

REQUEST FOR PROPOSALS

Professional Planning and Engineering On-Call Consulting Services



Village of Southampton

The Village of Southampton seeks proposals from consultants and firms with proven expertise in planning, engineering, and environmental science as well as experience in with local government to serve as consultants to the Village on a variety of on-call projects, studies, and ongoing tasks.

RFP Release Date:	November 13, 2023
Deadline for Questions:	December 15, 2023
Deadline for Response:	January 12, 2024

Questions regarding the RFP should be emailed to:

Alex J. Wallach, AICP
Planning Director
Village of Southampton

awallach@southamptonvillage.org

Subject Line "RFP: Professional Planning and Engineering Consulting Services"

Mayor William Manger Jr.
Deputy Mayor Gina Arresta
Trustee Roy Stevenson
Trustee Robin Brown
Trustee Leonard Zinnanti

Village Administrator Anthony Carter
Planning Director Alex J. Wallach, AICP
Building Inspector Tien Ho So
Village Superintendent of Public Works Stephen Phillips Jr.

Introduction

The Incorporated Village of Southampton, NY (The Village) is seeking experienced and qualified professional consultant(s) and/or firm(s) to provide planning, engineering, and environmental review services for a variety of on-call and ongoing tasks and projects described below. Depending on the tasks, the selected consultant(s) will work with and for Village staff including the Village Board of Trustees, the Village Planning Board, the Village Board of Zoning Appeals, as well as the Building, Building Maintenance, Parks, Public Works, and Highway Departments, among others. The selected consultant(s) will be expected to act on behalf of, and as extension to, Village staff, serving in the best interest of the Village and its residents.

Background

The Village of Southampton is an East End community located on the South Fork of Long Island, in Suffolk County, New York. The village is approximately 95 miles east of New York City. It is located in the Town of Southampton, which is bordered by the Town of Brookhaven to the west, Riverhead to the northwest, and East Hampton to the east. The Towns of Southold and Shelter Island are located on the North Fork of Long Island, across the Peconic Bays from Southampton.

The Village of Southampton is home to a unique coastal community, well-known for its natural beauty, history, culture, world-class beaches, and small-town charm. These assets have also made the Village a popular place for year-round residents as well as seasonal visitors and weekenders.

The Village of Southampton was first inhabited by the Shinnecock Indian Nation. The first European settlers arrived in 1640 when settlers from Lynn, Massachusetts made Southampton the first English-speaking settlement in New York. Southampton's street patterns date from the colonial period, and many examples of colonial architecture remain in the Village.

Southampton was originally a farming and fishing community. A summer colony was developed when the Village was connected to the region via the railroad in the latter half of the 19th Century. Many consider the period from the 1890s to the 1920s as the "golden years" of the Village when new institutions and civic accomplishments were created. These "golden years" ended due to the Great Depression and World War II. Southampton began to grow again in the 1950s when nearby residents rediscovered it as a special summer place, and regional highways connected the Village to New York City and other population centers. A steady number of visitors, weekenders, summer residents, and retirees have since come east to Southampton from the New York City metropolitan area to make Southampton their home.

The 2020 Census counted 4,550 people living in the Village. This is an increase of 1,441 people from the 2010 population. This number represents the year-round population of Southampton, and does not include second-home owners. During the summer, Southampton's population is estimated to swell to over 12,000 people.

Relevant Links:

- [2022 Adopted Comprehensive Plan Update](#)
- [Village Studies and Reports](#)
- [Budgets and Financial Reports](#)

- [Agendas and Minutes](#)
- [Southampton Village Code Book](#)
- [Southampton Village Zoning Map](#)

Term

It is anticipated that the selected consultant(s) will be granted contracts for selected tasks for a three-year period. At the end of that period, contracts may be subject to renewal, or a new RFP may be issued at the Village's option. Proposals should reflect terms and costs with that anticipated timeframe.

Tasks

The scope of services required by the Village has been divided into the following discrete tasks as described below. Prospective consultants or firms may provide a proposal for one or more, or all, of the tasks. The Village reserves the right to award contracts for tasks individually or in a combined manner.

