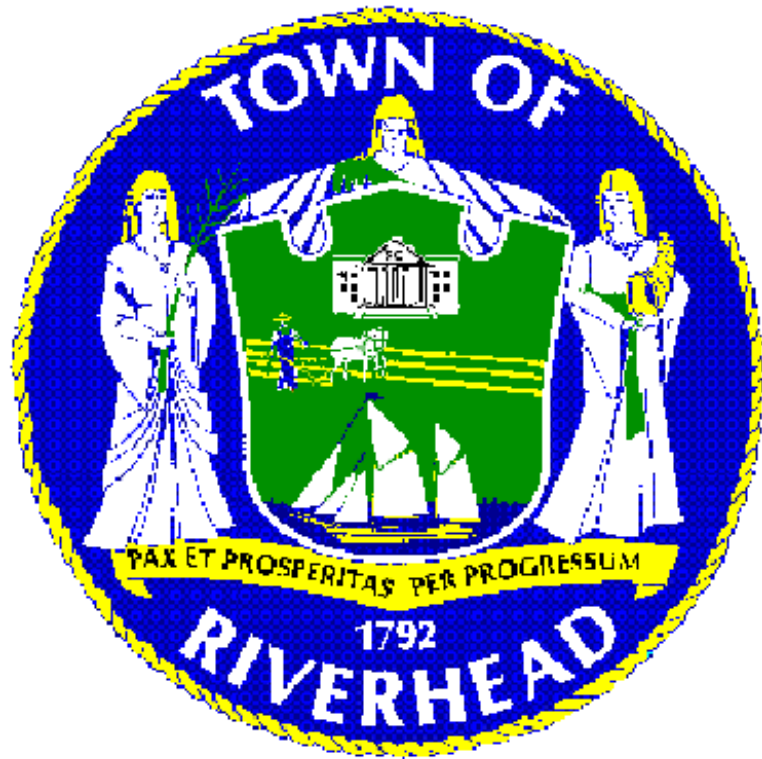


**REQUEST FOR PROPOSALS**

Town of Riverhead --  
Bulk Study of the DC-1 Zoning District



DECEMBER 8, 2007

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# I. OFFERING SUMMARY

## Introduction

The Town of Riverhead hereby solicits proposals from a creative and qualified consultant to conduct a bulk study of the Downtown Center-1 zoning use district in the Riverhead central business district. The bulk study should be done by an architectural and urban design firm with planning expertise.

Following the adoption of the Comprehensive Plan in 2003 the town board adopted a new zoning district, DC-1, to induce redevelopment and encourage Smart Growth. The rezoning is to be refined by the study of height, density, and parking.

## Requirements to Fulfill Required Task

1. The bulk study should include a detailed analysis of building heights, lot coverage, floor area and private parking with the DC-1 zoning use district.
2. The bulk study should anticipate the comprehensive impact of a full-build-out of the downtown area. The range of considerations should include everything from the physical, such as climatic (sun, shade, wind) to the sensory (sight, sound, smell, feel) in the context of maintenance of historic continuity.
3. Following the development of draft analysis, a scoping meeting will be conducted involving interested parties including the Planning Board, Zoning Board, Architectural Review Board and Landmarks Preservation Commission.
4. A Project Advisory Committee will be created to support the work of the consultant and will be involved in the procurement of the task.
5. A existing condition plan shall be provided on a parcel basis providing a description of parcel improvements and relevant dimensional information.
6. Provide an analysis of for current zoning requirements, as well as recommendations for modifications.
7. The bulk study should include the impact upon adjacent neighborhoods.
8. The bulk study must depict land covered by buildings, impervious surfaces, landscaped and pervious areas, river frontage (north and south banks), parcel identifications by tax map number, streets, parking areas, view corridors, setbacks, maximum heights, parking areas, pedestrian walkways, easements, existing utilities, and the existing terrain.
9. Submit two dimensional paper plots of plans, elevations and sections at scales to be determined.
10. The selected consultant will be required to submit a three dimensional digital file using Revit or other modeling software format to allow insertion of design proposals into bulk model for evaluation.

