

**TOWN OF RIVERHEAD
SUFFOLK COUNTY, NEW YORK**



REQUEST FOR PROPOSALS

**PREPARATION OF A PATTERN BOOK FOR THE TOWN OF
RIVERHEAD DOWNTOWN BUSINESS DISTRICT**

**SEALED PROPOSALS DUE IN TOWN CLERK'S OFFICE,
200 Howell Avenue, Riverhead, NY 11901
ON OR BEFORE 11:00 AM on July 30, 2019**

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All proposal pages (PF), GML and Bidders Qualifications require the vendor's information.

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**TOWN OF RIVERHEAD
NOTICE TO PROPOSERS**

PLEASE TAKE NOTICE, that sealed proposals must be received by the Office of the Town Clerk at Riverhead Town Hall, 200 Howell Avenue, Riverhead, New York on or before **11:00 am on July 30, 2019**, for:

REQUEST FOR PROPOSALS

The Town of Riverhead is seeking to solicit qualifications from experienced and knowledgeable land use and planning firms to assist the Town with the formulation of redevelopment strategies for the Town of Riverhead Downtown Business District that will implement existing revitalization concepts and foster new concepts for sustainable downtown revitalization and economic development.

Specifications and guidelines for submission of proposals will be available on the Town website at www.townofriverheadny.gov, click on "Bid Requests" beginning **July 18, 2019**.

All responses to the RFP must be submitted to the Town Clerk's Office, at the address stated above, in a sealed envelope clearly marked "**PREPARATION OF A PATTERN BOOK FOR THE TOWN OF RIVERHEAD DOWNTOWN BUSINESS DISTRICT**". Proposals must **be received by the Office of the Town Clerk by no later than 11:00 am on July 30, 2019**.

This RFP is not an offer or a binding commitment to contract on the part of the Town. The Town retains the right to postpone or cancel the RFP or to reject all proposals even after submission of same, if the Town determines, in its sole discretion, that the best interests of the Town will be served thereby.

Please take notice the Town reserves all rights with respect to this RFP, including but not limited to the following:

The Town may make such investigation as the Town deems necessary to determine the responsibility of any vendor or to verify the ability of any vendor to perform the services specified herein. The Town reserves the right to negotiate specific terms, conditions, compensation, and provisions on any agreements/contracts that may arise from this RFP.

Note: All responses to the RFP must be delivered to the Office of the Town Clerk at the address above. The Town may decline to accept, deem untimely, and/or reject any response/proposal that is not delivered to the Office of the Town Clerk.

BY ORDER OF THE TOWN BOARD

TOWN OF RIVERHEAD

Diane M. Wilhelm, Town Clerk

INSTRUCTIONS TO PROPOSERS

1. Receipt of Proposals

The Town of Riverhead invites proposals for the Contract for **Preparation of a Pattern Book for the Town of Riverhead Downtown Business District.**

Proposals must be submitted per the instructions in the Notice to Proposers.

2. Form, Preparation, and Presentation of Proposal

Proposers should return the *entire bid package*, with the information requested on the watermarked pages completed.

Each proposal must be submitted on the forms provided. Proposals must be contained in a sealed envelope marked “Preparation of a Pattern Book for the Town of Riverhead Downtown Business District”.

Proposers must provide ALL INFORMATION requested on WATERMARKED PAGES.

INCOMPLETE SUBMISSIONS MAY BE REJECTED!!

- If a question is not applicable, indicate by writing “N/A” in answer space
- All blank spaces for proposal prices must be filled in, in ink, in both words and figures, with a total or gross sum for which the proposal is made. In case of discrepancy between the unit price and total amount proposal for any item, the unit price, as expressed in words, shall govern.
- All Bidders Qualifications questions must be answered
- General Municipal Law forms must be signed
- Proposals that contain any omission, erasure, alteration, addition or items not called for in the itemized proposal form, or that contain irregularities of any kind may be rejected.
- In the event your proposal is submitted untimely, in accordance with the instructions herein, the Town’s procurement policy, your purported proposal will be considered untimely and will not be considered as part of the proposal process.

3. Rejection of Proposals

(a) The Town Board reserves the right to reject any proposal if the information submitted in the Bidder's Qualifications statement or an investigation of such proposer fails to satisfy the Town Board that such proposer is properly qualified to carry out the obligations of the Contract and to complete the work contemplated therein.

(b) The Town Board reserves the right to reject any and all proposals in whole or in part, to waive any information in any or all proposals, and to accept the proposal or part thereof which it deems most favorable to the Town after all proposals have been examined and/or checked. No proposal shall be withdrawn by vendor for a period of forty-five (45) days after being received.

