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Village of Southampton

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REQUEST FOR QUALIFICATIONS

VILLAGE OF SOUTHAMPTON

SOUTHAMPTON HOSPITAL ADAPTIVE REUSE COMPREHENSIVE PLAN, ZONING & LAND USE REGULATIONS UPDATE

Prepared by: Village of Southampton
23 Main Street
Southampton, New York 11968

REQUEST FOR QUALIFICATIONS

PLEASE TAKE NOTICE, that the Village of Southampton requests qualifications from firms to assist the Village Board of Trustees and the Village Planning Commission, in completing an update of the Village's Comprehensive Plan, Zoning and Land Use regulations with respect to the adaptive reuse of the Southampton Hospital facilities. This effort will include activities needed for implementation, such as consultations with the Planning Commission and community outreach as needed, required environmental SEQRA analysis, and formal adoption by the Village Board of Trustees.

Submissions will be received until 3:00 pm Eastern Standard Time, on Thursday, November 1, 2018 at the office of Village Administrator, Village of Southampton, 23 Main Street, Southampton, New York 11968.

The Village of Southampton reserves the right to waive irregularities and to reject any and/or all submissions.

Date: September 13, 2018

PART I - MUNICIPAL BACKGROUND:

The Village of Southampton is located near the eastern end of Long Island, approximately 95 miles from New York City. The Village lies within the Town of Southampton and County of Suffolk. Founded in 1640 by settlers from Lynn, Massachusetts, Southampton is the oldest English settlement in the State of New York. Much of the Village's character derives from its 378-year history. Street patterns date from colonial times and many examples of colonial architecture remain. In its early years Southampton was a farming and fishing community. With the extension of the Long Island Rail Road through Southampton to Sag Harbor in 1872, wealthy New Yorkers seeking escape from the ever-growing city sought the serenity and recreational opportunities of our countryside and the beauty of our pristine beaches. This new national phenomenon - the summer vacation - led to a building boom during the early part of the 20th century when large estates were designed and built here, transforming the Village of Southampton into the resort community it is today.

In 1909, the Southampton Hospital Association bought the Hervey J. Topping house on the corner of Lewis Street and Meeting House Lane and planned to build the hospital on an adjoining lot. In 1911, Samuel Parrish donated 2.5 acres on Old Town Road, stretching from Meeting House Lane to Herrick Road, where the present hospital opened in 1913 and still stands today. Since 1913, the hospital has grown to meet the needs of area residents and summer visitors and has remained the healthcare hub for the Village and the South Fork community. After more than six major expansions, the hospital complex now consists of a 125-bed medical-surgical facility with extended out-patient service programs throughout the community. The hospital's multidisciplinary approach to healthcare provides access to a wide variety of medical specialties for a full range of clinical services. The hospital admits more than 6,000 patients annually and has about 25,000 emergency department visits each year (about 50% during the summer season). Southampton Hospital is the largest employer on the South Fork with more than 600 full-time equivalent employees. The presence of the hospital also spawned numerous medical offices and hospital accessory facilities in the surrounding neighborhood and throughout the Village business districts. In August, 2017, Southampton Hospital officially became part of the Stony Brook Medicine healthcare system and is now known as Stony Brook Southampton Hospital. Stony Brook University assumed the use of the former Southampton College facilities outside the Village in Shinnecock Hills and Stony Brook Southampton Hospital has expressed desire to build a new modern hospital facility to serve the community on the college campus. In the event, new hospital facilities are built in Shinnecock Hills, the existing hospital facilities and nearby hospital accessory uses will likely no longer be desired or needed in their current locations.

PART II - PROJECT PURPOSE:

A. KEY PROJECT OBJECTIVES:

1. To develop in consultation with Stony Brook Southampton Hospital and the surrounding medical accessory use stakeholders an update of the Village's Comprehensive Plan and associated Zoning and Land Use Regulations, including the incorporation of context sensitive regulations and/or design guidelines governing adaptive reuse of the Southampton Hospital facilities and nearby medical accessory uses within the eastern portion of the Village.

2. To obtain all assistance and documents necessary for implementation/adoption of the above-mentioned items, including required environmental SEQRA analysis and formal adoption of the updates of the Comprehensive Plan, Zoning and Land Use Regulations by the Board of Trustees.

B. NEED FOR UPDATE OF VILLAGE'S COMPREHENSIVE PLAN, ZONING AND LAND USE REGULATIONS.

The Village of Southampton's existing Comprehensive Plan consists of a number of plans and studies dating back to the adoption of the first Zoning Code. The most recent plans and studies including the 1970, Master Plan, and 1999, Comprehensive Plan Update all recognize the existing hospital use as an important community facility and identify the issues (i.e. parking) and physical limitations of the space in serving the growing needs of the community. These plans and studies, however, expressed at that time that there were no plans for future expansion or relocation of the hospital facilities. The hospital and the surrounding hospital accessory uses comprise more than 20 acres of land and buildings that are generally located in the center of a residential neighborhood. In the event the hospital relocates, the existing buildings and uses may no longer be desired or used for the medical uses. The hospital and landowners will desire to reuse their properties in productive manner, which as a result will likely not be permitted or consistent under the existing zoning and land use regulatory scheme. To assure, the landowners will have a reasonable and productive use of their properties without significantly impacting Village resources, the Village's comprehensive plan and current land use regulations must be updated to reflect the possible adaptive reuse of the hospital and the surrounding properties currently devoted to medical accessory uses.