Task A: Planning Board & Zoning Board of Appeals Consultants (Ongoing)

The selected consultant or firm for this task will serve as the consultant for the Village Planning Board and the Village Board of Zoning Appeals. Anticipated duties are likely to include, but are not limited to:

- Attending up to two Planning Board meetings per month, either in person at Southampton Village Hall or via videoconference
- Reviewing subdivision applications and lot line amendments pursuant to Village Code, NYS law, and best practices
- Reviewing commercial and residential site plan applications pursuant to Village Code, NYS law, and best practices
- Reviewing engineering drawings for site plan applications and subdivisions
- Providing written memoranda and oral testimony on Planning Board applications
- Conducting SEQRA review of Planning Board applications
- Coordinating referral of site plan and subdivision to the Suffolk County Planning Commission, as needed
- Coordination with the Village Building Department, applicants, Board members, and Planning Board Counsel on Planning Board applications.
- Conducting engineering review of drainage structures, retaining walls, and matters referred to the Planning Board or Village Engineer.

- Attending up to two Zoning Board of Appeals meetings per month, either in person at Southampton Village Hall or via videoconference.
- Conducting site inspections, delineating wetlands and environmental features on properties
- Reviewing applications for wetlands permits, as well as variances of setbacks to sensitive environmental features such as wetlands, dunes, and surface waters.
- Providing expert recommendations in written memoranda and oral testimony on Zoning Board of Appeals applications
- Drafting wetlands permits and written conditions.
- Conducting SEQRA review of Planning Board applications

- Coordinating referral of special exceptions and variances to the Suffolk County Planning Commission, as needed
- Coordination with the Village Building Department, applicants, Board members, and ZBA Board Counsel on Planning Board applications.

Task B: On-Call Planning and Zoning Studies for the Board of Trustees

The selected consultant or firm for this task will serve as the consultant for the Village Board of Trustees to conduct studies on proposed zone changes, code changes and amendments which support advancing the goals of the Comprehensive Plan. The task may also include review of applications to the Board of Trustees, such as petitions for change of zone, and special permits and special exceptions for which the Board of Trustees has jurisdiction. Anticipated duties are likely to include, but are not limited to:

- Conducting land use and zoning studies and analyses on proposed zone changes, code amendments, and similar proposals by the Board of Trustees
- Creating reports, maps, analysis, to support Trustee proposals or review of applications.
- Conducting SEQRA review, including review for consistency with the Comprehensive Plan
- Providing written memoranda and oral testimony on proposed Board of Trustee actions or applications
- Coordinating referral of actions to the Suffolk County Planning Commission, as needed
- Attending Board of Trustee meetings and making public presentations as needed
- Coordination with the Village Planning Director, applicants, Board of Trustees members, Planning Commission, and the Village Attorney
- Providing expert recommendations, including land use and zoning strategies, proposed code change language, zoning maps, conditions of approval, as necessary

Task C: SWPPP, MS4 Annual Reports, and on-call Drainage Consulting

The selected consultant or firm for this task will review SWPPP applications received by the Village, prepare the MS4 Annual Report, as well as provide engineering solutions for drainage issues on Village facilities as needed.

- Coordination with the Village Building Department for SWPPP review for applications greater than 1 acre.
- Coordinating with the Department of Public Works for preparation and timely submission of the MS4 Annual report.
- Coordinating with the Department of Public Works for engineering solutions to drainage issues on Village rights of way and public facilities, including but not limited to infrastructure for stormwater runoff and bioswales.

Task D: On-Call Traffic Consulting

The selected consultant or firm for this task will perform various on-call traffic and parking studies and analyses for the Village to help the Village better understand traffic impacts of proposed actions or

interventions. Areas of studies may also include reviewing impacts of projects, mitigating congestion, improving municipal parking, and enhancing bicycle and pedestrian safety. This may also include task related to traffic engineering, parking, and striping of Village rights of ways and public facilities.

Task E: On-Call DEC Permitting

The selected consultant or firm for this task will perform various on-call permitting with the New York State Department of Environmental Conservation (DEC) for Village projects as needed, which may include beaches, wetlands, and other areas of DEC jurisdiction.

Task F: On-Call Building Engineering and Structural Consulting

The selected consultant or firm for this task will perform various on-call engineering and structural consulting tasks related to the Village's buildings, structures, and facilities, which may include historic preservation and restoration of monuments, maintenance, repair, and restoration of buildings, as well as HVAC and abatement of hazardous materials.

Proposal

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal should clearly indicate which tasks as described above are included. The proposal shall not exceed 15 pages, excluding resumes and example project write-ups which may be included as appendices.