4. Method of Award

All proposals will be compared based on the totality of the presentation regarding the **Preparation of a Pattern Book for the Town of Riverhead Downtown Business District** (the "Project"). The Town reserves the right to award the Contract to the proposer who, in the Town's sole determination, offers a proposal that outlines the most efficient and effective plan for the Project in the best interests of the Town. Additional information may be requested for any given proposer.

5. Insurance Required by the Town of Riverhead

The successful proposer will be required to procure and pay for, at his/her expense, the following types of insurance with limits of coverage as further specified in the General Contract Provisions:

- A) Workers Compensation Insurance, as required by Applicable Law, the coverage must be evidenced on a C-105.2 form or if exempt on the CE-200 form. If you have questions please visit www.wcb.ny.gov.
- B) Disability Benefits Insurance must be evidenced on a DB-120.1 form or if exempt on the CE-200 form. If you have questions please visit www.wcb.ny.gov.
- C) General Liability insurance to include bodily injury and injury to property in the amount of \$1,000,000 per occurrence, the Accord form is acceptable to evidence the liability coverage, the Town must also be listed on the endorsement page, as additional insured.

The Town will be named as an additional insured on the Liability policy.

This contract will not be signed by the Town's Supervisor until all required insurances are received.

6. Term of Contract

The term of this Contract shall begin at the date of execution of the contract by the Town Supervisor or his designee, and shall expire August 1, 2020. The Town shall have the option to renew the contract for the amount of time, in its sole discretion, the Town deems necessary to complete the Project.

7. Method of Payment

Payment terms shall be negotiated between the Town and the successful proposer, and included in the Contract.

8. Purchase Order

Contractor shall not commence, nor will they be compensated for, any services Performed prior to the Contractor submittal of a Town of Riverhead Purchase Order. The Contractor is to obtain the purchase order from the Town Official responsible for Administration of the Project.

9. Contract

This entire RFP package, comprised of the Title Page, Table of Contents, Notice to Proposers, Instructions to Proposers, Specifications, Proposal Forms, General Municipal Law, and Bidder's Qualifications shall become part of the complete Contract upon award of the Contract. These materials shall be appended to the final contract document as negotiated between the Town and the successful proposer, and, together with that contract document, shall comprise the complete Contract.

10. Town's Reservation of Rights

The Town reserves all rights with respect to this RFP, including but not limited to the following:

This RFP is not an offer or a binding commitment to contract on the part of the Town. The Town retains the right to postpone or cancel this RFP or to reject all proposals if the Town determines, in its sole discretion, the best interests of the Town will be served thereby. The Town further reserves the right to reject any proposal that is, in the Town's sole discretion, determined to be incomplete, non-responsive, purports to alter any required terms or conditions of this RFP, or that contains any other irregularities.

The Town may make such investigation as the Town deems necessary to determine the responsibility of any proposer or to verify the ability of any proposer to perform the construction management services specified herein. The Town reserves the right to reject any proposal if the information requested by the Town is not submitted as required

or if the information submitted by or the investigation of any bidder fails to satisfy the Town that the bidder is responsible or is qualified and capable of carrying out the obligations of the Contract.

Upon acceptance of a proposal, the Town shall, by letter, officially notify the successful proposer of said acceptance and, prior to the award of the Contract, enter into negotiations with the successful proposer. The Town retains the right to withdraw from such negotiations with the successful proposer and to rescind its acceptance of the successful proposer's proposal should the Town be unable to conclude the negotiations within thirty (30) business days following the official notification of acceptance.

Once negotiations have been completed, the Town will pass a resolution awarding the Contract, and the successful proposer will be required to sign the Contract and provide evidence of insurance and any additional documentation required by the Town. If the successful bidder refuses, fails, or neglects to sign the Contract or to provide evidence of required insurance or any other documentation required by the Town within ten (10) business days of receipt of a Notice of Award from the Town, the proposer shall be considered to have abandoned the Contract, and the Town shall have the right to rescind the award of the Contract.

The Town shall not be liable for any costs, expenses, or losses, including without limitation loss of business opportunity, claimed or incurred by any party in connection with the preparation or submission of a proposal in response to this RFP, or otherwise in connection with this RFP or its modification, postponement, or cancellation. All proposals become the property of the Town upon submission.

11. Iran Divestment Act

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should Town of Riverhead receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above referenced certifications, Town of Riverhead will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Town of Riverhead shall take such action as

may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

Town of Riverhead reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

12. Sexual Harassment Statement

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of §201-G of the Labor Law.

