

REQUEST FOR PROPOSALS
Consultant Services
Central Commercial Zoning Revisions
Village of Sleepy Hollow New York, 10591
Date of Issue: June 2, 2014
Proposal Deadline: June 27, 2104

OVERVIEW: The Village of Sleepy Hollow seeks the services of qualified planning consultants, urban designers, and multi-disciplinary firms or teams to work with the Village to revise and supplement the Village of Sleepy Hollow zoning regulations based on guidance from the Sleepy Hollow Development Committee, Village Board of Trustees, Building Department, Planning Board and public feedback. The project objectives are to support development that benefits families, individuals, and businesses in Sleepy Hollow; develop a downtown community that provides a unique offering that is pedestrian friendly, sustainable and complements locally while appealing to a broader population; and to identify and create the climate required to attract businesses needed in Downtown Sleepy Hollow to best serve all local neighborhoods while supporting a cultural and economically diverse community. The Village of Sleepy Hollow desires a new/revised Zoning Ordinance that:

1. Updates the current Development requirements in the Central Commercial District.
2. Creates an inviting dining, retail, and cultural destination to attract Village residents and visitors to the Downtown.
3. Addresses perceived and actual parking problems.
4. Is compatible with state and national smart growth principles.
5. Is responsive to the context and form of existing neighborhoods and new developments.
6. Is clear, concise, and illustrative.
7. Is legally defensible, meets the requirements of New York State Village Law, Article 7.

The expected outcome of this project is a comprehensive zoning revision to the C-2 (Central Commercial) District (see attached area map). The final product shall include, but not be limited to:

- Definitions with appropriate illustrations
- Zoning uses
- General Development Standards
- Special Use Standards
- Development Review Standards

BACKGROUND: The historic Village of Sleepy Hollow is located on the eastern shore of the Hudson River, 25 miles north of Manhattan. With a population of about 10,000, Sleepy Hollow is home to a diverse and vibrant community that includes a large number of professionals who make the easy forty-minute commute by train into Manhattan. Sleepy Hollow combines city convenience and small-town charm. Residents enjoy a plethora of outdoor activities and events with parks, forests, rivers, lakes, streams and trails along one of the most scenic stretches of the Hudson River.

The anticipated redevelopment of the waterfront area, vacant commercial land, empty storefronts, and the continued escalation of property taxes has prompted the desire to revise the commercial zoning regulations. The current village zoning regulations date from 1964 and no longer service the community's vision for the downtown commercial district. The major

implementation task for the Village is drafting new zoning regulations for the downtown commercial district.

BACKGROUND DOCUMENTS:

- Village Zoning Code
- Village Zoning Map
- 1980 Master Plan for Census Tract 116
- Downtown Sleepy Hollow Façade Design Standards
- Local Waterfront Revitalization Plan
- General Motors Waterfront Development Plan FEIS
- Downtown Study "Initial Report" prepared by Westchester County Department of Planning dated March 21, 2014

All documents are available at www.sleepyhollowny.gov

BUDGET: The Village of Sleepy Hollow anticipates an efficient and focused project that will achieve the objectives listed above. The project should draw on proven best practices so as to expedite the work and avoid distraction. Therefore, a large cost is not expected. This project will incorporate the combined efforts of the Sleepy Hollow Development Committee, Building Department, Village Board of Trustees and Planning Board to facilitate the consultants work. The Building Department will provide support service and meeting coordination. Please review the materials prepared for the Village at no cost to the Village by the Westchester County Department of Planning. These materials are intended to provide a foundation for the work to develop new/revised zoning provisions for the Central Commercial District.

SCOPE OF SERVICES: A final scope of work will be developed by the Village and the selected consultant ("The Consultant"). Items A-E below outlines the Village's minimum expectations.

- A. **Project Coordination:** Coordinate with the Sleepy Hollow Development Committee, Village Board of Trustees, Building Department, and Planning Board. Attend Committee work sessions at key points in the project.
- B. **Technical Review:** The Consultant shall complete a review and analysis of the Village's existing zoning regulations as they relate to the Central Commercial District, and background documents. Upon this review, the Consultant shall identify and discuss best practices and approaches for potential inclusion in regulations with special attention given to addressing the project objectives without duplication of efforts.
- C. **Community Outreach:** The Consultant shall propose a strategy for public involvement during the projects anticipated timeframe and budget. It is expected that public involvement will include opportunities for forums and more interactive methods. The proposal should include a timeline that identifies key points at which the public will be involved.

The Consultant, in consultation with Building Department, shall be responsible for facilitating public meetings during the project. The Building Department will be responsible for scheduling meetings and preparing meeting minutes. The proposal should include the projected number of meetings/presentations/workshops, etc. the Consultant will conduct.