The proposal should contain the following elements in the exact order and segmentation listed below:

- A. **Cover Letter** – Describe your firm's interest and commitment in providing the requested services to the Village. The letter shall be signed by a person authorized to negotiate a contract with the Village.
- B. **Project Approach & Understanding** – Provide a detailed discussion demonstrating your firm's understanding of the services to be provided and the approach by which your firm intends to perform the work set forth in the Tasks for which you are responding to. The approach provided may elaborate on the tasks described above or identify additional or alternative tasks. Your firm may also identify any anticipated constraints, potential problems or issues that may occur during the execution of the required services and provide suggested approaches to resolving them.
- C. **Experience Providing Similar Services** – Present significant evidence of successful completion of similar services provided for local government clients over the past five years. Information shall include a description of the work performed by your firm, date of completion, and reference information (name of reference, agency, title, address, and telephone number). Example project write-ups may be included as an appendix.
- D. **Staffing and Team Experience** – Describe the qualifications and experience of your firm and the key staff expected to be assigned to this contract and provide resumes. Qualifications and experience shall highlight previous experience with similar projects. It is expected that designated key staff will remain on the contract for the duration of the agreement. Key staff

substitution will only be allowed after consultation and concurrence with the Village. Single page resumes of key staff members should be included as an appendix.

- E. **References** – Provide at least three (3) references including the name of reference, agency, title, address, and telephone number for recent similar or related work. If the references provided under Project Approach & Understanding of Requested Services are the same, a separate reference section is not required.
- F. **Cost Proposal and Compensation** – Present a cost proposal and proposed compensation rate schedule for services.
- G. **Other Relevant Information** – Provide additional relevant information that may be helpful in the selection process.

Selection Criteria and Selection Process With Estimated Dates

Proposals will be screened and the top candidates will be reviewed by a selection committee. The qualifications for the top candidates will be verified and references will be checked. In reviewing the proposals, the Village will carefully weigh:

- A. Consultant’s understanding of the Village’s desires and general approach to completing the work;
- B. Consultant’s experience with contracts of similar scope, complexity and magnitude;
- C. Qualifications of the staff being assigned to this project;
- D. Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet time schedules;
- E. Satisfaction of previous clients,
- F. Ability to work effectively with Village staff; and
- G. Proposed cost proposal and rate schedule.

The Village retains sole discretion to evaluate proposals and may make award(s) to the Consultant(s). Receipt of proposals in response to this RFP does not obligate the Village in any way to engage any Consultant and the Village reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The Village shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a Consultant, and the Village shall bear no financial or other responsibility in the event of such abandonment. The Village reserves the right to negotiate all final terms and conditions of any agreements entered into. The Village’s target dates are as follows:

<i>Release of RFP:</i>	<i>November 13, 2023</i>
<i>Deadline to submit questions on RFP due:</i>	<i>December 15, 2023</i>
<i>Electronic RFPs due:</i>	<i>January 12, 2024</i>
<i>Interview of top candidate(s), if required:</i>	<i>January 29 - Feb 9, 2024</i>
<i>Contract(s) scheduled for Board of Trustees approval:</i>	<i>February – March 2024</i>

Submittal Guidelines

Interested Consultants shall provide five hard copies to Southampton Village Hall at 23 Main Street Southampton, NY 11968 re: RFP for Professional Services. Additionally, candidates shall e-mail an electronic pdf file of their Statement of Proposal to Planning Director Alex J. Wallach, AICP at awallach@southamptonvillage.org

The subject of the e-mail and the electronic pdf file shall be named using the following format:

“[Consultant Name] – Statement of Proposal for On Call Consulting Services”

The Village assumes no responsibility for failure or delays in delivery caused by electronic delivery service (e-mail). All interested Consultants are advised that the Village limits receipt of e-mail attachments to approximately 15 MB. It is strongly suggested that larger electronic PDF files be sent via a file sharing service such as Dropbox or Box. Every attempt will be made to send a confirmation e-mail to Consultants responding to this RFP; however, it may not be possible for Village staff to respond in a timely manner to e-mails sent just prior to the stated deadline

Any changes made by the Village to the requirements in this RFP will be made by written addenda. Any written addenda issued to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. The Village will not be bound by any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. The Village reserves the right to revise or withdraw this RFP at any time and for any reason.

The Village reserves the right to reject any and all proposals, to waive any minor informalities, irregularities, and/or non-responsiveness that does not influence the competitive nature of the proposal, to request additional information concerning any statement for purposes of clarification, to accept or negotiate any modification to any statement following the deadline for receipt of all statements, and to waive any irregularities if such would serve the best interests of the Village.

All inquiries regarding the RFP should be directed to Alex J. Wallach, AICP by telephone at (631) 283-0247 x201, or preferably by email at awallach@southamptonvillage.org.

Additional Submittal Information

All costs incurred during proposal preparation or in any way associated with the Consultant’s preparations, submission, presentation, or oral interview, if held, shall be the sole responsibility of the Consultant.