SPECIFICATIONS

CONTRACT FOR PREPARATION OF A PATTERN BOOK FOR THE TOWN OF RIVERHEAD DOWNTOWN BUSINESS DISTRICT

PLEASE NOTE:

All inquiries regarding the substantive terms or requirements of this RFP must be submitted in writing. Inquiries should be emailed to:

murphree@townofriverheadny.gov

and **must be received by no later than 11 am Thursday, July 25, 2016**. Responses to inquiries deemed appropriate by the Town will be issued in the form of addenda to the RFP and provided to all those who request or had previously received a copy of the RFP.

Officially issued written addenda from the Towns shall be the **only** authorized method for communicating the clarification or modification of the requirements of this RFP. Interested parties may contact the Town of Riverhead to verify receipt of the RFP and any addenda.

INTRODUCTION

The Town of Riverhead (the "Town") hereby solicits qualifications from experienced and knowledgeable land use and planning firms to assist the Town with the formulation of redevelopment strategies for the Town of Riverhead Downtown Business District that will implement existing revitalization concepts and foster new concepts for sustainable downtown revitalization and economic development. The Town of Riverhead has been working with the Downtown Revitalization Committee, a committee comprised of residents and/or business owners and other community members all with unique expertise (i.e. marketing, planning, finance) or nexus to the Downtown area. The Downtown Revitalization Committee was tasked with examining and exchanging ideas and recommending solutions, including but not limited to, possible economic and land use restructuring and recruitment of new business or design improvements, capitalizing on existing assets, and issue recommendations/reports to be used as a framework for the development of a comprehensive and long term revitalization strategy for the Downtown Area. In addition, many other community groups and individuals have volunteered and offered input as to their recommendations and strategies for revitalizing the business on Main Street and the entire Downtown Business District. The Downtown Area consists of five zoning districts, to wit: DC-1; DC-2; DC-3; DC-4 and DC-5. The Downtown Business District is primarily located with DC-1 (properties fronting along Main Street, south of 2nd Street to the Peconic River, and beginning just east of Griffing Avenue to Ostrander

Avenue) and includes some areas within DC-2 and DC-3 located along portions of West Main Street and portions of East Main Street -See Exhibit A annexed hereto. This area has been determined to be the most suitable for concentrating a new zoning overlay district that will have its own design parameters based on the historic building forms, relationships and intrinsic qualities inherent to Riverhead.

The Town is therefore seeking the preparation of design/pattern standards that specifically identify the way in which individual buildings within the proposed "Town of Riverhead Downtown Overlay District" (the "Overlay District") will relate to streets and public open spaces to include perspective drawings and sections. Principles for building placement and massing must be defined for a variety of conditions and lot types. This type of patterning will serve as the basis for the development of a regulating plan that will define and describe the desired forms and inter-relationships of buildings within the landscape along with the thematic and architectural characteristics of Riverhead.

The goal is to implement those strategies and recommendations recited in a variety of studies and strategic plans, including the 1993 EMSURP, 2000 Revitalization Strategy for Downtown Riverhead, 2009 Downtown Design Guidelines, 2008 EMSURP, 2016 Brownfields Opportunity Area Study, and 2016 DC-1 Zoning District Bulk Study, input from the Downtown Revitalization Committee, and goals and policies detailed in the 2003 Comprehensive Plan for the Town of Riverhead. All of the resources above recite the importance of preservation and enhancement of the historic character of downtown Riverhead; protection and promotion of historic, cultural, natural and open space resources; increasing economic stability, vitality, and tourism; promotion of social and environmental benefits of a walkable downtown; highlight and encourage use, enjoyment and focus on the unique Peconic Riverfront. The goal will therefore be to use the Town's past planning initiatives that provides an overall strategy and translate the planning concepts into a specific blueprint that can be refined with the engagement of community participation and support. The preparation of the design/pattern guidelines that will inform the new overlay district is anticipated to reaffirm the findings and recommendations of past planning efforts.

IMPORTANT The Town of Riverhead recently posted and published a Notice for Request for Proposals for an update of the Town's Comprehensive Plan. As it is anticipated that the update of the Comprehensive Plan will take more than one year and likely two years or more to complete, the Town Board, after recommendation from the Downtown Revitalization Committee, determined that it is in the best interests of the Town to move forward and retain the professional services of a firm with qualifications/expertise with unique expertise in zoning analysis, visual preference survey and development of a pattern book with a regulating plan; siting, building and landscape guidelines; and historic and architectural detail guidelines with emphasis on the current DC-1 zoning district but addressing compatibility with the proximate historic residential and commercial districts in DC-2 and DC-3 Zoning Districts. This study and pattern book will serve to guide the Town with implementation of an overlay zoning (and/or such other recommendation) for the

study area and state environmental review requirements related to same. It is anticipated and the goal of the Town to receive all deliverables from such firm designated by the Town, probable implementation of overlay zoning, together with environmental review, within one year from now and thereafter said zoning and environmental review will be incorporated into the update of the Town's Comprehensive Plan.