- D. **Zoning Regulations:** The Consultant shall prepare a working draft(s) of new/revised zoning provisions for the Central Commercial District zoning ordinance. The working draft should be presented in distinct modules that will allow for easy review, for example: (a) definitions; (b) general provisions; (c) zoning district regulations; (d) general standards; (e) specific use standards and (f) develop review standards. The Consultant may present an alternative approach to presenting the working draft for review and comment. The working draft shall include graphics, tables, flow charts, matrices, and other methods for facilitating easy use analysis and understanding of the zoning ordinance.
- E. **Public Hearing Draft Zoning Revision:** The Consultant shall present the draft of the new/revised zoning provisions zoning ordinance at a public hearing of the Planning Board, explain its contents, respond to questions and revise the zoning ordinance to incorporate appropriate recommendations. The Building Department will revise the zoning map to incorporate appropriate recommendations.

FINAL PRODUCTS: The consultant will provide two (2) copies of the zoning revision, one unbound, and an additional digital copy in a commonly accessible format. All work products associated with the project, preliminary or final, paper and/or electronic format, shall be the property of the Village of Sleepy Hollow, Building Department.

SCHEDULES AND SUBMITTALS:

- Proposal due by June 27, 2014
- Interviews the week of July 7, 2014
- Consultant selection by August 1, 2014
- Submission of project by November 1, 2014

PROPOSAL SUBMISSION REQUIREMENTS: Responses to this RFP shall consist of:

- A. *Letter of Transmittal* (1 page) - A letter of transmittal that includes a single contact (Project Manager), mailing address, telephone number, and email address.
- B. *Introduction/Summary* (2 pages maximum) - A short introduction and summary of the company (i.e. how long the company has been in business, number of employees, etc.). In addition, a description of what disciplines are included within the firm.
- C. *Scope of Work* (10 pages maximum) – Include a detailed work program that addresses:
 - a. Tasks to be performed.
 - b. When each will be completed (timeline).
 - c. Schedule of work products.
 - d. Proposed budget with a cost breakdown by Scope of Work element and a lump sum fee for the services required to fulfill this RFP.
- D. *Project Management and Communication* (1 pages maximum) – Methods the Consultant proposes to use to manage the project and communicate with the Village of Sleepy Hollow and the public as to project progress, reviews, and conduct of public meetings.
- E. *Personnel Qualifications and Experience* (7 pages maximum) - Resumes of the individuals who will be assigned to the project.

- F. *Comparable Projects with References* (3 pages maximum) - Identify 3 comparable projects in progress or completed, with the following information:
- a. Current contact names and telephone numbers
 - b. Summary of the project including type of bylaw (i.e. Euclidian, Form-Based, hybrid)
 - c. Current status of the regulations (i.e. in progress, adopted)
 - d. Nature of public involvement in the formation of the regulations
- G. *Representative Work Sample* – A representative work sample similar to the work being requested. The sample may be provided digitally (e.g., a PDF copy on a CD). Directing the Village to an online document or file-sharing site is also acceptable. Only one (1) representative work sample is required per submittal.

PROPOSAL FORMAT AND DUE DATE: Submit four (4) complete sealed proposal sets. All submissions become the property of the Village of Sleepy Hollow upon submission.

Sealed submittals must be hand-delivered or mailed to:

Village Clerk
Village of Sleepy Hollow
Attn: Central Commercial Zoning Revision Project
28 Beekman Avenue
Sleepy Hollow, New York 10591

<p style="text-align: center;">Submissions must be received by 4:00 p.m. Friday, June 27, 2014 Emailed or faxed submittals will NOT be accepted</p>
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QUESTIONS CONCERNING RESPONSES TO THIS RFP: All questions regarding this RFP must be submitted in writing and received not later than 4:00 pm on **Friday, June 13, 2014**. Questions should be sent to:

Sean E. McCarthy, Village Architect
Village of Sleepy Hollow
28 Beekman Avenue
Sleepy Hollow, New York 10591
smccarthy@villageofsleepyhollow.org (or physical address above)

Answers to submitted questions will be posted by June 20, 2014 on the Village's website at www.sleepyhollowny.gov

PROPOSAL REVIEW CRITERIA AND AWARD: A Selection Committee consisting of representatives from the Sleepy Hollow Development Committee, Village Board of Trustees, Building Department, and Planning Board will evaluate the proposals based on the following criteria:

Review Criteria	Weight	Max. Points	Points x Weight
Understanding of the Project Goals (Scope-of-Work)	5	5	25
Past Performance on Similar Projects	4	5	20
Qualifications / Experience of Proposed Staff	3	5	15
Ability to Meet Schedules & Budgets	3	5	15
Cost and proposed distribution of effort	3	5	15
Overall quality of the RFP submittal	2	5	10
TOTAL			100

The Village of Sleepy Hollow reserves the right to seek clarification of any proposal submitted and to select the consultant that is best able to address the project purpose and to reject any and all of the proposals. The Village of Sleepy Hollow reserves the right to withdraw this Request for Proposals, to accept or reject any or all proposals, to advertise for new proposals if it is in the best interest of the Village to do so, and to award a contract as deemed to be in the best interest of the Village.

