

To:

Subject: Request for Proposals / Town of Pleasant Valley Planning Board Planning Consultant

The Town of Pleasant Valley Planning Board is interested in retaining the services of a Planning Consultant to assist the Board in its review of certain proposed applications and is soliciting proposals for these services. The selected firm will work with the Planning Board and designated consultants on site plans, sub-division and regulated activity in protected wetland / buffer applications that are deemed to be sufficiently complex in nature to warrant the services of a Planning Consultant.

Planning Consultant responsibilities:

- Review site plans, sub-division & regulated activity in protected wetland / buffer applications
- Assist the Planning Board during the initial resource analysis; including the identification & prioritization of resources in the initial site planning process and during the development of the Planning Board's SEQRA determinations
- Provide the Planning Board & its consultants with written reports regarding:
  - Soundness of the proposed development activity
  - Siting of buildings, structures, parking, etc.
  - Lighting
  - Landscaping
  - Buffers
  - Aesthetic considerations
  - Potential planning issues / concerns
  - Alternate planning options & best practices to consider
  - Potential mitigation approaches
- Meet with the Planning Board & its consultants to discuss applications & findings
- Meet with applicants & their consultants
- Attend Planning Board meetings:
  - Participate in discussions with the applicants
  - Present findings, conclusions & recommendations
- Participate in site visits
- Meet with Town departments & committees to discuss potential projects as required

Statement of qualifications

Firms interested in providing the Planning Consulting services described in this Request for Proposal must provide the following information no later than November 29, 2010:

- Description of your firm's proposed approach to providing these services
- Professional background and previous experience providing these types of services to a municipality
- Recent experience working with other municipalities in the State of New York completed by your firm in the past five years. Detail the type of project and indicate the individuals on your staff who had responsibility for each project and whether or not these people are still with your firm,
- Ability and fitness of the firm to perform the work on schedule
- Fee structure of all person(s) involved.

You will be reimbursed by the Town of Pleasant Valley through the applicant's escrow account.

Interested consulting engineering firms shall furnish ten copies of the submittal to:

Town of Pleasant Valley Planning Board  
1554 Main Street  
Pleasant Valley, NY 12569