TOWN OF RIVERHEAD OVERVIEW

Geography:

The Town of Riverhead, one of ten towns that comprise Suffolk County, lies on the north shore of Long Island, approximately 75 miles east of Manhattan - New York City. It consists of approximately 200 square miles (land area). It is bounded by the Peconic Bays, Flanders Bay, Reeves Bay, Peconic River and the Town of Southampton to the south, the Long Island Sound to the north, the Town of Brookhaven to the west, and the Town of Southold to the east. Riverhead is a community rich in natural, historic, and scenic resources.

Demographics:

The 2010 US Census reports a population for Town of Riverhead at 33,539 with the following demographics: 75.3% Caucasian (non-Hispanic/Latino), 13.5% Hispanic or Latino, and 9.7% African American.

Economy:

Like most of the other communities in the North Fork and Eastern Long Island tourism, agritourism and destination retail are critical components of the local economy. Riverhead is the agricultural apex of Long Island, with 20,000 of the 35,000 acres of Long Islands farmland located within the Town and in the past decade, Riverhead and the North Fork have become synonymous with farm stands for farm fresh produce, u-pick farm operations, wineries, and a host of agritourism events making this area a significant tourist destination. In addition, Riverhead boasts some of unique attractions, including the Atlantis Aquarium, Splish Splash, and Tanger Mall all of which attract day-trippers, weekenders, and vacationers. As stated above, the Town borders both the Peconic River, Peconic Bay and Long Island Sound, with several Town beaches and parks along these beaucolic waterways.

The Downtown Business District

The Downtown Business District lies within the smaller hamlet of Riverhead and rests at the mouth of the Peconic River. The Downtown Business District was once the town's principal economic center. The Town has been working to shift the focus of Downtown

from convenience and comparison shopping which is now located along the Town's Route 58 commercial corridor to entertainment, tourism, and cultural activities. Downtown Riverhead already has a number of successful cultural attractions that appeal to tourists: the Atlantis Aquarium, the Suffolk Theater, the Suffolk County Historical Society (museum), the Long Island Railroad Museum, the East End Arts Council, and the Leavitt Music Hall. Annual downtown events, including the Country Fair, the Polish Fair, the Blues Festival, and the Community Mosaic, have also been successful in attracting visitors. While these attractions and events have had an extremely positive impact, downtown has not reached its full potential as a tourist attraction. The planning studies have reported that this market niche is ideally suited to Downtown Business District downtown, as it builds off the area's attractive walking environment and historic character, in addition to the attractions and events.

Cultural Attractions: The new Atlantis Aquarium is a tourist anchor that attracts thousands of visitors. Other attractions include Leavitt Music Hall, the Suffolk Theater, the East End Arts Council, the Suffolk County Historical Society (museum), the Long Island Railroad Museum, and the Peconic River waterfront. The Country Fair, the Polish Fair, the Blues Festival, the Summer Concert Series, the Halloween Festival, and the Community Mosaic are major annual events. Many of these are sponsored by downtown's Business Improvement District (BID). There have been various initiatives to provide even more cultural attractions in downtown Riverhead, from the restoration of the Suffolk Theater, to the creation of a Long Island Science Center and children's museum.

Historic Character: Downtown Riverhead has distinctive historic buildings from the late 19th and early to mid-20th centuries. There are examples of various architectural styles, including Victorian, NeoClassical, Georgian, Arts & Crafts, and Modern. Many of the buildings have fine masonry, woodwork, stained glass, and ironwork. The neighborhood north of Main Street also has a traditional layout, with gridded streets, small yards, front porches, and garages in the rear. Ironically, Riverhead offers the historic architecture and layout that are being replicated in "neo-traditional" neighborhoods (at great expense) in places like Celebration, Florida and Kentlands, Maryland.

