Town of Oyster Bay

Department of Planning and Development

Nassau County, New York

REQUEST FOR PROPOSALS

FOR

PLANNING CONSULTANT SERVICES

SOLICITATION NUMBER P&D 9-2026
(RE-ISSUE OF P&D 5-2026)

ISSUANCE DATE:	NOVEMBER 6, 2026
THIS RESPONSE IS DUE BY:	NOVEMBER 20, 2026 BY 4:00 P.M.
COPIES TO SUBMIT:	**Four (4) Hardcopies**

TECHNICAL ASSISTANCE

WITH PLANNING SERVICES

FOR PLANNING AND DEVELOPMENT SITE PLAN APPLICATIONS

FOR THE TIME PERIOD OF JANUARY 1, 2027 – DECEMBER 31, 2027

REQUEST FOR PROPOSALS

TABLE OF CONTENTS

	Page
Authorized Contact Person.....	3
Introduction.....	3
Form of Proposal.....	3
Qualification Based Selection Process.....	3
Criteria for Evaluation.....	3
Use of Sub-consultants and Other Subordinate Entities.....	4
Familiarization with Current Procedures, Programs and Documents.....	4
Payments and Claims.....	4
Insurance Requirements.....	4
Scope of Services.....	5
Attachment Number 1 (Format of Proposal).....	6
Attachment Number 2 (Special Requirements and Modifications)	7
Ethics and Disclosure	7

AUTHORIZED CONTACT PERSON: Prospective firms are advised that the authorized Town of Oyster Bay (hereinafter referred to as the "Town") contact person for all matters concerning this Request For Proposal (hereinafter referred to as the "RFP") is Scott L. Byrne, Deputy Commissioner, Department of Planning and Development. Mr. Byrne can be reached directly at (516) 624-6249 or by e-mail at sbyrne@oysterbay-ny.gov. Responses are required to be received no later than 4:00 P.M. on November 20, 2026 and submitted to the following individual at the below noted address:

Angelo A. Delligatti, Commissioner
Town of Oyster Bay Department of Planning and Development
74 Audrey Avenue
Oyster Bay, New York 11771

INTRODUCTION: In accordance with the Town's qualification based consultant procurement policy, the Town of Oyster Bay Department of Planning and Development (hereinafter referred to as the "Department") is seeking proposals from qualified professional consulting firms for various consulting services to be performed in regard to the Department's review of Site Plan Applications.

FORM OF PROPOSAL: Firms must submit four (4) hardcopies of each technical proposal with additional relevant information. Proposals should be organized as described in Attachment No. 1 herein.

QUALIFICATION BASED SELECTION PROCESS: The Town, after receipt and review of responses to this RFP, reserves the right to reject all proposals based upon the information provided by the firm in their proposals and based upon subsequent negotiations between the Town and the firm. The review process of the RFPs submitted is based on the qualifications of the firm for the nature of that project. The Town also reserves the right to subdivide individual items and award one or more portions to one firm and other portions to one or more other firms.

CRITERIA FOR EVALUATION: The criteria to be used by the Town in evaluating these proposals are as follows:

- The experience of the firm in assignments of similar size, scope and complexity.
- Costs to the Town for the project.
- Special knowledge relevant to the project.
- The size, staffing, resources and financial capability of the firm.
- The firm's knowledge and experience with Town procedures and programs involved in the assignment.
- The firm's past performance with the Town.
- Time constraints and deliverability service.

It is further expressly acknowledged that the quality of the services to be rendered is of paramount importance to the Town.

USE OF SUBCONSULTANTS AND OTHER SUBORDINATE ENTITIES: Prospective firms are advised that the Town will entertain proposals that include the use of sub-consultants and/or other subordinate entities. In such event, the proposal must clearly state the extent and nature of the work proposed to be delegated to the sub-consultant or other entity.

FAMILIARIZATION WITH CURRENT PROCEDURES, PROGRAMS, AND DOCUMENTS: It is the sole responsibility of the prospective firms to familiarize themselves with the current operations of the Town and Department and any other information which is necessary and relevant to the scope of this RFP. Any and all costs borne by the prospective proposer in familiarizing themselves with the above are to be borne solely by the prospective proposer. In the event that the prospective proposer is ultimately awarded a contract pursuant to this RFP, the Town will not allow any claims for payment which include billable time for such familiarization costs, employee training/certification, etc., regardless of whether they were incurred prior to or following the submission of the proposer's proposal.

PAYMENTS AND CLAIMS: The Consultant shall submit a wage rate schedule for all staff that would provide services as part of this Contract, as detailed in Attachment 1. The awarding resolution for this project to the Consultant(s) shall serve as the Agreement for which services will be provided. Payments to the successful proposer will be made in accordance with the terms of this RFP, whose specific details are included as part of Attachment 2.

INSURANCE REQUIREMENTS: The Consultant shall secure and maintain such insurance as will protect itself and the Town from claims under the Workers Compensation Act, also secure and maintain bodily injury and property damage liability insurance coverage as will protect him and the Town from claims which may arise from the performance of all services under this Contract, in minimum limits of $1,000,000.00, bodily injury and $500,000.00 property damage, a Professional Liability Policy in an amount not less than $1,000,000.00 insuring the Consultant against errors and omissions. The said insurance policies or certificates will be submitted for approval as to form to the Town Attorney’s Office prior to the approval of this Contract, and copies then filed with the Town.

