify town-wide land use policy issues as perceived by Town residents and civic association.

b) Inventories:

i. Existing land use

ii. Natural features

iii. Scenic, historic and cultural features

iv. Land and surface water resources

v. Population characteristics and dynamics

vi. Economic Analysis and characteristics based on land use, population and employment projections

vii. Transportation networks and circulation patterns

viii. Infrastructure and utilities

ix. Agricultural lands (agricultural district, preserved lands)

x. Critical open space areas

xi. Parks and Recreation/Community Facilities

xii. Capital Improvement Program (CIP)

6. Trend Analysis:

An examination and evaluation of historic subdivision and building activity patterns due to market forces and a demand forecast for various types of industrial, commercial and residential development.

7. Goals:

The preparation of a statement of community goals as identified through an examination of attitudinal surveys, inventories and trends.

8. Issues and Opportunities:

- i. Summary of regional planning, economic and environmental concerns
- ii. Summary of local planning, economic and environmental concerns
- iii. Summary of local alternative land use mechanisms to be employed to meet stated goals
- iv. Summary of alternative infrastructure alternatives to be constructed to meet community goals
- v. Summary of new or updated transportation systems necessary to implement planning goals

9. Synthesis:

The development of a future land use plan, municipal infrastructure and facilities plan and capital program as the preferred alternative to efficiently and optimally address identified community goals.

10. Implementation:

The preparation of the following documents to allow for the efficient implementation of the proposed plan:

- i. Generic Environmental Impact Statement
- ii. New Zoning Ordinances and Local Laws, including small lot ordinance and recommendation for properties that are currently split zoned to be located in only one zoning use district.
- iii. Official Map
- iv. Capital Budget for the provision of community facilities and infrastructure

11. Deliverables:

The consultant shall provide the following products:

- i. A digitized land use map at 1" = 600 feet depicting lot lines

- ii. A digitized land use map for the Riverhead Hamlet at 1" = 300 feet depicting lot lines
- iii. A digitized existing zoning map at 1" = 600 feet depicting lot lines
- iv. A digitized existing zoning map for the Riverhead Hamlet at 1" = 300 feet
- v. A town comprehensive plan document detailing inventories and analysis, goals, objectives, discussion of alternatives, recommended alternatives and implementation recommendations
- vi. A transportation plan for the Town with regard to public and private transportation
- vii. Texts of zoning ordinances, subdivision regulations, local laws and zoning amendment texts as required
- viii. An official map pursuant to Section 273 of the Town Law
- ix. A five (5) year capital budget for infrastructure and community facilities
- x. A generic environmental impact statement (GEIS) in conformance with the New York State Environmental Conservation Law detailing the impacts of the plan and its attending implementation upon the natural and social environment. All phases of the GEIS from draft to findings statement shall be prepared.

12. Duration:

The proposed project is anticipated to require eighteen (18) months to complete. A timeline and cost breakdown shall be included in a work plan towards the completion of the Comprehensive Plan Update.

13. General:

- a) All narratives prepared for the project shall be in a written and electromagnetic form which is compatible with the data processing equipment utilized by the Town.
- b) All maps, graphics and documents prepared shall become the property of the Town of Riverhead.
- c) Contractors shall reveal any work that may be presently underway or recently completed for clients who own property within the Town of Riverhead.
- d) All printing costs to be responsibility of the contractor.

e) The Town is in possession of digitized geographic, environmental and land use information which will be made available to the contractor. The respondents to this RFP shall inspect this information and reflect its existence in total project cost.

VI. BIDDER QUALIFICATIONS

All questions must be answered and the information given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheets.

Section A.

1. Name of Offeror/Organization:

2. Main Office Address:

3. When Organized:

4. If a Corporation, Indicate State Incorporated In:

5. **NAME OF PARTNERS**

ADDRESS OF PARTNERS

(If Bidder is a CONSULTANT, state here the name and address of each member thereof)

If Bidder is a CORPORATION, complete the information below:

Name and Address of President:

Name and Address of Vice President:

Name and Address of Secretary:

6. Does any other contractor, vendor or person have, hold, or may derive any actual or beneficial percentage of interest in any other form of ownership of the Offeror in an amount of 5% or more? Yes/No _____

If yes, please provide:

Name:

Address:

Section B.

Provide information below regarding similar contracts held:

Organization Name:

Contact Person (Name and Phone Number):

Amount of Contract:

Date Completed:

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Section C.

