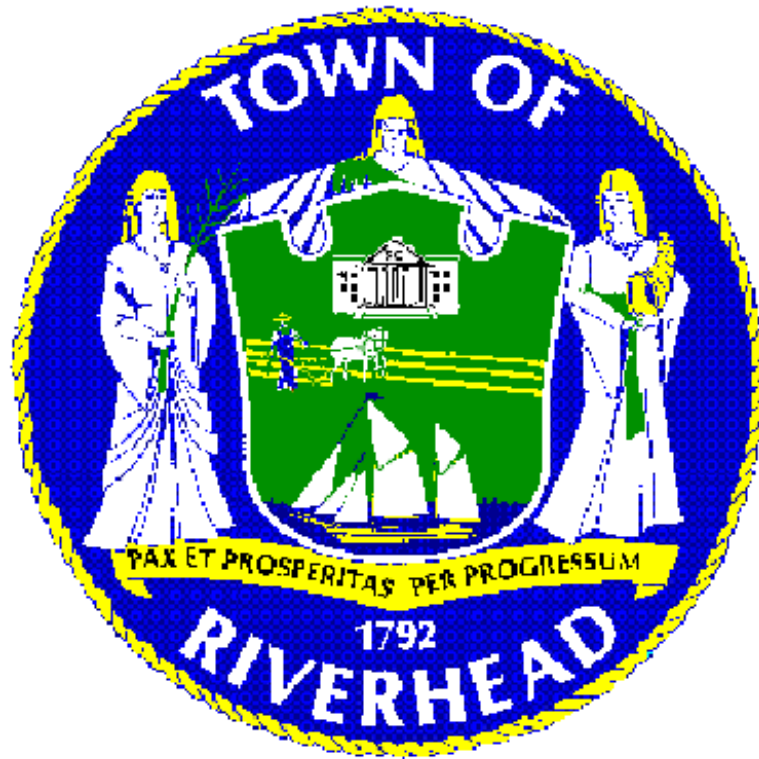


REQUEST FOR PROPOSALS

**Town of Riverhead Downtown Historic District--
Development of Historic Guidelines**



DECEMBER 14, 2007

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I. OFFERING SUMMARY

Introduction

The Town of Riverhead hereby solicits proposals from a creative and qualified consultant to develop historic guidelines for the implementation of the downtown historic district in the central business district.

Requirements to Fulfill Required Task

1. The adoption of the Downtown Historic district is to be augmented by the development of guidelines by a preservation consultant with planning and architectural background in order to facilitate implementation by the Town Board and the Landmarks Preservation Commission. An educational brochure will accompany those design guidelines to describe the value of local historic district legislation to property and business owners, to clarify what the district regulations permit, and to explain the permitting process.
2. 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.
3. Project Advisory Committees will be created to support the work of the consultant and will be involved in the procurement of the task.
4. The development of a map of the historic district must be included.
5. The guidelines should include reference to the Department of Interior standards.
6. Provide a description of the scope of the guidelines, including, but not limited to, items such as residential, commercial and ancillary structures, demolition, moving of structures, additions, architectural details, paving, fences, doors, windows, porches, decks, walls, roofs and roof materials, gutters, siding type and materials, paint colors, shutters, skylights, awnings, antennae, solar collectors, swimming pools, steps, and vacant lots.
7. The consultant will be expected to design a guideline manual that will include extensive photograph and drawing examples and to allow for insertion of future pages. In addition to a paper copy, the guideline manual must be in digital format to allow for revisions and posting on the town's web site as a PDF document.

The historic district guidelines 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 13th 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 8th 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 Historic District Guidelines -- 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 Historic District Guidelines -- 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: _____