If awarded a contract, the Consultant shall maintain insurance coverage, including errors and omissions and worker’s compensation, reflecting the minimum amounts and conditions specified by the Village as outlined in the attached Contractual Services Agreement. Consultants are liable for all errors or omissions contained in their Statement of Proposal. By submitting a Statement of Proposal, interested firms represent that they: (1) have thoroughly examined and become familiar with the Work required under this RFP; (2) comprehend all conditions that may impact the requested scope of services; (3) have reviewed of all addenda, if any; and (4) are capable of providing the equipment, goods and services necessary to perform the requested scope of services and/or meet the specifications outlined in this RFP, in a manner that meets the Village’s objectives. Failure to examine the documents and inform itself shall be at firms’ own risk. A Proposer shall have no claim against the Village based upon ignorance of or

misunderstanding of the RFP documents. Once the award has been made, failure of a firm to have read all of the conditions and instructions of the RFP and/or the Agreement shall not be cause to alter any term of the Agreement nor shall such failure provide valid grounds for a firm to withdraw its proposal or to seek additional compensation.

Additionally, if awarded a contract, the Consultant shall maintain any necessary New Yorks State business licenses or registrations at all times during the performance of work under the contract.

All proposals and rates set forth therein shall be deemed to include applicable taxes. Interested firms shall be appropriately licensed in accordance with the laws of the State of New York for the work to be performed. The cost for any required licenses or permits shall be the responsibility of the selected firm(s). The selected firm(s) is liable for any and all taxes due as a result of the agreement.

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Questions and Answers

1. **Q:** Who will be the point(s) of contact at the Village?
 - **A:** It is anticipated that the Village Planning Director will be the primary point of contact for tasks related to the Planning Board, Zoning Board of Appeals, and Board of Trustees. The Superintendent of the Department of Public Works will likely be the primary point of contact for tasks related to Building and Facility Maintenance, Highways, or Parks. Projects commissioned by the Board of Trustees may involve coordination with the Mayor or his/her representative(s).

2. **Q:** Who is the Village Engineer?
 - **A:** The Village does not presently have a Village Engineer on staff. The Village Engineer is currently a consultant, and it is anticipated that the selected consultant(s) or firm(s) will fulfill any functions of the Village Engineer pursuant to § 3-4 of Village Code.

3. **Q:** When are the Planning Board meetings?
 - **A:** The Planning Board typically meets on the first and third Mondays of each month at 5:30 PM in Village Hall at 23 Main Street Southampton NY 11968. Participation includes attendees via video conference on Zoom. Depending on the caseload, meetings may be cancelled as necessary. Please see <https://www.southamptonvillage.org/agendacenter> for more information on meeting schedules.

4. **Q:** What kind of insurance coverage is required for respondents to the RFP?
- **A:** This would depend on the work, but it is anticipated that a contract would require the following coverage:
 - Workers Compensation insurance as required by Law;
 - Employer’s Liability insurance with coverage of \$1,000,000 each accident/employee.
 - Commercial General Liability insurance with coverage of \$2,000,000 per occurrence/aggregate;
 - Automobile Liability insurance with coverage of \$1,000,000 combined single limit; and
 - Professional Liability insurance with coverage of \$2,000,000 per claim/aggregate.

5. **Q:** What kind of historic preservation is included in Task F?
- A:** Task F includes On-Call Building Engineering and Structural Consulting, which involves services related to upkeep, maintenance, and restoration of the Village’s buildings, properties, and structures, several of which are designated as contributing to the local, state, and federally listed Southampton Village Historic District. The selected consultant(s) for this task may be asked to provide the Village with professional expertise working with historic structures, including appropriate treatments in accordance with best practices and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

Historic structures owned by the Village include, for example, Southampton Village Hall at 23 Main Street (c. 1910), a neoclassical 3-story office building, and the Southampton Village World War Memorial in Agawam Park (c.1923), a limestone temple on the northern shore of Lake Agawam. Other historic Village assets include the Pelletreau Silver Shop at 80 Main Street (c.1686), and the Rogers Mansion Complex at 17 Meetinghouse Lane, which encompasses the Rogers Mansion (c.1843), the Nugent Carriage House (c.1890), as well as several structures dating from the 17th through 19th Centuries, all of which are operated by the Southampton History Museum. The Village also owns the original “Parrish Art Museum” building at 25 Jobs Ln (c.1898), operated by the Southampton Arts Center, as well as Veterans Memorial Hall aka “Agawam Hall” at 25 Pond Lane (c.1911) operated by the Southampton Cultural Center.