**The bulk study must be completed within six months of execution of a professional services agreement with the Town of Riverhead.**

For additional information, please contact:

Andrea Lohneiss  
Community Development Department  
Town of Riverhead  
200 Howell Avenue  
Riverhead, NY 11901  
(631) 727-3200 x287

## **Background**

The Town of Riverhead, with a population of approximately 30,000, located on the east end of Long Island (“East End”) in Suffolk County, was founded in 1792. Riverhead lies between the Towns of Brookhaven and Southold and comprises approximately 78 square miles. Located 70 miles from New York City, Riverhead is bounded by the Peconic River and the Great Peconic Bay on the south, and the Long Island Sound on the north.

The central business district is located along New York State Route 25 and offers access off Exit 72 of Long Island Expressway (I-495). Downtown Riverhead is also in close proximity to the exclusive Hamptons communities.

Situated at the easternmost point of New York State, and home to a thriving, dynamic regional economy, Long Island is predominantly comprised of middle and upper middle-income suburban bedroom communities, drawing a large number of professionals due to its nearby proximity to New York City. The Long Island region also features excellent school systems, abundant medical facilities and an overall high quality of life.

The two counties of Long Island, Nassau and Suffolk, have a combined population of 2.7 million people making Long Island’s population greater than 19 states. Long Island is one of the most vibrant business and residential areas in the United States. In 2000 the Nassau-Suffolk Primary Metropolitan Statistical Area (PSMA) ranked number one among the top 20 largest market areas nationally in median per household Effective Buying Income (EBI) of \$57,488 and average household EBI of \$67,500. Long Island’s total EBI exceeded \$59.9 billion, ranking 13<sup>th</sup> nationally according to the 200 Survey of Buying Power and the region ranks number one in retail sales per household among the top 20 largest market areas.

In 2005, Nassau/Suffolk was ranked 8<sup>th</sup> among the wealthiest metro areas in terms of average household EBI with an estimated population growth of three percent. Much of this ongoing growth and prosperity can be attributed to the overall favorable economics and demographics that comprise Long Island.

The property is located in the eastern portion of Suffolk County which occupies the eastern two thirds of Long Island, New York which extends about 120 miles into the Atlantic Ocean. The county covers

roughly a thousand square miles of territory and is 86 miles long and 26 miles wide at its widest point. Total population 1,419,369 with a 2.8% increase since 2000.

Three major airports serve the region, making Long Island a gateway to business and leisure travelers. Within Suffolk County, the Long Island MacArthur Airport offers service by several regional carriers.



**Riverhead Location Map**

### III. TERMS AND CONDITIONS

Proposals are to be submitted in compliance with the terms and conditions as set forth herein. Proposals should be typed (double-spaced), bound and accompanied by an executed copy of this Request for Proposal signed by a principal of the submitting Proposer thereby affirming its agreement with the requirements hereof.

#### 1. Required Information Regarding the Proposer

Each submitted Proposal must include, without limitation, the following information to be furnished by the submitting Proposer:

- a. Letter of Interest, including overview of firm and officers
- b. Contact person for the Proposer (must be a principal with name and relevant contact information).

- c. The Proposer's business address (including the address of its primary business operations, and that of its office which will be handling this transaction).
- d. The Proposer's main telephone and facsimile numbers.
- e. A general background of the Proposer, and its business organization, including:
  - 1. Proven qualifications to carry out a project as outlined in this proposal.
  - 2. Demonstrated experience in similar projects.
  - 3. Demonstrated understanding of the Town's vision and goals for the area as reflected in the proposed approach to the project.
  - 4. Provide a list of clients to whom your firm has provided similar services including the names, titles and phone numbers of individuals whom the Town may contact as references.

## 2. Proposal Delivery Requirements

Submissions must be received on or before 4:30 p.m. on February 11, 2008, with ten (10) copies of the Proposal submitted to: Town Clerk, Riverhead Town Hall, 200 Howell Avenue, Riverhead, New York 11901. It is the responsibility of each Proposer to insure that its submission reaches the address as specified above. Overnight delivery or courier service due for arrival on the morning of the submission deadline will not guaranty its timely receipt. Please note that the response should be in an 8½" by 11" letter format and bound into one document. Faxed proposals are not acceptable.

