



**Request for Proposal**  
**Professional Planning Consultant Services**  
**Solicitation #2021-002**

Office of the Village Clerk  
112 Main Street, Dobbs Ferry, New York 10522

**RFP Issue Date:**

**February 24, 2021**

**RFP Submittal Due Date:**

**March 19, 2021**

**LEGAL NOTICE**

**REQUEST FOR PROPOSAL**

**NOTICE IS HEREBY GIVEN** that sealed Requests for Proposal will be received at the Office of the Village Clerk, Village of Dobbs Ferry, 112 Main Street, Dobbs Ferry, New York 10522, until 12:00 PM on March 19, 2021 for the following:

**VILLAGE OF DOBBS FERRY  
WESTCHESTER COUNTY, NEW YORK  
PROFESSIONAL PLANNING CONSULTING SERVICES**

Beginning February 24, 2021, copies of the Request for Proposal will be available from the Village (i) in hard copy, by appointment (914-231-8504) from the Village Clerk at the above address between the hours of 8:30 AM - 4:00 PM, Monday through Friday, (ii) by e-mail request [ldreaper@dobbsferry.com](mailto:ldreaper@dobbsferry.com), or (iii) as a download from the Village Website at [www.dobbsferry.com](http://www.dobbsferry.com)

Time is of the essence and interested consultants must submit proposals for receipt by the Village Clerk no later than 12:00 p.m. on March 19, 2021 in sealed envelopes marked "Solicitation #2021-002 Village of Dobbs Ferry Professional Planning Consulting Services" to the Village Clerk, Village of Dobbs Ferry, 112 Main Street, Dobbs Ferry, NY 10522.

The awarding authority for this contract is the Village Board of Trustees of the Village of Dobbs Ferry. The Village Board reserves the right to reject any and all submittals of proposals and abandon the proposal or may reject all submittals and re-advertise at a future date.

**By Order of the Village Board of Trustees  
of the Village of Dobbs Ferry**

## **I. Introduction and Summary:**

The Village of Dobbs Ferry (Village) is hereby soliciting sealed proposals from well-qualified professional planning firms (“Consultants”) to support the Village by providing comprehensive advice and consulting services in connection with a variety of matters including, but not limited to: (i) general planning, zoning and land use matters; (ii) review of private and public development projects; (iii) traffic and parking needs and assessment; (iv) policy guidance; (v) environmental review and necessary regulatory compliance; (vi) administrative support; and (vii) areas incidental thereto.

Work assignments shall be made on an “as needed” or “as requested” basis. Services in connection with Village projects for which the source of payment will be public funds, shall require negotiation and determination of a scope of work prior to commencement of the assignment and may require a not-to-exceed fee for that scope of work. The selected consultant shall employ generally accepted professional standards and provide the Village with the best possible advice and consultation and shall act at all times within the authority and capacity of any title or professional license. Consultant will be expected to provide support services and work proactively with the Board of Trustees, Village Administrator, Building Department, Department of Public Works, jurisdictional and recommending land use boards, committees, consultants and/or departmental staff.

Please note the Village initiated an RFP process for updates to the Village’s Vision (Comprehensive) Plan and Code revisions which was temporarily placed on hold during the statewide health emergency caused by COVID-19. The Consultant will be expected to monitor status of the RFP update process and coordinate with the contracted professional consultant when requested or as needed.

## **II. Background Information on Dobbs Ferry:**

The Village of Dobbs Ferry is a diverse “Rivertown” community of approximately 11,093 residents located on the east shoreline of the Hudson River in southwestern Westchester County 20 miles north of downtown Manhattan. The Village has a total land area of 3.2 square miles, 23% of which is under water, and a relatively high density of 4,620 per square mile. The Village is accessible by vehicle to major highways, including the NYS Thruway and the Saw Mill River Parkway, and has its own train station on Metro North Railroad’s Hudson line. The Westchester Bee Line has several bus routes that serve Dobbs Ferry. The Old Croton Aqueduct Trailway and the South County Trailway run north and south through the Village on its western and eastern sides.

Dobbs Ferry includes a number of large institutional properties such as the Masters School, Mercy College, St. Christopher's and Children's Village. It also includes dedicated open space, such as the Ardsley County Club, the Juhring Estate and numerous schools, churches and other tax exempt uses resulting in 40% of the Village designated as tax-exempt.

