

REQUEST FOR POPOSAL AND QUALIFICATIONS

On-Call Landscape Architect

FOR THE

TOWN OF SOUTHEAST

Office of the Supervisor
Town of Southeast
1360 Route 22
Brewster, New York 10509
Phone: 845-279-5345

Town Supervisor

Tony Hay

Town Board

Edwin Alvarez

Eric Larca

John Lord

John O'Connor

Town Attorney

Willis Stephens

Town Clerk

Michele Stancati

TOWN OF SOUTHEAST
REQUEST FOR PROPOSAL AND QUALIFICATIONS
On-Call Landscape Architect

NOTICE TO BIDDERS

Proposals are being sought and invited by the Town of Southeast for an On-Call Landscape Architect to assist the Town of Southeast Planning Board for peer review of projects that come before the Board. Details of the RFQ may be obtained from the office of the Town Clerk, Michele Stancati, 1360 Route 22, Brewster, New York, mstancati@southeast-ny.gov, the Town of Southeast's website, southeast-ny.gov and from Interactive Procurement Technologies a/k/a Bid Net.

Proposals shall be received by the Town Clerk of the Town of Southeast by no later than Monday, February 15, 2021, 4:30 P.M. Proposals submitted shall be reviewed by a Review Committee consisting of the Town Clerk, Town Planning Board Chairman, Town Planning Board Secretary and the Town Planner. If it is determined that an interview of candidates is deemed necessary, interviews will take place within two weeks of the final submission date.

The Southeast Town Board expressly reserves the right to waive any irregularities in a particular proposal, or to accept any proposal or to reject any and all proposals, or to award on any or all items, as the interest of the Town of Southeast may require.

By order of the Town Board, Town of Southeast, New York.

By: Michele Stancati, Town Clerk
Town of Southeast

January 27, 2021

Town of Southeast Issues RFQ for On-Call Landscape Architect for Peer Review:

The Town of Southeast is soliciting requests for qualifications (RFQ's) from qualified Landscape Architects (the "Consultant") to provide on-call landscape architecture peer review services for the Planning Board/Architectural Review Board (the "Board"). The Town intends to retain one Consultant that will advise and comment on applications before the Board on an as-needed basis when the Board determines that outside expertise related to landscape architecture is needed to assist them when reviewing a specific application.

The Consultant overseeing the peer review shall be a registered Landscape Architect in the State of New York with a minimum of 10 years of professional experience in landscape architecture, design or a related field. The Consultant should have municipal peer review experience, as well as experience in landscape design for commercial properties, including high-traffic roadways, parking lots and shopping centers. Experience with native plant design, low-water use landscaping and hardscaping is preferred.

The scope of services includes:

1. Site visit(s) to verify existing conditions and understand the subject property;
2. Review of submitted landscape plans, materials specifications, and renderings;
3. Review of Town Code requirements and design guidelines for the project site and proposed use;
4. Review of proposed landscape plans for attractiveness, viability for the intended location (e.g., deer tolerance), and consistency with the planning and design goals for the project site;
5. Recommend plant substitutions or design modifications if appropriate;
6. Preparation of formal comment memos summarizing the review findings and recommendations; and
7. Attendance at Board meetings on an as-requested basis to present recommendations.

The RFQ response should include:

1. **Introduction Letter:** A cover letter identifying the Consultant, area of expertise and understanding of the project. The letter should summarize the Consultant's background and relevant experience conducting peer reviews for municipalities.
2. **Staffing:** The RFQ should identify the personnel who will lead and support the project. Resumes of key staff should be provided.
3. **Relevant Qualifications:** Provide up to five examples of relevant project experience within the last 10 years. Include samples of peer review memoranda as well as samples of commercial, multi-family and municipal design work.
4. **References:** Provide three references in which similar services were conducted by the Consultant in the past five years.
5. **Fees:** Provide a fee structure that includes the hourly rates of relevant staff who may work on a peer review project. The cost for travel and other direct expenses should be identified in the fee structure.