## 3. Proposal Procedures and Conditions

- a. **Expenses of Proposal Preparation.** Each Proposal prepared in response to this RFP will be prepared solely at the cost and expense of the Proposer with the express understanding that there will be no claim whatsoever for reimbursement from Town for any cost or expense incurred in its preparation. Nor will there be any claims whatsoever for reimbursement from the Town for any other costs or expenses incurred by any Proposer, including, without limitation, the selected Proposer.
- b. **Required Forms.** All Proposals must be typed. Proposers are free to, and are encouraged to, submit supplementary information as attachments. The parties hereto expressly acknowledge, accept, and agree that all documents submitted in response to this RFP will become the property of the Town of Riverhead and will not be returned.
- c. **Except as hereinafter provided.** No officer, agent, or employee of the Town is authorized to amend any of the provisions or specifications contained in this RFP. Accordingly, all changes, if any, must appear as a written addenda attached to this RFP, and be made under the signature of the Chairman.
- d. **Changes to this RFP.** The Town reserves the right to make any additions, deletions, corrections, or changes to the RFP package. In addition, the Town may issue an

interpretation or clarification of Proposal submission requirements, or procedures, or of any terms and conditions of any document contained in or required by the RFP package.

- e. **Addenda to this RFP.** Any such addenda by the Town will be delivered and made in writing to all Proposers who have requested an RFP package and/or returned a completed RFP submission. All such Proposers will be required to acknowledge receipt of any such addenda issued by the Town, by returning and/or attaching a signed and dated copy of the addenda transmission cover sheet as may be instructed in the addenda transmittal.
- f. **Modifications of Proposals.** A submitted Proposal may be modified by the submitting Proposer, in part or in whole, by a written document executed in the same manner and in the same number as the original, submitted Proposal (i.e., with original verification and original supporting forms), provided such modification is received by the Town of Riverhead prior to the stated submission deadline. Such modification must be submitted by such valid means as set forth herein for submission of a Proposal, and which is endorsed on the front thereof with the words “Downtown Riverhead Bulk Study -- Proposal Modification.”
- g. **Withdrawal of Proposals.** A Proposer may, by written request (made with an original stipulation), withdraw its Proposal, provided such request is received by the Town of Riverhead prior to the submission deadline. Such request must be submitted in an envelope clearly showing the return address of the submitting Proposer, and which is endorsed on the front thereof with the words “Downtown Riverhead Bulk -- Proposal Withdrawn.”
- h. **Late Filings.** Proposals, modifications of Proposals, and withdrawal requests received by the Town after the submission deadline will not be considered, and will be returned to the Proposer unopened.
- i. **Proposers’ Exceptions to the RFP.** Should a Proposer take exception to any provision of this RFP, such exception must be clearly stated (referencing the affected section, paragraph, and page in this RFP), must set forth the reason(s) for the objection, and indicate what (if any) alternative is being offered by the objecting Proposer to the Town as to a substitute provision. When exception(s) are taken, the Town shall determine (in its sole discretion) the acceptability of the proposed exception(s). Exceptions may be accepted or rejected, and the Town is under no obligation to accept any such exceptions or proposed alternatives. Where exceptions are rejected, the Town may insist that the Proposer negotiate an acceptable alternative thereto. In the event of an impasse, the Town may permit a Proposer to withdraw its Proposal; however, in such circumstances, the Proposer will be disqualified from any further proceeding under the instant RFP. If no exceptions are stated, the Town shall assume that the Proposer has accepted all the terms and conditions of the RFP package.

- j. **Oral Presentations.** The Town may require Proposers to give oral presentations in support of their Proposals, and to exhibit or otherwise demonstrate the information contained therein. Such presentations will be conducted privately, one Proposer at a time. Non-presenting Proposers will be excluded from any other Proposer’s presentation. No oral presentation will be permitted, unless a Proposer has timely filed a complete written Proposal.
  