6. **Q:** Are respondents expected to provide a comprehensive team approach to each task, or can we limit our participation to the services we provide in-house?
- **A:** Respondents may choose to submit for the services they provide in-house or can submit as part of a comprehensive team. Respondents are invited to reply to one or all tasks, or where applicable, part of a task for which they are qualified. The Village reserves the right to award single or multiple contacts per task as necessary based on the RFP responses to ensure that the Village has adequate expertise on call for the anticipated work in each task.

7. **Q:** By what time would the Village like the hard copy and email submission to be delivered?
- **A:** The Village would expect the responses to be received by close of business on Friday January 12, 2024, which for Southampton Village Hall is 4:00 PM EST.
8. **Q:** Is this a new opportunity or an existing contract? If existing, who is the incumbent?
- **A:** This is a new opportunity, but the Village currently works with a variety of consultants in different capacities. Nelson, Pope and Voorhis currently serves as planning and engineering consultants for the Planning Board and Zoning Board of Appeals, as well as various on-call projects for the Trustees. BFJ Planning prepared the recent master plan update and has contracts for other on-call planning projects for the Trustees. The Department of Public Works regularly works with Nelson, Pope and Voorhis and other engineering firms, including LKMA, for various project needs.
9. **Q:** Page 7 of the RFP refers to an 'attached Contractual Services Agreement.' Can you please provide a copy of this agreement?
- **A:** There isn't an attached contractual services agreement at this time; please disregard
10. **Q:** Are there any Minority/Women/Disadvantaged/Service-Disabled Veteran participation goals?
- **A:** There are not any Minority/Women/Disadvantaged/Service-Disabled Veteran participation goals.
11. **Q:** Is there a template for the cost proposal?
- **A:** The Village does not currently have a template for the cost proposal. It is anticipated that respondents will provide a fee schedule with proposed rates for services. Please see question # 14 below.
12. **Q:** Is the Village interested in assistance with the implementation of the various other requirements of the MS4 General Permit (e.g., written procedures, outfall inspections, training, facility self-assessments, etc.) as part of the response to this RFP?
- **A:** The Village is interested in any assistance with the MS4 General Permit.
13. **Q:** For Task D of the RFP, does the Village intend the consultant to perform traffic/parking studies or to review traffic/parking studies?
- **A:** It is anticipated that projects for this task may include performing traffic and parking studies at the request of the Board of Trustees for proposed traffic and parking improvements contemplated by the Village, as well as reviewing third-party traffic and parking studies that may be submitted to the Village in connection with applications for special use permits or other applications.
14. **Q:** We assume the Village would want a classified hourly rate schedule of total hourly costs (loaded – including OH & profit) per staff member/title for this on-call agreement? Please confirm.
- **A:** Correct. It is anticipated that the hourly rates provided will be inclusive of costs and will reflect the rates proposed to be billed to the Village if a contract is awarded.

15. **Q:** Will the Village award this to only one (1) firm or multiple firms?
- **A:** The Village reserves the right to award single or multiple contacts per task as necessary based on the RFP responses to ensure that the Village has the adequate expertise on call for the anticipated work in each task. Respondents are invited to reply to one or more, or all tasks, or where applicable, part of a task for which they are qualified.
16. **Q:** A portion of the services requested may require surveying. Does the Village want firms to provide surveying?
- **A:** Where surveying may be required in connection with a task, it is anticipated that the selected respondents will be able to provide surveying or will coordinate with a third-party surveyor as necessary.
17. **Q:** Does the Village require prevailing wage for survey or any other field/construction like services?
- **A:** The Village does not determine who is required to get prevailing wage. NYS Law sets forth the types of employees required to get prevailing wage.
18. **Q:** Will the Village at any time in the future provide an addendum on consultant questions and answers provided by the Village for all interested parties to review?
- **A:** Yes, answers to all questions will be posted on the Village website.
19. **Q:** Will the selected consultant be precluded from providing services on other projects taking place within the Village (either with the Village itself or private clients)?
- **A:** It is anticipated that the Village will work primarily with the selected consultant(s) for their professional services needs, but selected consultant(s) will not be precluded from other Village projects that may occur outside of the scope of this RFP. In order to avoid a conflict of interest or the appearance of a conflict of interest, it is anticipated that the selected consultant(s) will not perform work for private clients to be submitted as part of applications to be reviewed by the Village, or else recuse themselves in cases where they have already done such work.
20. **Q:** Will the Village provide compensation for travel time?
- **A:** It is anticipated that travel costs will be reflected in the hourly rates provided.