Residents of the Village of Dobbs Ferry elect a Mayor and six Trustees who constitute the Village Board. The Village Board appoints (i) a Village Administrator to oversee the daily operations of the Village, including oversight of preparation of bid specifications for public works, and (ii) a Building Inspector who is the administrative head of the Building Department. The Board also appoints five members to each of the land use boards, the Planning Board, ZBA and the AHRB. The Village Board has retained oversight of the development of key properties in the Village, which include the larger parcels and the Downtown zoning districts. On those matters, the Planning Board and the AHRB serve in advisory roles. Beyond those specified properties, the Code also provides the Board of Trustees with the option to retain primary jurisdiction for all properties over an acre.

### **III. Statement of Need:**

1. Services will include consultation, support, assistance and advice on a monthly basis to the Board of Trustees, Village Administrator, Building Department, Department of Public Works, jurisdictional and recommending land use boards, committees, consultants and/or departmental staff involving matters of general planning, zoning, land use and development. Tasks may include:
  - a. Attendance at meetings, workshops and hearings, the preparation of written material such as reports, recommendations, memoranda, ordinances, findings, resolutions, summaries and correspondence and other documents as requested or necessary; and
  - b. Identification of and recommendations as to potential impacts and relevant zoning, subdivision, site plan, traffic and parking, environmental regulations or other laws, codes, rules and ordinances and related procedural requirements applicable to the actions; and
  - c. Review of plans, applications, proposals and accompanying documentation; and
  - d. Identification, advice and recommendations on matters of procedure, escrow, compliance with SEQRA or other laws and participation in the preparation of SEQRA or other similar documentation, written resolutions, findings and decisions; and

- e. Communication with staff, consultants, project sponsors and interested parties; and
  - f. Research using online libraries, codes, GIS and property records and making field visits as needed or directed; and
  - g. Participation in pre-submission, staff or department meetings as required or requested.
2. The Consultant is expected to acquire proficient knowledge of (i) the Village's current Vision Plan, Zoning Code and land use procedures, policies and regulations, and (ii) existing conditions in the Village including but not limited to the community profile; demographics; zoning and land uses; transportation and mobility; municipal services; infrastructure; and economic, natural, recreation, historic and cultural resources.
  3. The Consultant shall, at its sole expense, acquire, continuously maintain during the period in which the Consultant is performing services, and provide the Village with acceptable proof of professional liability insurance coverage with policy limits of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate covering acts, errors, or omissions of a professional nature committed or alleged to be committed by the Consultant or any of its subcontractors as a part of its performance of professional services. The Consultant shall also maintain Workers Compensation Insurance in full force and effect.

Any Agreement resulting from this RFP shall not be effective until Consultant provides to Village certificates of insurance evidencing compliance with the insurance requirements of this paragraph. The certificates will show the Village as an additional insured, which must be primary and non-contributory with respect to the additional insured.

4. The Consultant shall indemnify and save harmless the Village against all liabilities, claims and demands for personal injury or property damages or other expenses suffered or arising out of or caused by the sole negligence or intentional acts or omissions of the Consultant, its subcontractors, agents, or employees incurred in the performance of its services

#### **IV. Instructions, Details and Pre-Submission Questions:**

Nothing herein is intended to exclude any responsible Consultant or, in any way, restrain or restrict competition. On the contrary, all responsible Consultants are encouraged to submit proposals. The responsibility for the final selection of a Consultant rests solely

with the Dobbs Ferry Village Board of Trustees which is under no obligation to award a contract. Solicitation of the Request for Proposals does not commit the Village of Dobbs Ferry to pay any costs incurred in the preparation or submission of said RFP. The Village of Dobbs Ferry reserves the right to reject any or all proposals.

This RFP contains information and instructions that will enable qualified individuals and entities to prepare and submit proposals, estimates and supporting materials. On or after February 24, 2021, electronic copies of the RFP can be downloaded from the main page of the Village of Dobbs Ferry's Web Site at [www.dobbsferry.com](http://www.dobbsferry.com) or obtained electronically upon e-mail request to the Village Clerk at [ldreaper@dobbsferry.com](mailto:ldreaper@dobbsferry.com). You may also obtain hard copies by appointment 914-231-8504 on weekdays between the hours of 8:30 a.m. and 4:00 p.m. as of February 24, 2021 from the Office of the Village Clerk, 112 Main Street, Dobbs Ferry, New York 10522.

