



VILLAGE OF HASTINGS-ON-HUDSON

Municipal Building
7 Maple Avenue
Hastings-on-Hudson, New York 10706

September 21, 2018

Request for Qualifications

Professional Planning Services

The Village of Hastings-on-Hudson, NY is seeking proposals from qualified firms or individuals to provide consulting planning services. The purpose of this Request for Qualifications (RFQ) is to make the opportunity not only available on a fair and competitive basis, but also to ensure the delivery of the highest possible quality of professional services. The successful proposer will be required to enter into an agreement with the Village. The Village reserves the right to reject any and all proposals, to waive any informality contained therein, to negotiate any terms, and to award the contract as deemed to be in the best interests of the Village.

Preference will be given to candidates who have AICP professional certification through the American Institute of Certified Planners.

Background

Hastings-on-Hudson is a 2.9 square mile village in Westchester County, NY. Located in an area of hills on the Hudson River opposite the Palisades cliffs, north of the city of Yonkers, in the southwest part of the town of Greenburgh. The Village is bordered by the Hudson River to the west, and the Saw Mill River to the east. As of the 2010 census, has a population of 7,849. Located along U.S. Route 9, "Broadway", Hastings is a suburb of New York City.

Scope of Services

The consultant will primarily be working with the Planning Board on planning matters and may also be requested to advise the municipal government with respect to the physical development of the municipality and do related work as required.

It is anticipated that the position would require an individual to be on-site 2-4 days per month. Additionally, attendance may be required at monthly meetings of the Planning Board and occasionally at Zoning Board of Appeals meetings. Meetings typically last 2-3 hours.

Examples of work may include, but are not limited to the following:

- review of applications for completeness
- pre-submission meetings with and on-going correspondence with applicants
- coordination of with other Village consultants

- coordination of applications and procedures among the land use boards, attorney and building department
- coordination of the SEQRA process
- pre- and post application site visits
- preparation of resolutions as directed
- zoning text drafts for review with attorney
- development of procedures and forms for land use boards (for posting on web site)
- other services/special projects as directed.

It may be advisable that the individual/ firm establish set business hours to meet by appointment with applicants to discuss land use questions.

The individual/firm selected will be expected to track all time spent on reviewing land use applications and report such time, so the Village can charge back applicants through escrow accounts as provided in Chapter 223 of the Village Code.

Qualifications and Experience

Qualification requirements will include, but not be limited to:

- At least 5 years' experience providing similar services; experience in Westchester preferred
- Firm must be in business for at least 5 years
- At least 3 references for clients currently/previously provided such services to. All reference should be for projects completed within the last three years.
 - Please include:
 - Client (corporation, public agency, etc.)
 - Special features, accomplishments or problems
 - Specific services provided
 - Dates of service
 - Approximate contract value
 - Individual references. Include contact address and telephone numbers. A minimum of one reference shall be included for each project.
- Demonstration of all licenses and certifications required to perform the required work
- Include the name, resumes and detailed qualifications of principals and associates that may be assigned to Village projects
- Demonstrate experience and expertise in Planning review
- Ability to accomplish projects in a professional, thorough and timely manner.

Proposal Instructions

1. Statement of Understanding: This statement shall be a narrative of such length and sufficiency to demonstrate that the proposer has sufficient knowledge of the Village, the scope of work and how the proposer believes that it would be best able to assist the Village.

2. Statement of Qualifications: This statement shall be a narrative of such length and sufficiency to demonstrate that the proposer meets the qualification requirements as requested

2. List of Planners: If the proposer is a planning firm, it should list all individuals that will be assigned to the project, together with a resume for each. One principal planner shall be designated as responsible for the Village work. If the proposer intends to subcontract or work jointly with another individual or firm, such arrangement must be described in detail, including the length of time in working with the proposer in such capacity.

3. List of Clients: The proposer shall list all current private clients in the Village of Hastings-on-Hudson. The proposer shall also list all private clients that it has represented before any municipal board in the Village of Hastings-on-Hudson in the past five years. The proposer shall identify any conflicts that may exist.

4. Compensation Requirements: The proposer shall provide a financial proposal, which shall be in the form of an hourly rate by title/ position within the firm for Village-related work. There shall be no reimbursement for support or for disbursements, such as copying or binding or travel time. As stated above, the individual/firm selected will be expected to track all time spent on reviewing land use applications and report such time, so the Village can charge back applicants.

5. References

Due Date

Questions regarding the scope of responsibility should be directed to the Village Manager,

Francis A. Frobel
7 Maple Ave.
Hastings-on-Hudson
914-478-3400 ext. 617; villagemanager@hastingsgov.org.

Proposals should be submitted (delivered, mailed, or emailed) to Francis A. Frobel, Village Manager by 11:00 a.m. on _____, 2018.