Waterfront: The Peconic River waterfront is one of downtown's greatest assets. Downtown is particularly unique, because it is stretched out along the length of the waterfront. Most Main Streets dead-end there, as in Port Jefferson. Thus, there are frequent views of the river all along Main Street, and all of downtown has a close physical relationship with the water. The waterfront is a major recreational destination. The recently built boardwalk provides an attractive place to stroll, from Peconic Avenue to the new Aquarium. The boardwalk and the waterfront provide an attractive backdrop for the summertime concert series, the Community Mosaic, the Blues Festival, and other events. Also, the Riverhead boardwalk has the only sewer-docked docks on the East End of Long Island, providing a great opportunity for commercial, residential, and recreational boats to dock in downtown Riverhead. Outside of downtown, people use the river for kayaking, canoeing, and fishing.

Transportation:

The Long Island Expressway (LIE or I-495) dead ends into Route 58, meaning the eastbound traffic is forced to use either Route 58, Route 25, or the combination of Route 24 and Route 105 to reach points farther east on the North Fork. Route 25 and Route 58 are Riverhead's primary east-west traffic corridors. In the Riverhead hamlet center, Route 25 runs along Main Street and serves as a main traffic conduit through the downtown area. Many important cultural and civic institutions are located on or just off Main Street, including Town Hall, the Atlantis Aquarium, the Suffolk Theater, the Riverhead Free Library, the Suffolk County Historical Society, and the East End Arts Council. The County courts are located just north of Main Street on Griffing Street. The downtown commercial core is found on Main Street as well, with ground-floor shops and restaurants lining the sidewalks. Congestion regularly occurs along Route 25 in the downtown area due to friction from parking maneuvers, turning vehicles at intersections and driveways, and pedestrian and bicycle activity. Downtown is particularly unique, because it is stretched out along the length of the waterfront. Most Main Streets dead-end there, as in Port Jefferson. Thus, there are frequent views of the river all along Main Street, and all of downtown has a close physical relationship with the water.

Development Context: Downtown is not just a commercial retail center, but a complete neighborhood with a mix of housing, shops, offices, and civic and cultural institutions. The largest concentration of housing in the downtown area is the residential neighborhood located east of Roanoke Avenue and north of Main Street. Offices are clustered primarily in the area around the County Courthouse, with another cluster located on East Main Street, between the Aquarium and Town Hall. Many older residences in Downtown Riverhead have been converted into small offices and beautifully restored. Many of the shops along Main Street have second or third floors with office space or apartments. While Downtown already has many of the elements of a successful walking environment: historic buildings with unique facades; an attractive waterfront and boardwalk; brick pavers; antique lighting; street trees; and decorative directional signs, some aspects of downtown impede pedestrian activity and should be addressed and modified. Pedestrians often avoid places that are vacant or nondescript, including vacant storefronts and ground-floor offices. They may also be reluctant to walk past vacant lots or large parking lots, particularly at night, and they may stop walking along a commercial street with gaps between buildings or shops. Downtown has experienced and will likely experience ever-greater demands on its parking supply, with buildout of currently planned projects and retail space. Downtown should be bolstered as a regional tourism center. A mix of cultural, retail, civic, park, tourism, office, entertainment, and residential uses should be promoted, in order to create a dynamic, 7-day a week, 4-seasons destination. Design standards in downtown should promote an historic, compact, pedestrian-oriented, high-amenity environment.

TOWN OF RIVERHEAD BUSINESS DISTRICT INVESTMENT & INITIATIVES

Over more than a decade and continuing to the present, major investments of public resources have been made to prepare Riverhead's Downtown Business District for redevelopment. The Town is now seeking to build upon existing planning efforts in a manner that is consistent with the needs and desires of a vibrant year-round community. This includes the preservation of historic buildings and encourage adaptive reuse; develop retail market niches that will make downtown more appealing to tourists, including specialty food markets, restaurants, art, antique and furniture stores, music stores, and eclectic specialty stores; promote the development or expansion of cultural and entertainment attractions and events; promote the development or expansion of cultural and entertainment attractions and events; promote the arts; require developers to meet high design and landscaping standards for all new and rehabilitated buildings and signs; improve landscaping, sidewalks, crosswalks, lighting and facades along Main Street; continue to provide parking in small, dispersed lots throughout the downtown area and foster shared parking plans; highlight and promote the unique waterfront, with park/town square, wider alleyways creating walkways and vistas to the waterfront, and landscaped walkways and pathways.

The strategy to create a Town of Riverhead Downtown Business District Overlay represents a comprehensive response to community needs and objectives as reflected in the numerous improvement projects and as defined in many, some recent and some more than a decade + old-all with same all similar goals, policy documents approved by the Town Board as follows:

Peconic Riverfront Pedestrian Walk state and federal grants funded replacement of deteriorated bulkheading, extend the pedestrian board walk and improve the public park space along the riverfront for enjoyment of residents and visitors.