Before submission, each respondent is advised to (a) examine the RFP thoroughly, (b) become familiar with local conditions that may in any manner affect estimates and performance of the Work, (c) be familiar with federal, state and local laws, ordinances, rules and regulations; and (d) study and carefully correlate observations with the responsive proposals.

All questions concerning this RFP shall be submitted to the Village Administrator in writing. In order to receive consideration, questions must be received by no later than 11:00 AM March 12, 2021. Any interpretations of questions raised, which in the opinion of the Village Administrator require clarification will be issued by Addenda emailed to all parties recorded as having received the RFP no later than four (4) days in advance of the date fixed for the submission of proposals. Only emailed questions will be acknowledged. All correspondence shall be sent to [VillageAdministrator@dobbsferry.com](mailto:VillageAdministrator@dobbsferry.com)

Prospective consultants shall submit five (5) hard copies and one (1) one digital of their proposals. All submittals shall be sent or delivered by 12:00 p.m. on March 19, 2021 to the Village Clerk, Village of Dobbs Ferry, 112 Main Street, Dobbs Ferry, New York 10522.

## **V. Village Rights and Options:**

The Village, at its sole discretion, reserves the following rights:

- A. To supplement or otherwise amend this solicitation document and provide notice of such to respondents;
- B. To determine which respondent(s), if any, will be selected for follow up, interview or negotiations;
- C. To reject any or all proposals or information received pursuant to this RFP;
- D. To cancel this RFP with or without the substitution of another RFP or pre-qualification process;
- E. To request additional data or information after the submittal date, if such data or information is deemed pertinent to aid the review and selection process;
- F. To conduct investigations with respect to the qualifications and experience of any respondent;
- G. To take any action affecting the RFP or the services subject to this RFP that would be in the best interests of the Village;
- H. To require one or more respondents to supplement, clarify or provide additional information to assist with evaluation of the proposals;
- I. To waive any defect or technicality in any responsive proposal;
- J. To reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise.
- K. To require the winning Consultant to enter into a written Professional Services Agreement based on the response to the RFP.

## **VI. Criteria, Qualifications and Basis of Evaluation:**

The Village will select a professional planning consultant based on the evaluation of the proposals submitted in response to this RFP. Each proposal will be reviewed against the terms of this RFP and identified criteria to determine if the RFP is complete and responsive and how well the respondent's proposal satisfies the needs of the Village. The Village may reject any submittal found to be incomplete, unresponsive or not in compliance with the format requirements set forth in this RFP. A submittal may be determined to be unresponsive if any aspect is found to be untrue, unacceptable or contrary to the best interests of the Village.

- A. Respondents to the RFP shall provide:
  - 1. Proof of the ability to undertake the consulting services by providing the technical qualifications and licensure of the Consultant including any team members, if applicable, as follows:
    - a. A cover sheet providing details of the company profile - include the full name, tax identification number, main office address, telephone and email address of the principal contact person in connection with the response to the RFP, and identify when the Consultant was

- organized and how many years engaged in providing the type and scope of services identified in this RFP; and
- b. Provide an organization chart delineating lines of authority for team members if applicable and identify the key team member(s) who will be assigned as primary contact for the services to be provided to the Village; and
  - c. A narrative description of relevant expertise, experience, analogous projects and qualifications of Consultant and team members; and
  - d. A list of references and their contact information; and
  - e. A description of any additional capabilities or specialized training/certifications that may provide value added services (multi-lingual, professional board memberships, LEED certifications or similar, public works and infrastructure experience, etc) to the Village should the need arise; and
  - f. A list and description of any potential conflicts due to volume of existing clients or projects, professional relationships with Dobbs Ferry, other municipalities or private developers.
  - g. An itemized detail of hourly rates for relevant staff to be used as a basis for invoicing against escrow deposits of applicants and for services requested by the Village outside the scope of an escrow relationship.

Thank you for your interest in the Village of Dobbs Ferry.