1. Have you ever failed to complete any contract awarded to you? Yes/No _____

2. Have you ever defaulted on a contract? Yes/No _____ If yes, state where and why:

3. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a contract? Yes/No _____

If yes, state name of Consultant , other organization and reason:

4. Has any officer or partner of your organization ever failed to complete a contract in his/her own name? Yes/No _____ If yes, state name and reason:

5. In what other lines of business are you financially interested?

6. Who will personally supervise this contract?

Name and Phone Number

Title

7. Do you have, or can you obtain, sufficient personnel and equipment to perform this contract as required by the "Bid Proposal"? Yes/No _____

8. Provide names and phone numbers of local (Long Island) government references:

9. Provide contact names and phone numbers for emergencies that require an immediate response:

Day: _____

Night: _____

10. List all major equipment you will utilize to perform all work. Indicate whether you currently own or lease the equipment, or will lease it (attach a separate sheet if necessary).

11. Successful Offeror shall provide the Town, at the signing of the contract, the following information:

- a. Table of Organization of the CONSULTANT showing the names and addresses of all individuals serving on the Board of Directors or comparable body of the CONSULTANT.

- b. Proof of financial capability and a detailed financial statement.

Section D.

(*Delete phrases that are not applicable)

I, _____ the *(applicant herein),

(an officer or agent of the corporate applicant) namely its _____, (list corporate interest) (swears) or (affirms) under the penalties of perjury that:

1. The following persons have a direct or indirect interest in this bid:

NAME

ADDRESS

DATE OF BIRTH

(In case of corporations, all officers of the corporation and stockholders owning more than 5% of the corporate stock must be listed. Attach an additional sheet, if necessary).

2. The following person(s) listed immediately above are related by blood or marriage to an officer or employee of the OWNER. Attach an additional sheet, if necessary.

NAME

RELATIONSHIP

NAME/POSITION OF
EMPLOYEE/OFFICER

False statements made herein are punishable as a Class A misdemeanor pursuant to 210.45 of the Penal Law.

Legal Name of Person/Consultant/Corporation

By: _____

VII. AFFIRMATION OF UNDERSTANDING AND COMPLIANCE

Name/Title of Procurement Contract Related to Offer: _____

_____ hereby affirms that it has read and understands the Town of Riverhead guidelines regarding its policy concerning Contacts during a Town Procurement, and agrees to comply with Town of Riverhead's procedures relating to this policy during the Town of Riverhead's procurement.

Date: _____ 20__

Name of Officer: _____

Address: _____

Name and Title of Person Signing the Affirmation

VIII. GENERAL MUNICIPAL LAW - SECTION 103-a and 103-b

GROUNDS FOR CANCELLATION OF CONTRACT BY MUNICIPAL CORPORATIONS

Upon the refusal of a person, when called before a grand jury to testify concerning any transaction or contract had with the State, and political subdivision thereof, a public authority or with any public department, agency or official of the State or of any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract,

- a) such person, and any Consultant, partnership or corporation, of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or any public department, agency or official thereof for goods, work, or services, for a period of five years after such refusal, and to provide also that,

- b) any and all contracts made with any municipal corporation or any public department, agency or official thereof, since the effective date of this law, by such person, and by any Consultant, partnership or corporation of which he is a member, partner, director or officer may be cancelled or terminated by the municipal corporation without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid.

This condition shall be further subjected to any other provisions or subsequent amendments to Section 103-a and 103-b of the General Municipal Law.

In acknowledgment of the above:

Offeror's Business Name: _____

Signed by: _____

Title: _____

Date: _____

IX. GENERAL MUNICIPAL LAW – SECTION 103-d

Non-Collusive Bidding Certificate

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under the penalty of perjury, that to the best of his knowledge and belief:

- (A) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, and for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor or potential competitor;
- (B) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to the opening, directly or indirectly to any other bidder, competitor or potential competitor;
- (C) No attempt has been or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

I hereby affirm, under the penalty of perjury, the foregoing statement is true:

Signed by: _____

Title: _____

Date: _____

Affix corporate seal if contractor is a corporation.

X. IRAN DIVESTMENT ACT CERTIFICATION

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list (prohibited entities list) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act’s effective date, at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited entities list.

Additionally, Bidder/Contractor is advised that once the list is posted on the OGS website, any Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the TOWN OF RIVERHEAD receive information that a person is in violation of the above-referenced certification, the TOWN OF RIVERHEAD will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the TOWN OF RIVERHEAD shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The TOWN OF RIVERHEAD reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____

XI. SEXUAL HARASSMENT STATEMENT

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of §201-G of the Labor Law.