SCOPE OF SERVICES

The Department, through this RFP, seeks the services of qualified consultant firms to provide the Department with technical assistance in reviewing Site Plan Applications that are submitted to this Department's Planning Division.

The selected firms should be prepared to respond with appropriate technical staff on an as-needed basis.

Specific tasks for this assignment are expected to include, but may not necessarily be limited to:

1. Provide technical assistance directly to the Commissioner and/or Deputy Commissioner of the Department, and undertake all technical support tasks for this assignment, including those outlined below, at the specific direction of the Commissioner and/or Deputy Commissioner.

2. Comprehensively review and provide comments on conceptual site plans prepared by the applicant for development of subject properties pursuant to Chapter 246 (Zoning) of the Code of the Town of Oyster Bay. Base such review on the standards and requirements of Chapter 246 (Zoning), as well as good professional land use planning practices.

3. Provide guidance to create effective procedures for the review of detailed site plans in accordance with Chapter 246 (Zoning) which ultimately is approved by the Department, Planning Advisory Board and/or Town Board.

4. Provide guidance in the review of the site plans based on the Consultant's expertise and experience regarding other similar planning projects.

5. Participate in technical meetings with Town representatives and the applicant to review and discuss proposed conceptual site plans and related work products.

6. Interact with other Town departments involved in the review of the subject application in order to facilitate the integration of the Department's zoning and land use review into the Town's overall review of the proposed development and site plans. This primarily will include the Department of Environmental Resources, which is charged with administering the Town's technical review pursuant to the New York State Environmental Quality Review Act (SEQRA), as well as the Office of the Town Attorney in regard to any legal issues.

7. Provide expert testimony on behalf of the Department at hearings and other public meetings, as needed, regarding the proposed site plans and other related matters.

ATTACHMENT NUMBER 1

FORMAT OF PROPOSAL

Proposals should be organized as shown below with tab dividers between sections and should include all the information indicated. Note that elaborate brochures or other presentations beyond those sufficient to present a complete and extensive response to this solicitation are not desired. Four (4) hardcopies shall be submitted.

SECTION A. INTRODUCTORY STATEMENT

SECTION B. QUALIFICATIONS AND APPROPRIATENESS OF PROPOSED STAFF

1. Project team.
2. Provide names and resumes of key personnel proposed for this project.

SECTION C. APPROPRIATENESS AND QUALITY OF PROPOSER'S EXPERIENCE

1. Include experience with municipalities with a similar scope of work.
2. Minimum of five (5) references with contract information (recent, similar projects preferred).

SECTION D. PROPOSED METHODOLOGY

Based on the project description and scope of services, the firm should discuss how it would approach the project. This will include familiarization with Town codes and procedures, training and certification of staff, plan for interaction with Town personnel and residents, and management structure.

SECTION E. MANPOWER COSTS

Provide a schedule with employee wage rates for the contract period.

SECTION F. SUPPLEMENTAL INFORMATION

Any additional information relevant to the firm's qualifications for this project may be included at the firm's option.

ATTACHMENT NUMBER 2

SPECIAL REQUIREMENTS AND MODIFICATIONS

Provisions stated under Special Requirements and Modifications shall supersede and take precedence over information provided in the preceding documents and attachments.

1. Firms must provide a Maximum Hourly Wage Rate Schedule listing job classifications. The salary of all employees proposed in the response to this RFP must be within the limits of the schedule and will be subject to the approval of the Department of Planning and Development.

2. All payments will be made to the Consultant from monies that are deposited by the Project Applicant into an escrow account held by the Town of Oyster Bay. Payments will be made by check from the Town's Comptroller's Office after review and approval by the Department of Planning and Development and an audit by the Comptroller's Office of the Claim Form submitted by the Consultant.

3. All services shall be performed at the offices of the Town of Oyster Bay Department of Planning and Development, or other office as designated by the Town. The firm is not permitted to remove any files, plans, or paperwork from the designated office, unless authorization is given by the Commissioner of the Department of Planning and Development or his/her designee.

4. Consulting firms shall be staffed by properly licensed and certified professionals by the State of New York. The consultant shall submit a list of licensed Professional Engineers, Registered Architects, and Certified Planners, along with their license and/or registration numbers, to allow for proper evaluation by the Town.

5. Under no circumstances shall the firm or any of its personnel providing services as part of this Contract also provide services of any nature to the owner of a project property, pursuant to the Town of Oyster Bay Code of Ethics (Town Code, Chapter 30). Further, if any relationship exists between the firm and an owner of a project property, the firm shall disclose such relationship to the Department of Planning and Development as soon as possible.

6. The firm shall not discriminate against employees or applicants for employment because of race, creed, color national origin, sex, age, disability or marital status and shall undertake and continue existing programs of affirmative action to ensure that group members and women are afforded equal employment opportunities without discrimination. When sub-consultants or other outside entities are to be utilized, the firm shall also make reasonable efforts to encourage the participation of Certified Minority and Women Owned Business Enterprises as sub-consultants, and to retain documentation of these efforts to be provided upon request of the Town. A listing can be found at www.nylovesmwbe.ny.gov.

ETHICS AND DISCLOSURE

Pursuant to Town policy, upon completion of evolution and scoring the selected vendor will be required to complete a disclosure questionnaire. That disclosure will be processed through the Town's vendor monitoring system and is subject to the approval by the Town's Inspector General. The questionnaire will be forwarded by e-mail to the principal whose name is provided on the firm's response. *Any firm that does not complete and return the electronic questionnaire will not be considered for an award under this RFP.*