

Planning & Development Advisors



Creating value by unlocking opportunities

May 10, 2022

Mr. Marcus Serrano, Administrator
Village Hall
236 Tate Avenue
Buchanan, NY 10511

Re: Scope of Work - Proposed Retainer for Services

Dear Marcus,

It was a pleasure speaking with you last week regarding the potential to assist the Village of Buchanan (the Client) with planning services. As noted in prior correspondence, I have been providing planning services to communities throughout the lower Hudson Valley, including the Villages of Ardsley, Elmsford, Sleepy Hollow, Irvington, Port Chester and the Towns of Newburgh and Somers. For the Village of Sleepy Hollow, I have been fortunate to assist that community through one of its most important eras of development to date, including the review and approvals of County House Road, Ichabod's Landing, Kendal on Hudson, Philipse Manor Restoration expansion, Phelps Hospital expansion, General Motors redevelopment into Edge on Hudson, Castle Oil redevelopment, Valley Street senior housing, wireless location plan, recreation study and the recently completed expansion of the Village's reservoir system. Planning & Development Advisors (P&DA) looks forward to assisting the Village of Buchanan in the review of selected projects and stands ready to assist with additional assignments as they become available. Based on our discussion, PDA is submitting this proposed Scope of Work for planning retainer services to the Planning Board and Village Board as the case may be.

As the consulting planner to the Village, I would coordinate with your office when plans needed to be reviewed, memos prepared, and meetings attended. In the event that other professionals are needed for review we can help coordinate with the Village on the review process.

For planning review work, P&DA would, at the request of the Village on an on-call basis, and with coordination with the Village Board, Planning Board, other Boards and Commissions and Village staff serving the Village, typically provides the following, as appropriate:

- Project review and consultation with Village Staff and both the Planning Board and Village Board;
- Site plan and subdivision reviews;
- On-call projects and reviews, including but not limited to, rezoning applications, planning studies;

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- Assistance with the preparation of grant applications;
- Preparation of environmental review documentation including Short Form EAF, Long Form EAF, Draft and Final Environmental Impact Statements and Environmental Findings; and,
- Attendance at meetings, public hearings and other presentations.

P&DA notes that there is a current conflict with attendance at Planning Board meetings on the third Thursday of the month. P&DA will make every effort to effectively coordinate with the Planning Board Chair and Village staff to have review documents provided before each meeting.

Planning & Development Advisors is a sole proprietary land use planning and real estate entitlement consulting firm established in 2014, however the firm has more than three decades of planning experience in the lower Hudson Valley, refer to an updated Firm Profile and Professional Resume attached herewith.

Work would be billed on an hourly basis, based on the fee schedule below for personnel assigned to tasks.

Principal	\$170/hour
Technical Support	\$85/hour

The hourly rate schedule does not include items such as reproduction and printing of plans, documents and specifications and travel which would be billed at our cost.

The accomplishments noted above, and outlined on the attached professional resume, were achieved through close coordination with clients, both municipal and private, department heads, other identified stakeholders and the public. P&DA sees an important opportunity to provide these unique skills to assist the Village of Buchanan. The professional cornerstone of P&DA is the ability to create value as part of the planning process through consensus building and incorporating attention to detail. We look forward to working with your community.

You will receive a monthly statement reflecting all services rendered. The monthly statement will also include charges for certain expenses including messenger service, printing and production of documents. Payment to P&DA is the sole responsibility of signatory of this Agreement and is not subject to third party agreements.

We hope that you understand that our efforts to provide you with the best possible service at reasonable, professional rates requires that payment of any outstanding balances be made when billed. We cannot continue to provide services when any of our accounts are unpaid for more than thirty days and we reserve the right to suspend or terminate all services until payment is received.

As noted above, there may be instances where additional services may be needed to compliment the work P&DA does and the needs of the Client. This can be accomplished through coordination with this office.

Should you have any questions regarding the above, please feel free to contact me directly at 914-552-8413 or davidbsmith1992@gmail.com. We look forward to continuing working with the Village of Buchanan. If this proposal is satisfactory, please indicate your acceptance in the space designated below and return a copy for counter-signature.

We look forward to working with you on these exciting assignments.

Kind regards,

David B. Smith, Principal

I understand the nature and scope of the proposed representation and agree to be responsible for all fees and charges incurred:

By: _____

Date: _____

On behalf of the Incorporated
Village of Buchanan, NY