

08.20.2019

ADOPTED

TOWN OF RIVERHEAD

Resolution 2019-644

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

Councilwoman Kent offered the following resolution,
which was seconded by Councilman Wooten

WHEREAS, the Town of Riverhead, by Resolution #540 adopted on July 9, 2019, authorized the Town Clerk to publish and post a Notice to Bidders seeking proposals from qualified bidders for Preparation of a Pattern Book for the Town of Riverhead Downtown Business District; and

WHEREAS, pursuant to the terms of the Request for Proposals, each proposal must comply with the instructions in the Notice to Bidders and required that all proposals be submitted on or before 11:00 am pm on July 30, 2019; and

WHEREAS, the Town received two (2) responses to the Request for Proposals regarding the Preparation of a Pattern Book for the Town of Riverhead Downtown Business District which were opened and read aloud on July 30, 2019 at 11:00 am in the Office of the Town Clerk, 200 Howell Avenue, Riverhead, New York; and

WHEREAS, a review committee, consisting of a representative from the Office of the Supervisor, Office of Town Attorney, Town Building & Planning Department, Community Development Agency, together with Councilwoman Kent and Councilman Wooten, did review and evaluate the two proposals; and

WHEREAS, after serious consideration and evaluation, the review committee recommends that the Town deem Urban Design Associates, Ltd. the most responsible bidder and award the RFP regarding Preparation of a Pattern Book for the Town of Riverhead Downtown Business District to Urban Design Associates, Ltd.

NOW THEREFORE BE IT RESOLVED, that the proposal for Preparation of a Pattern Book for the Town of Riverhead Downtown Business District is hereby awarded to Urban Design Associates, Ltd., and the Office of the Town Attorney shall prepare a professional services agreement between the Town and Urban Design Associates reflecting all scope of services (Step I Community Outreach; Step II Development Strategies, and Step III Implementation Strategies) identified under the base proposal (total fee \$174,530.00 inclusive of reimbursable expenses) plus amended map/study area to include lots just west of original proposed study area, internet surveys with pictorial and/or diagrams, and work session with Planning Director to assist/guide Planning Director in the formulation of anticipated form based zoning; and be it further

RESOLVED, that the Town Clerk be and is hereby authorized directed to forward a copy of this resolution to Urban Design Associates, Ltd., 3 PPG Place, 3rd Floor, Pittsburgh, PA 15222; and be it further

RESOLVED, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

THE VOTE

RESULT:	ADOPTED [3 TO 2]
MOVER:	Catherine Kent, Councilwoman
SECONDER:	James Wooten, Councilman
AYES:	Laura Jens-Smith, James Wooten, Catherine Kent
NAYS:	Jodi Giglio, Tim Hubbard