Peconic River and Estuary Improvements

The Town of Riverhead and Suffolk County Office of Ecology have worked in partnership to prepare and submit numerous grant applications to state and federal funding agencies for a variety of projects affecting the Peconic River and Estuary system.

Grangebél Park Improvement Project over \$1,000,000 in federal funding was awarded for the replacement of bulkheading, installation of lighting and pedestrian walkways, landscaping and other amenities to improve safety and utilization of the park.

Grangebél Park Comfort Station Project – A county grant in the amount of \$60,000 was procured through the Community Development Department on behalf of the Business Improvement District for the renovation of the Grangebél Park Comfort Station.

Peconic Avenue Pedestrian Crossing – A \$50,000 grant from the Suffolk County Legislature proposed by the County Executive following his Day in Riverhead in March

2004 will be utilized by the Town to improve the pedestrian crossing on Peconic Avenue from the Riverfront Park to the Grangebél Park.

Safe Routes to Schools - The Town of Riverhead with the Riverhead Central School District secured \$475,000 in federal funding for sidewalks and other pedestrian safety improvements along School St., North Griffing Avenue and Cranberry Street in the vicinity of the Pulaski Street School, Riverhead Middle School and Riverhead High School.

Main Street Program – The New York State Office of Community Renewal awarded the Town of Riverhead a \$250,000 New York Main Street grant to continue the town's downtown revitalization efforts. The 2012 Main Street Program will focus on provided housing above existing retail, as well as other commercial building improvements within the downtown Business Improvement District. The Town of Riverhead recently completed a \$500,000 New York Main Street Grant, as well as two previous awards of \$200,000 each in 2006 and 2009. Including the most recent award, the Town of Riverhead has received \$1,150,000 in Main Street funding.

Downtown Urban Renewal Plan – Town staff continued work on the update of the 1993 East Main Street Urban Renewal Plan and to prepare a generic Environmental Impact Statement in conjunction the comprehensive planning process as authorized by the CDA board in 2006. The Urban Renewal Plan and final GEIS will be completed in Fall 2008 and was funded by Riverhead Renaissance LLC, the entity with which the CDA entered into a Master Developer Designation Agreement in 2006 for redevelopment of the East Main Street Urban Renewal Area.

Town of Riverhead East Main Street Urban Renewal Area Plan (1993)

Analysis of the Opportunity for the Revitalization of the Main Street Corridor (1993)

Vision Plan for Downtown Riverhead (1995)

Town of Riverhead Urban Renewal Plan Railroad Street Corridor (1997)
Revitalization Strategy for Downtown Riverhead (2000)

Town of Riverhead Comprehensive Plan (2003)

Town of Riverhead East Main Street Urban Renewal Area Plan (2008 update)

Peconic River/Route 25 Corridor Step II Brownfield Opportunity Area Nomination Study (BOA) (2016)

Peconic River/Route 25 Corridor Step II Brownfield Opportunity Area Creative Placemaking Supplement (2016)

Downtown Parking Plan (2019)

As discussed in part above, the Town of Riverhead through all of its members of the Town Board, Community Development Agency, Department of Land Management, Downtown Revitalization Committee, and many other community groups and individuals play an active role in representing the interests of the Town of Riverhead Downtown Business District and together these individuals over the last decade, they have consistently identified the need for a cohesive plan which will serve to revitalize and strengthen the long-desired needs of a population that has consistently communicated that an ideal Downtown Business District is a sustainable one; where economic, social, and environmental systems are in balance, and where residents feel that they are part of a definable, understandable community.

The Town is now geared toward an implementation phase to blueprint these recommendations that will be the basis for codification into an Overlay District. The community groups are willing and eager participants to realize the common theme running through all the prior planning initiatives—that is the need for context-sensitive design with consideration of the existing density within the Downtown District and definition of the desired patterns for development within the Downtown Business District.

EXISTING ZONING DESIGNATION

The proposed Overlay District consists substantially of the Downtown Center-1 Zoning District.

The dimensional and use regulations for the zoning districts found in the target area are provided in the Town Code, accessible on line at: townofriverheadny.gov.

See Downtown Riverhead Pattern Book Map attached.