The Selection Committee at its discretion may conduct interviews of finalists during the week of July 7, 2014. The Village anticipates making the award no later than August 1, 2014.

This solicitation of proposals in no way obligates the Village of Sleepy Hollow to award a contract.

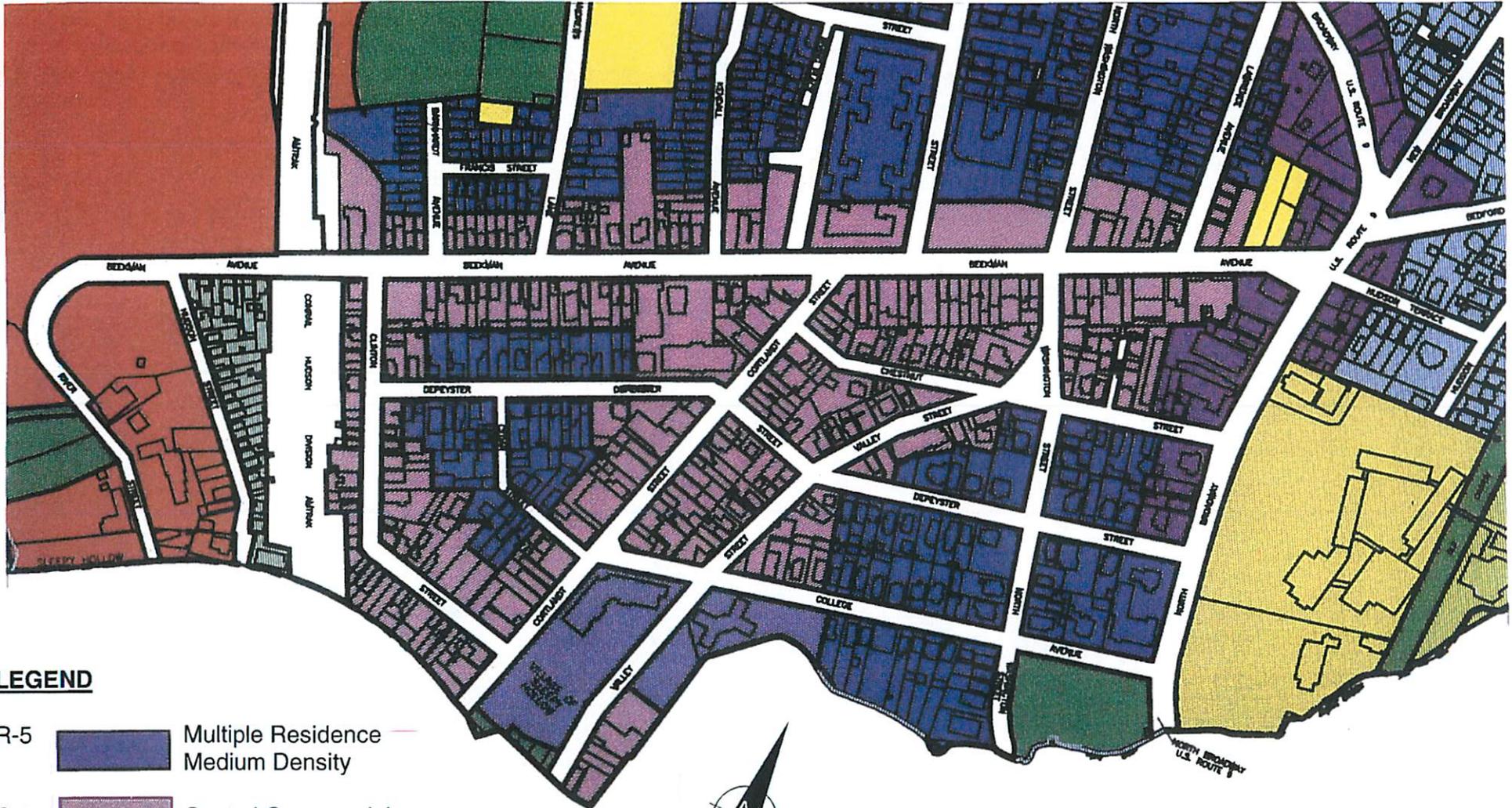
Equal Opportunity – The selection of consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The Village of Sleepy Hollow is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

CONTRACT REQUIREMENTS: The Consultant will be registered with the Secretary of State to do business in the State of New York prior to contract signing.

The consultant shall be solely responsible for all claims of whatever nature arising out of rendering of services by the consultant during the terms of the contract. The consultant shall indemnify and hold the Village of Sleepy Hollow and other participants harmless against the same to the extent permitted by law.

The selected consultant shall comply with all applicable federal, state, and local laws and regulations in the performance of service.

CENTRAL COMMERCIAL ZONING REVISIONS- AREA MAP



LEGEND

- R-5 Multiple Residence Medium Density
- C-2 Central Commercial