- k. **Negotiations.** The Town may issue its Notice of Award on the basis of initial Proposals received without discussions or negotiations. Accordingly, the Town reserves the right to enter into Contract (and/or Contract negotiations) with any selected Proposer. If the Town and the selected Proposer cannot successfully negotiate a Contract acceptable to the Town, then the Town may declare that said negotiations are terminated and begin negotiations with an alternate selected Proposer. No Proposer shall have any rights against the Town (for purchase of the Property or otherwise) arising from such negotiations or the termination thereof.
  
- l. **Conflicting Provisions.** The Contract will constitute the entire understanding and agreement between the Town and the selected Proposer, and shall set forth all the terms and conditions therefore. In the case of a conflict between this RFP and the Contract, the Contract shall control.
  
- m. **Proposal Award.** The Town intends to enter into contract negotiations with the Proposer selected by the Town’s RFP evaluation committee. If the selected Proposer (who shall receive a “Notice of Award” letter from the Town’s RFP evaluation committee) fails to enter into negotiations or fails to execute and return the tendered Contract (together with any necessary documents, attachments, affidavits, and/or deposits) within ten (10) days after the issuance of such Notice of Award letter, then the Town, at its sole option, may determine and declare that said Proposer has abandoned the Contract, and a Notice of Award may be issued to the next most qualified and selected Proposer for the purchase of the Property. Neither the issuance of a Notice of Award nor the negotiation of the Contract with the selected Proposer shall constitute the Town’s acceptance of the Proposal or a binding commitment on behalf of the Town to enter into a Contract with such Proposer.

Dated: \_\_\_\_\_

I have read the requirements for a selected Proposer, acknowledge, agree and accept the terms and requirements hereof, and will be able to comply with them if selected as the purchasing Proposer.

Proposer: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

**ARTICLE LVI Downtown Center 1: Main Street (DC-1) Zoning Use District [Added 11-3-2004 by L.L. No. 45-2004]**

**§ 108-297. Purpose and intent.**

The intent of the Downtown Center 1: Main Street (DC-1) Zoning Use District is to allow, maintain, and foster a traditional downtown character along Main Street, with a pedestrian-friendly streetscape, active ground-floor uses, a twenty-four-hour presence from upper-story residential, with a compact, walkable scale.

**§ 108-298. Uses.**

In the DC-1 Zoning Use District, no building, structure, or premises shall be used or arranged or designed to be used, and no building or structure shall be hereafter erected, reconstructed, or altered, unless otherwise provided in this chapter, except for that following permitted uses or specially permitted uses and their customary accessory uses:

**A. Permitted uses: [Amended 2-7-2006 by L.L. No. 8-2006]**

- (1) Retail stores.
- (2) Banks.
- (3) Personal service businesses.
- (4) Indoor public markets.
- (5) Art galleries and studios.
- (6) Museums, libraries, aquariums and other cultural attractions.
- (7) Restaurants, cafes, bakeries with retail sale on premises, banquet facilities, specialty food stores, ice cream parlors.
- (8) Theaters and cinemas.
- (9) Professional offices (except for veterinary offices) on the ground floor.
- (10) Schools (including business and secretarial).
- (11) Places of worship.
- (12) Residential units on upper floors with a minimum unit size of 650 square feet.
- (13) Bed-and-breakfast establishments.
- (14) Townhouses upon lots with frontage along public highways other than New York State Route 25.

\*Note: Subsequent to the date of enactment of this article, upon the issuance of certificates of occupancy for 500 residential units, such residential units as set forth in § 108-298(A)(13) shall be prohibited within the DC-1 Zoning Use District.

**B. Special permit uses:**

- (1) Hotels.
- (2) Marinas.
- (3) Taverns.
- (4) Indoor recreation facilities.
- (5) Day-care, nursery schools.
- (6) Dormitories, on upper floors.
- (7) Retail stores with greater than 10,000 square feet of gross leasable floor area.

