



Environmental, Planning, and Engineering Consultants

34 South Broadway
Suite 300
White Plains, NY 10601
tel: 914 949-7336
fax: 914 949-7559
www.akrf.com

December 14, 2022

Mr. Bryan Healy
Village Manager
Village of Croton on Hudson
1 Van Wyck Street
Croton on Hudson, NY 10520
Email: bhealy@crotononhudson-ny.gov

Re: **Extra Work Authorization for PO# 2200075 (Croton Zoning Study)**
Assistance with RFP for Village-Owned Parking Lot A (aka LI TOD Parcel 50)

Dear Manager Healy:

AKRF, Inc. (“AKRF” or the “Consultant”) is pleased to present this proposal to the Village of Croton-on-Hudson (“the Village” or the “Client”) to assist in soliciting interest and future redevelopment proposals for the approximately 1.2-acre (approximately 52,820-square-foot) Village-owned parking lot (known as “Lot A” or the “Site”) located on the north side of Croton Point Avenue at the intersection of Veterans Plaza (currently tax lot 79.17-1-5). Since the redevelopment would only involve Lot A, AKRF understands that the Village intends to assign a new tax parcel number to the portion of tax parcel 79.17-1-5 that contains the Village-owned “Lot B” (located south of Croton Point Avenue, east and west of Veterans Plaza).

The Site is located within the Village’s Light Industrial (LI) zoning district and is included within the area of the LI district subject to recently adopted Local Law No. 14 of 2022, which amended provisions of the Village Zoning Code to allow for multifamily residential or mixed-use Transit-Oriented Development (“TOD”) as a special permit use, subject to approval by the Village Board of Trustees (the “VBOT”). The Site was included as “LI TOD Parcel 50” within the theoretical maximum buildout scenarios and State Environmental Quality Review Act (SEQRA) analyses previously completed for the Village by AKRF. AKRF also completed a parking study for the Village concluding that future replacement of the Site with a new residential or mixed-use development would not result in a condition where demand for Metro North Railroad (MNR) commuter parking exceeds available supply.

As noted in the adopted Local Law, a multifamily or mixed-use (ground floor commercial with residential above) building with a floor area ratio (FAR) up to 1.2 and a height up to 5-stories would be permitted by special permit, while also meeting the on-site parking requirements as per the adopted zoning text amendments.

We understand the Village is interested in developing a request for proposals (RFP) to gauge interest from the development community on concepts to facilitate the successful redevelopment of the Site. AKRF would work with the VBOT and Village staff to prepare and circulate an RFP and assist with marketing the RFP to the broader development community, including developers specializing in affordable housing.

As described in the scope of work below, this proposal covers the drafting and solicitation of the RFP based on studies completed for the Local Law's adoption to date and does not include the development of new sketch plans or other drawings depicting potential layout of a building or parking on the Site. This proposal also does not assume subsequent work associated with developing evaluation criteria or assisting with the selection of a preferred developer. Such services, if requested, can be provided through a separate scope and fee proposal.

A. SCOPE OF WORK

AKRF proposes the following scope of services. These services are based on AKRF's understanding of the request as discussed above.

PREPARATION AND SOLICITATION OF RFP

AKRF will work with the VBOT and Village staff to prepare an RFP for the Site. Specifically, AKRF will structure the RFP to contain the following information, consistent with the format of RFPs previously issued by the Village:

- Prepare a narrative and graphic description of the Village's development objectives and existing environmental and physical conditions of the Site and surroundings. Using Village records (including a recent property survey if available), tax assessment data, and GIS/aerial mapping developed with publicly available data, the location and overall environmental and physical conditions of the Site would be described. This proposal assumes environmental constraints and general Site conditions would be collected via desktop research, one site visit, and a review of existing available data sources. The narrative would include local and regional geographic descriptors, tax map designation, size of the parcel, existing zoning designation, and adjoining streets and land uses.
- With input from Village staff (including the Village Engineer), summarize the utility infrastructure and other services available at the Site.
- Prepare a narrative summarizing the overall planning framework that served as the basis for the Village's adoption of Local Law No. 14 of 2022. This would include a description of the Local Law's consistency with the Village's Comprehensive Plan and a summary of the theoretical buildout analysis and other studies completed by AKRF for the Site's environmental review.
- Prepare a narrative and graphic description of select demographic and housing trends in the Village from the latest census data.
- With input from the VBOT and Village staff, provide a summary of the development requirements for the Site, including provisions for access (i.e. location of curb cuts), provisions for maximum height and FAR, provisions for public space, provisions for ground floor commercial uses, provisions for affordable housing, etc.
- With input from the VBOT and Village staff, outline the submission process including but not limited to a timeframe for submittal of questions, provision of responses, date of a Site visit, and required contents of proposals.
- Develop a list of developers and industry professionals to whom the RFP would be circulated digitally.

B. FEE

AKRF would complete the above referenced scope of work for a lump sum fee of **\$12,000** in accordance with our Standard Terms and Conditions, included as Appendix A to our contract dated June 16, 2021.

Direct/Out-of-pocket expenses (e.g., travel expenses, copying, overnight delivery, etc.) are not included in this fee and would be billed separately at cost, in accordance with our contract dated June 16, 2021.

If this proposal is acceptable, we would request that the \$61,950 budget authorized by the Village through PO# 2200075, which covered the previously authorized (and completed/invoiced in full) trip generation analysis (\$5,000), meetings/coordination (\$13,500), traffic study (\$18,950), and the other SEQRA forms and studies for the zoning amendments (\$24,500) be increased to \$73,950. A new task (Task 004) would be added to PO# 2200075 covering the lump sum fee referenced above.

Thank you for the opportunity to submit this proposal and we look forward to continuing to work with you on this project.

Should you have questions regarding the contents of this proposal, or need additional information please contact Aaron Werner at 914-922-2393 (awerner@akrf.com).

Sincerely,
AKRF, Inc.



Ashley Ley, AICP
Vice President



Aaron Werner, AICP
Technical Director

ACKNOWLEDGED AND ACCEPTED:

Signature: _____ **Title:** _____

For: _____ **Date:** _____