



**Office of the Town Clerk**  
*Diane M. Wilhelm*

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Registrar of Vital Statistics

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**TO:** Supervisor Jens-Smith, Councilpersons Wooten, Giglio, Hubbard, Kent, Jefferson  
Murphree, Annmarie Prudenti

**FROM:** Carol Del Vecchio, Account Clerk Typist

**DATE:** July 26, 2019

**RE:** Open Bid Report for Update of Town of Riverhead Comprehensive Master Plan

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**2 bids were received and opened on July 25, 2019 at 4:00 PM:**

**Buckhurst Fish & Jacquemart, Inc.**  
115 Fifth Avenue  
New York, NY 10003  
212-353-10003  
[www.BFJPLANNING.com](http://www.BFJPLANNING.com)

**Total Budget**      \$463,000.00 (see attached)

**AKRF**  
Environmental, Planning, and Engineering Consultants  
1695 Church Street, Unit 3  
Holbrook, NY 11741  
631-285-6980  
[www.akrf.com](http://www.akrf.com)

**AKRF/LKMA Total Cost**    \$775,000.00 (see attached)  
   AKRF \$476,084.00    LKMA \$298,916.00

**\*Additional copies available in the clerk's office**

## C. Budget

Based on the project understanding and scope of work described in this proposal, BFJ proposes fees, as follows:

### TOWN OF RIVERHEAD COMPREHENSIVE PLAN

	BUDGET BY TASK	PHASE TOTAL
<b>Phase 1 Project Management</b>		<b>\$15,000</b>
1.1. Contract Management and Ongoing Coordination with Town Staff	\$15,000	
<b>Phase 2 Community Engagement</b>		<b>\$82,000</b>
2.1 Community Engagement Plan	\$2,000	
2.2 Town Supervisory and Town Board Meetings	\$20,000	
2.3 Steering Committee Meetings	\$20,000	
2.4 Public Outreach	\$40,000	
<b>Phase 3 Comprehensive Plan Update</b>		<b>\$273,500</b>
3.1 Introduction	\$6,000	
3.2 Inventory *	\$87,500	
3.3 Trend Analysis/Market Overview	\$45,000	
3.4 Planning Goals	\$10,000	
3.5 Issues and Opportunities	\$30,000	
3.6 Neighborhood Special Studies	\$60,000	
3.7 Synthesis (Preliminary Recommendations)	\$20,000	
3.8 Draft Comprehensive Plan	\$15,000	
3.9 Final Comprehensive Plan, Implementation Recommendations, and Adoption	\$10,000	
<b>Phase 4 Environmental Review</b>		<b>\$92,500</b>
4.1 EAF, SEQR Coordination, SEQR Determination	\$7,500	
4.2 Preparation of DGEIS	\$60,000	
4.3 Preparation of FGEIS	\$15,000	
4.4 Findings Statement and Adoption	\$10,000	
<b>TOTAL BUDGET</b>		<b>\$463,000</b>

\* List of Subject Areas for Task 3.2: Inventory

- Existing Land Use and Zoning
  - Boundaries of 10 Hamlet areas
- Population and Housing Characteristics
- Economic Analysis and Characteristics
- Natural Features and Environmental Resources
- Sustainability and Resilience
- Agricultural Lands and Critical Open Space Areas
- Community Facilities, Parks, and Recreation
- Scenic, Historic, and Cultural Facilities
- Transportation Networks and Circulation Patterns
- Infrastructure and Utilities

**TABLE 2 – COST FOR PROJECT COMPLETION**

MAJOR TASK	DESCRIPTION	AKRF COST	LKMA COST	TOTAL COST
1 & 2	Project Kickoff; Background Review	\$7,095	\$9,099	\$16,194
3	Meetings with Town Officials <sup>1</sup>	\$10,643	\$25,216	\$35,859
4	Geographic Areas and Analyses <sup>2</sup>	\$49,666	\$152,207	\$201,873
5	Public Outreach, Surveys, and Inventories <sup>3</sup>	\$90,818	\$62,261	\$153,078
6	Trends Analysis	\$14,190	\$0	\$14,190
7	Statement of Community Goals	\$3,548	\$0	\$3,548
8	Summary of Issues and Opportunities	\$4,967	\$0	\$4,967
9	Preferred Alternative	\$4,257	\$8,059	\$12,316
10	Implementation (including GEIS)	\$255,425	\$30,025	\$285,451
11	Deliverables (not including GEIS)	\$35,476	\$12,049	\$47,525
<b>Total<sup>4</sup></b>		<b>\$476,084</b>	<b>\$298,916</b>	<b>\$775,000</b>

Notes:

1. Assumes up to 10 meetings with Town officials and staff (some of these would be conference calls). Should additional meetings be required, AKRF will submit a separate cost and fee at that time.
2. Should public outreach process identify additional topic areas to be studied, AKRF will submit a separate cost and fee at that time.
3. Assumes up to a total of 20 community meetings (approximately 2 per hamlet [LKMA would attend up to 10 community meetings]). Should additional meetings be required, AKRF will submit a separate cost and fee at that time.
4. Includes travel and attendance at all meetings, as specified in this proposal, and production expenses.

Sources: Town of Riverhead RFP and AKRF/LKMA, July 2019.