**C. Accessory uses. Accessory uses shall include those uses customarily incidental to any of the above permitted uses or specially permitted uses when located on the same lot. Specifically permitted are the following:**

- (1) Artists' studios, provided that they occupy 40% or less of a principal residence or are located in a detached accessory building on a residential parcel, and do not exceed 1,000 square feet of floor area.

D. Prohibited uses:

- (1) All ground-floor offices, with the exception of real estate and professional offices.
- (2) Office-only buildings.
- (3) Ground-floor residential units, with the exception of townhouse uses.
- (4) Flea markets, with the exception of farmers markets.
- (5) Gas stations, car washes, and other automobile-oriented uses.
- (6) Drive-through windows for restaurants and banks.
- (7) Antennas for wireless providers.

**§ 108-299. Lot, yard, bulk, and height requirements.**

No buildings shall be erected nor any lot or land area utilized unless in conformity with the Zoning Schedule **Editor's Note:** *The Zoning Schedule is included at the end of this chapter.* incorporated into this chapter by reference and made a part hereof with the same force and effect as if such requirements were herein set forth in full as specified in said schedule, except as may be hereafter specifically modified.

**§ 108-300. Supplementary requirements.**

The following design and parking standards shall apply:

A. Design standards.

- (1) The principal building entrance and front shall face the primary street frontage and sidewalk. Secondary building entrances on the south side of Main Street shall face the Peconic Riverfront.
- (2) At least 75% of linear width of the front facade shall be comprised of transparent windows. Where shade is desired, awnings are encouraged. Windows may not be obscured more than 10% by opaque banners, or either permanent or temporary advertisements or signs.
- (3) Building shape, massing, and siting should reflect the prevalent character of surrounding buildings on the block.
- (4) Facades of commercial buildings that face sidewalks or pedestrian walkways shall be required to have variations in facade plane, piers, or other architectural features.
- (5) Signage in the DC-1 Zoning Use District shall be provided in accordance with § 108-56, Signs.
- (6) Buffering and transitions:
  - (a) Trash and/or dumpster areas shall be screened by wood fences or landscaping, or a combination thereof pursuant to § 98-8.
  - (b) Buffer plantings or landscaping or opaque fences, preferably wood fences, shall be provided between commercial businesses and adjoining residential uses.
  - (c) Deliveries and loading activities shall, to the extent possible, be restricted to the hours between 8:00 a.m. and 5:00 p.m. on weekdays.

B. Parking standards.

- (1) The number of off-street parking spaces in the DC-1 Zoning Use District shall be provided in accordance with § 108-80, Off-street parking.
- (2) Where credible evidence is provided by traffic counts or data by a licensed traffic engineer, up to a twenty-percent reduction in off-street parking may be permitted for shared parking, where the peak parking of two or more uses occurs at different times.
- (3) The parking requirement may be reduced with payment of a fee in lieu of providing off-street parking as provided for in § 108-60.
- (4) Off-street parking shall not be permitted in the front yard. Parking shall be sited to the rear of buildings, away from street frontage(s) when possible, or to the side of buildings. In all cases, garages and parking areas shall be recessed at least five feet from the primary front facade plane of the main building, and at least 15 feet back from

the front property line.

- (5) Parking may also be located fully below buildings, partially below grade in a building, or at-grade within a building, provided it is fully enclosed and no entry is provided facing a public street or front yard. Structured parking that is partially below grade shall be screened from the street by steps, trellises, or screens.
- (6) Curb cuts to parking lots and garages shall be minimized by sharing driveways for access to adjacent parking lots. However, curb cuts and driveways are prohibited along the front property line for properties less than 30 feet in width; in these situations, parking must be accessed from a rear alley, side street, or shared rear lot.
- (7) Curb cuts, driveways, and garages shall meet the following dimensional regulations:
  - (a) Curb cuts and driveways at the front property line leading to parking areas of 10 or fewer spaces shall not exceed 10 feet in width along any point.
  - (b) Curb cuts and driveways at the front property line leading to parking areas of 11 or more spaces shall not exceed 14 feet in width at any point.
  - (c) The maximum width of garage entryways facing a front street shall not exceed 18 feet.