

**Town of Ossining  
16 Croton Avenue  
Ossining, NY 10562**



**Request for Qualifications (RFQ)  
Wetlands and Landscape Consultant**

**ISSUE DATE:  
April 15 2024**

**RESPONSES DUE:  
May 17, 2024 by 10AM**

The Town of Ossining seeks a qualified, local professional to work on specific projects designated by the Town as a wetlands and landscape consultant. The consultant's duties shall include:

- Providing memorandums to the Planning, Zoning, and/or Town Board reviewing applications before them.
- Complete wetland delineations and ecological assessments as needed.
- Recommend landscaping improvements, including appropriate incorporation of green infrastructure, as needed.
- Collaborate with Town staff and consultants on projects.

**The Community**

The Town of Ossining is located in Westchester County, New York. The unincorporated area of the Town consists of a population around 5,000 people, in addition to the population of the Village of Ossining (approximately 27,000 people) and the Village of Briarcliff Manor (approximately 7,500 people). The Town has an immense focus on the environment, with yearly Earth Day and Arbor Day celebrations, as well as a new sustainable Comprehensive Plan adopted in 2022.

## Submission of Qualifications

Interested respondents must submit a statement of qualifications no later than 10:00AM on May 17, 2024. The document must include:

- Explanation of general services offered.
- Project related experience.
- Resume(s) of key personnel.
- Rate Schedule
- Three (3) references from past or current employers or clients

Packages should be addressed to:

Town of Ossining  
c/o Town Clerk Susanne Donnelly  
16 Croton Avenue, Ossining, NY 10562

## Evaluation Process:

The Town of Ossining will review submitted qualifications and criteria as detailed in this Request for Qualifications. The intent is to select the consultant having the technical capability, necessary experience and availability to perform the services as outlined in this RFQ.

## Selection Criteria:

The selection of a consultant for this effort will be based on the following criteria:

1. Technical Qualifications: Respondents will be evaluated based on their quality, clarity and demonstrated ability in the related fields.
2. Relevant Experience: The Proposer must provide a list of all projects for related experience completed in the last two years. The Proposer must demonstrate experience with New York State-based municipal land use approval process, and freshwater wetland regulations. The projects listed will be used to determine the respondent's experience and knowledge. Submission of sample memorandums or products from previous projects is encouraged.
3. Availability: The Town will be using the consultant on an ongoing basis. This will result in varying weekly hours, with site visits during the week and ability to schedule time for site visits within a reasonable amount of time when requested, and on occasion attending land use board meetings in the evening, if necessary. Respondents must confirm availability to offer the necessary time to the Town.
4. Location of Respondent: The Town is looking for a *local* consultant. As such, preference will be given to respondents located in the Town and surrounding communities/Westchester County to be able to undertake site visits.
5. References: The proposer will be evaluated on references provided.

### **Statement of Rights**

The Town reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this Request for Proposals:

1. to reject any and all proposals;
2. to issue additional solicitations for proposals and/or amendments to this Request for Qualifications;
3. to waive any irregularities in proposals received after notification to proposers affected;
4. to select any proposal as the basis for negotiations of a contract, and to negotiate with proposers for amendments or other modifications to their proposals;
5. to conduct investigations with respect to the qualifications of each proposer;
6. to exercise at its discretion and apply its judgment with respect to any aspect of this Request for Proposals, the evaluation of proposals, and the negotiation and award of any contract;
7. to enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals;
8. to select the proposal that best satisfies the interests of the Town and not necessarily on the basis of price or any other single factor.

### **Notification of Award**

The Town of Ossining will notify the successful respondent by phone, followed by written confirmation.

The Town of Ossining will authorize the award of a contract to the successful proposer based upon the evaluations and recommendations of the review team. In the event that a contract cannot be finalized within thirty (30) days of the award, the Town Board of the Town of Ossining reserves the right to enter negotiations with the consultant which received the second highest evaluation.