

**I. PURPOSE**

The Town Board of the Town of Yorktown is seeking to obtain professional consulting services from qualified planning firms to provide environmental planning services. Yorktown is dedicated to striking a balance between development and the natural landscape. To that end, the Town desires that its governmental responsibilities and decisions surrounding land use are imbued with professional knowledge and advice of the highest order, so that sustainability of the Town's natural features, habitats, and other sensitive environmental areas is ensured.

**II. BACKGROUND**

**Characteristics of the Town**

The Town of Yorktown encompasses approximately 40 square miles in northwestern Westchester County and has approximately 37,200 residents. The Town is rectangular in shape, is about ten miles north to south and is four miles east to west. It is bordered by the Town of Cortlandt to the west, the Town of New Castle to the south, the Town of Somers to the east, and the Towns of Putnam Valley and Carmel in Putnam County to the north. In the southern portion of town, Yorktown is physically split by the New Croton Reservoir, which creates a divide across its breadth along the east-west direction. Approximately 85% of the Town's land area is watershed to this important reservoir. Yorktown also boasts large areas of open space, natural features and biodiversity.

**III. SCOPE OF SERVICES**

Environmental Services will be administered by the Planning Department and will be on an as needed basis. The services are organized into groupings or tasks, and prospective consultants may offer proposals for one or more of these tasks, as the consultant sees fit, with an individualized cost schedule for each task selected. The Town Board will select one or more consultants, as it deems appropriate, to effect the most efficient execution and fulfillment of the required services. Successful consultants must gain thorough understanding of the Town's laws and regulations, its policies and procedures, and the environmental issues and concerns facing it.

### **Task I**

#### *Wetland Delineation*

The consultant will provide wetland delineation verification for wetland permit applications. Under existing Town wetland regulations, wetland permit applicants are required to field locate wetland boundaries on the properties for which they seek permits. The Town field checks the locations, and accepts or accepts with modifications the wetland boundaries prior to their mapping. The successful consultant shall be responsible for field checking applicant delineations and verifying the appropriate boundary has been located pursuant to Yorktown's regulations. Responsibilities under this task shall also include the preparation and submittal of a brief report of the consultant's findings on each delineation, which shall include a brief description of the wetland's physical characteristics and functions. From time to time the consultant will be asked to conduct field reconnaissance of properties where an applicant is unaware or unable to ascertain the existence of wetlands.

### **Task II**

#### *Wetland Mitigation Evaluation*

The consultant will provide technical review and evaluation of wetland/wetland buffer mitigation plans for development applications. Under existing Town wetland regulations, intrusions into wetlands or wetland buffers are to be mitigated to replace characteristics and functional values, typically at a minimum 1:1 ratio. The consultant will evaluate and recommend appropriate size and location of mitigation, evaluate and recommend appropriate mitigation measures & materials, and monitor and administer construction and long term viability of mitigation areas. Responsibilities under this task shall also include attendance at Town Board or Planning Board meetings at which individual mitigation plans may be discussed, as required. The consultant shall participate in department level meetings, as required, involving wetland permit reviews.

### **Task III**

#### *Habitat/Biodiversity Evaluation*

The consultant will provide review and evaluation of development applications as they pertain to habitat and biodiversity impacts. The consultant shall be responsible for identifying the presence of threatened or endangered species or species of special concern. The consultant shall identify wildlife

habitats and potential mitigation against loss from development.

#### **IV. Submission Requirements**

Please send Proposals and Curriculum Vitae to John A. Tegeder, R.A., Yorktown Planning Department, 1974 Commerce Street, Yorktown Heights, New York 10598. Proposals must be submitted before 5:00 p.m. on March 14, 2006. Provide ten copies of the proposals at the time of submission.

Proposals submitted after the above date and time may be accepted for review at the sole discretion of the Town Board. Facsimiles, E-mail or other electronic means will not be accepted.

#### **A. Proposals**

It is requested that Proposal packages include the following:

##### **1. Curriculum Vitae**

Provide a complete description of the firm, its principals and staff, and its qualifications related to the preparation of comprehensive plans, including the firm's experience, if any, in similar projects.

##### **2. Qualifications**

Demonstrate that the firm possesses the appropriate resources and experience necessary to perform the requirements of the project, adequate skills & facilities, and a satisfactory record of experience related to similar projects.

##### **3. Scope of Services**

The consultant should list individually the task or tasks they propose to fulfill, complete with a description of those tasks in the consultants own words and any detail as to how the consultant anticipates they will perform those tasks. This may include an estimate of time needed to fulfill each task, personnel assigned to each

task, and products delivered in their fulfillment.

4. Time of Performance

Indicate when the firm will be available to begin work.

5. Fee Schedule

- Indicate required fees, individually by task, to complete all work in each task, listed in the Scope of Services.
- Indicate the required fee structure for each of the tasks listed in the Scope of Services.
- Indicate hourly fees for additional work not listed in the Scope of Services.

6. Project Employees

- Provide a brief description of the professional experience of those employees who will be directly working on each task and what their role will be.
- Provide the name and telephone number of the project contact person.

**B. Interviews**

Preselected candidates will be required to be personally interviewed by the Town Board.

**V. LIMITATIONS**

The Town Board reserves the right to accept or not accept any or all proposals received in response to this RFP, or to cancel in whole or in part this RFP, if determined by the Town of Yorktown Town Board to be in the Town's best interest. Further, the Board reserves the right to award any portion of the work described herein, to any one or multiple consultants as it deems appropriate. The issuance of this RFP does not bind the Town of Yorktown to award any contract, or to pay any costs incurred by prospective consultants in the preparation of proposals responding to this RFP.