SCOPE OF SERVICES

The Town of Riverhead invites interested parties, having experience with comprehensive planning, visioning, consensus building, traditional downtown development/redevelopment, design guidelines and pattern books to submit a proposal for the preparation of a guidance document that will be used to base land development regulations for the Town of Riverhead Downtown Business District Overlay. These standards will implement and build on the goals and objectives as outlined in the above referenced planning documents for the Downtown Business District and more specifically the downtown area identified in the map herein. The key components to developing the community patterns or forms for the regulating plan shall include, but not be limited to, the following:

1. **Community Outreach** to key stakeholders to reaffirm and reach consensus with respect to land uses, community character, development patterns and the goals and objectives established in the previously adopted planning documents referenced herein. This process must concentrate and culminate with a focused community vision and illustrative plan that is detailed enough to prepare development strategies. The stakeholders shall include, but shall not be limited to: community organizations, civic associations and other special interest groups, institutions, business / property owners and municipal agencies. It is important to include the use of the internet and other wide-reaching mechanisms for proactive and inclusive public outreach and engagement.

2. **Development Strategies** the information obtained through community analysis, the outreach and visioning process and the illustrative plan shall provide the basis for the preparation of a detailed regulating plan and appropriate forms and density for the Overlay District. The regulating plan shall include but not be limited to inclusion of all of the following:

- Identify the essential qualities and key patterns including but not limited to community patterns, architectural styles and details and landscape patterns;
- The proposed mix of uses and/or users, including percentage of residential, office, hospitality, retail and any other uses proposed;
- Analysis of the ultimate development build out for the Overlay District;
- Development densities;
- Site layouts;
- Pedestrian and vehicular circulation;
- Ability to meet anticipated parking demands;

- Overall character of development, and evolution of build-out;
- Consistency with the goals and objectives of past planning initiatives;
- Design guidelines and pattern book;
- The implications for the Town's housing needs and other economic development objectives;
- Anticipated infrastructure improvements;
- Consideration of how to best implement a Business Improvement District or other mechanism for continued improvements within the Overlay District.

3. **Implementation Strategies:** Prepare design guidelines, in the form of a pattern book that illustrates the community patterns and building forms that will ensure redevelopment consistent with the regulating plan for the Overlay District. The community patterns shall be illustrated in such a form that can be easily defined, understood by the layperson and codified into land use regulations.

Through the implementation of a zoning Overlay District the Town seeks to provide the framework for the flexible, creative and innovative use of design standards to dictate the uses and advance the Town's objectives. Such development should encourage density options relative to diversified housing, mixed-use development, retail and office uses, and will seek to shape development governing the public spaces, street types, and building forms for future development within the Town of Riverhead Downtown Business District Overlay. It should be noted that creativity in design, mix of uses, and reconfiguration of the district parameters, if viable, are welcome and encouraged.

Bidder/Proposers Information:

The following information must be filled out in its entirety.

Name: _____ (include title Mr. Mrs., Miss)

Business Name: _____
(Please list the title of your entity ex: LLC, Inc., Corp., etc.)

Address: _____

(Specify if business of residential)

Phone: _____ Fax: _____

Cell # _____

Email Address: _____

Presidents Name: _____

Tax Id# _____

PROPOSAL FORM

TOWN OF RIVERHEAD, SUFFOLK COUNTY, NEW YORK

**CONTRACT FOR PREPARATION OF A PATTERN BOOK FOR THE TOWN OF
RIVERHEAD DOWNTOWN BUSINESS DISTRICT**

THE UNDERSIGNED PROPOSER HAS CAREFULLY EXAMINED THE ATTACHED DOCUMENTS AND WILL SUPPLY AND DELIVER ALL SPECIFIED ITEMS FOR THE TOWN OF RIVERHEAD IN ACCORDANCE WITH THE FOLLOWING PRICES:

TOWN OF RIVERHEAD

PROPOSAL FORM

CONTRACT FOR PREPARATION OF A PATTERN BOOK FOR THE TOWN OF RIVERHEAD DOWNTOWN BUSINESS DISTRICT

Proposer should attach a detailed proposal and any supporting materials documenting its ability to perform the services specified in this RFP.

Proposer should attach sample materials from previous jobs demonstrating its ability to provide the documentation required under the specifications of this RFP (e.g., budgets, timelines, charts, etc.)

Proposer's Business Name: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

NOTE: By signing and submitting this proposal for consideration by the Town of Riverhead the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration.

THE TOWN BOARD OF THE TOWN OF RIVERHEAD RESERVES THE RIGHT TO REJECT AND ALL PROPOSALS.

