



Town of Oyster Bay
Department of Planning and Development
Town Hall – 74 Audrey Avenue
Oyster Bay, New York 11771
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COMMISSIONER

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DEPUTY COMMISSIONER

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DEPUTY COMMISSIONER

September 13, 2024

P&D 1-2024 – REQUEST FOR PROPOSALS – OUTSIDE LEGAL SERVICES
FOR THE ZONING BOARD OF APPEALS – CALENDAR YEAR 2025

To Whom It May Concern:

The Town of Oyster Bay Department of Planning and Development requests proposals from qualified land use and zoning law firms for a one (1) year agreement with the Town of Oyster Bay, with an option, at the discretion of the Town, of extending the services to a second and a third calendar year, should it be mutually agreeable between the successful law firm and the Town of Oyster Bay. Said services require legal counseling and legal representation of behalf of the Town of Oyster Bay's Zoning Board of Appeals for any land use and/or zoning litigation brought against the Town's Zoning Board of Appeals.


Pricing plans should be proposed for each year of a possible three (3) year contract period. Responses should indicate the law firm's hourly fees for its partners, associates, paralegals and other miscellaneous legal services/expenses. Please be advised that this Department may contract with multiple law firms from this Request for Proposal to ensure availability and avoid any conflicts of interest. Additionally, in accordance with the Town of Oyster Bay Ethics Code, you will be required to demonstrate that there is no conflict of interest between your law firm and any employees or other relationships/arrangements/agreements with the Town of Oyster Bay.

Responses are required to be received no later than 3:30 P.M. on Friday, October 11, 2024, and submitted to the following individual at the below noted address:

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

If you have further questions regarding this Request for Proposal, please contact Susan Cloninger, Secretary to the Zoning Board of Appeals, directly at (516) 624-6229.

Very truly yours,


ANGELO A. DELLIGATTI
COMMISSIONER

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