**GENERAL MUNICIPAL LAW - SECTION 103-a and 103-b
GROUNDS FOR CANCELLATION OF CONTRACT BY MUNICIPAL
CORPORATIONS**

Upon the refusal of a person, when called before a grand jury to testify concerning any transaction or contract had with the State, and political subdivision thereof, a public authority or with any public department, agency or official of the State or of any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract,

- a) such person, and any firm, partnership or corporation, of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or any public department, agency or official thereof for goods, work, or services, for a period of five years after such refusal, and to provide also that,

- b) any and all contracts made with any municipal corporation or any public department, agency or official thereof, since the effective date of this law, by such person, and by any firm, partnership or corporation of which he is a member, partner, director or officer may be cancelled or terminated by the municipal corporation without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid.

This condition shall be further subjected to any other provisions or subsequent amendments to Section 103-a and 103-b of the General Municipal Law.

In acknowledgment of the above:

Proposer's
Business Name: _____

Signed by: _____

Title: _____

Date: _____

GENERAL MUNICIPAL LAW - 103-d

Non-Collusive Certificate

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under the penalty of perjury, that to the best of his knowledge and belief:

- (A) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, and for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor or potential competitor;
- (B) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposal prior to the opening, directly or indirectly to any other bidder, competitor or potential competitor;
- (C) No attempt has been or will be made by the proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

I hereby affirm, under the penalty of perjury, the foregoing statement is true:

Signed by: _____

Title: _____

Date: _____

Affix corporate seal if contractor is a corporation.

Insurance Certification

Your insurance representative and your company's representative must complete the form below in order to be considered for the award of this proposal. Please note that a certificate of insurance must accompany your proposal submission in order for your proposal to be considered.

Insurance Representative's Acknowledgment:

We have reviewed the insurance requirements set forth in the bid package and are capable of providing such insurance to our insured in accordance with such requirements in the event the contract is awarded to our insured and provided our insured pays the appropriate premium.

Are you an agent for the companies providing the coverage? Yes ___ No ___

Date: _____

Insurance Company/Brokerage: _____

Mailing Address: _____

Phone: _____ Fax No.: _____

Email: _____

Agent Name: _____ Sign: _____

Proposer's Acknowledgment:

I acknowledge that I have received the insurance requirements of this proposal and have considered the costs, if any, of procuring the required insurance and will be able to supply the insurance required in accordance with the proposal, if it is awarded. I understand that a certificate of insurance must be submitted with my bid; and if it is not, Town of Riverhead may reject my bid and award to the next lowest proposer.

Firm Name: _____

Address: _____

Date: _____

Proposer's Signature

Organization Name:

Contact Person (Name and Phone Number):

Amount of Contract:

Date Completed:

Section C.

1. Have you ever failed to complete any contract awarded to you? Yes/No_____
2. Have you ever defaulted on a contract? Yes/No_____ If yes, state where and why:

3. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a contract? Yes/No_____

If yes, state name of individual, other organization and reason:

4. Has any officer or partner of your organization ever failed to complete a contract in his/her own name? Yes/No_____If yes, state name and reason:

5. In what other lines of business are you financially interested?

6. Who will personally supervise this contract?

Name and Phone Number

Title

Email Address: _____

7. Do you have, or can you obtain, sufficient personnel and equipment to perform this contract as required by the "Proposal"? Yes/No _____

8. Provide names and phone numbers of local (Long Island) government references:

9. Provide contact names and phone numbers for emergencies that require an immediate response:

Day: _____

Night: _____

10. List all major equipment you will utilize to perform all work. Indicate whether you currently own or lease the equipment, or will lease it (attach a separate sheet if necessary).

11. Successful Proposer shall provide the Town, at the signing of the contract, the following information:

- a. Table of Organization of the CONTRACTOR showing the names and addresses of all individuals serving on the Board of Directors or comparable body of the CONTRACTOR.

b. Proof of financial capability and a detailed financial statement.

Section D.

(*Delete phrases that are not applicable)

I, _____ the *(applicant herein),
(an officer or agent of the corporate applicant) namely its _____,(list
corporate interest) (swears) or (affirms) under the penalties of perjury that:

1. The following persons have a direct or indirect interest in this proposal:

<u>NAME</u>	<u>ADDRESS</u>	<u>DATE OF BIRTH</u>

(In case of corporations, all officers of the corporation and stockholders owning more than 5% of the corporate stock must be listed. Attach an additional sheet, if necessary).

2. The following person(s) listed immediately above are related by blood or marriage to an officer or employee of the OWNER. Attach an additional sheet, if necessary.

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>NAME/POSITION OF EMPLOYEE/OFFICER</u>

False statements made herein are punishable as a Class A misdemeanor pursuant to 210.45 of the Penal Law.

Legal Name of Person/Firm/Corporation

By: _____

Tax Id# _____