GENERAL POLICY:

Future land use decisions will consider the current physical configuration of the Village. They will also consider the impacts that adaptive reuse of the hospital and medical accessory facilities, proposed development, new or re-construction or changes in

property use will have on surrounding residential, aesthetic, and pedestrian qualities of the neighborhood as well as the impacts on the business and commercial resources in the Village. The Village will utilize its comprehensive plan update to guide future decision making and to update zoning and land use regulations, so the hospital and surrounding landowners will have a reasonable and productive use of their properties without significantly impacting Village resources.

STRATEGIES:

- Promote adaptive reuse of existing buildings and facilities with residential community facilities, including life care communities, nursing homes, assisted living, senior housing and related uses that may promote continued medical office uses in the surrounding area.
- Consider adaptive reuse of existing buildings and facilities with a mixture of residential, limited commercial and office uses, including motel/hotel uses, conference center and/or resort tourism uses.
- Consider adaptive reuse of existing buildings and facilities with residential uses.
- Consider the environmental and economic impact of relocation of the hospital facilities and medical offices in the neighborhood and throughout the Village.
- Consider how use of the hospital sewage treatment facilities will be utilized for the adaptive reuse and determine if such facilities may be utilized for other uses in the neighborhood or the Village.
- Identify opportunities for workforce and affordable housing.
- Promote preservation and protection of historic buildings and structures, including the Parrish Hall.
- Establish and/or maintain logical boundaries between contrasting uses by providing adequate buffers to prevent nuisances and minimize conflicts of use.
- Consider and enhance recreational amenities as a component of neighborhood building and revitalization efforts.
- Consider how adaptive reuse and land uses impact traffic considerations, including street design and pedestrian experiences, connectivity and walkability.
- Consider Sustainable and Smart Growth Principles, including energy conservation.

PART III - SUBMISSION REQUIREMENTS:

All submissions shall include the following minimum information:

A. Cover Letter with Submission. Each Consultant Team submission to this RFQ shall be accompanied by a cover letter signed by an officer empowered by the Lead Consultant Firm to sign such material. (Definition: a "Consultant Team" may be a single consulting firm or a group of firms which have teamed up to work on a project.) Provide an email address to which an email confirming receipt of the submission will be sent.

B. Project Understanding and Approach. Provide a discussion of the intended approach to the project that demonstrates an understanding of the issues and tasks and how the Consultant Team plans to address them while providing consulting services to the Village.

C. Description of the Consultant Team, Management and Team Members. Clearly identify who will be the project manager and the day-to-day contact person, as well as those individuals who will contribute substantial work on the project. Describe the anticipated roles of each Consultant Team organization and key project personnel. Include a complete list of hourly rates and detail anticipated expenses.

D. Organization Qualifications. Provide a summary of each Consultant Team organization's qualifications indicating relevant background experience and capabilities for this work. Indicate the qualifications of proposed Consultant Team members who will work on the project.

E. References, Related Experience and Examples of Work. Provide at least three (3) client references with contact information regarding relevant work. Specify the client, location, Consultant Team members and participating individuals and role on Team, type of work, implementation results or status, and other relevant information as needed. Provide examples of completed projects that are similar to that described in this RFQ.

F. Current and Planned Project Obligations. To confirm availability of Consultant Team members, information on project obligations and their anticipated time frames are needed. Specifically, a list of major projects, both ongoing and planned to which the Consultant Team members are committed should be provided. Include the staff resources devoted to those projects and the status of the projects.

PART IV - RFQ RESPONSE SELECTION PROCESS:

Responses to this RFQ will be judged in several critical areas in accordance with the following RFQ response selection criteria:

1. Completeness of the Submission.
2. Ability to Demonstrate a Satisfactory Level of Project Understanding. The consultant team's demonstrated understanding of and approach to the project overall, including the diverse and unique land use challenges and opportunities in the Village of Southampton, trends and status of the region, and other aspects of the project as discussed and referenced in this RFQ.
3. Ability to Carry Out and Manage the Project. The demonstrated ability to bring about a successful completion of the project. Qualities and indicators that will receive consideration include the breadth of related project experience with similar communities; the provision of references for such projects; experience, expertise, and accessibility of the proposed Project Manager and other key personnel; the demonstrated ability to work with community members as well as governmental bodies; understanding of applicable laws or regulations that relate to the project; and the ability to manage a project of this scale, including realizing timetables and quality control objectives.
4. Qualifications of Consultant Team Organization(s) and Individuals. The capabilities of the organization(s) and individuals that will be engaged in the project. Qualities and indicators that will receive consideration include the individual professional, technical and educational achievements of each organization and individuals involved; the applicable experience of the proposed staff, and the specific experience gained on similar projects.
5. Current Workload of the Consultant Team. The ability of the Consultant Team to devote the necessary human resources, technical expertise, and management attention to the project will be made. Qualities and indicators that will receive consideration include the number and size of the projects presently being performed by each organization and the assigned staff; the status of existing projects; and the past ability of the organization to deliver projects on a timely basis.
6. Experience with a variety of Zoning Types, Design Guidelines, Form Based Codes and Smart Growth Land Use Regulation. The Consultant Team's ability to encourage sustainable development through the development of appropriate innovative land use regulation approaches, including context sensitive zoning codes, form based codes, design guidelines and/or similar approaches.

7. Ability to Develop an Effective Community Consultation Program. Ability to establish and maintain a comprehensive community consultation program including meetings with the hospital, the public and specific stakeholder meetings at critical project milestones; project communication program including web-based reporting; visualization tools including utilization of GIS mapping, aerial imagery, visual projection software and other graphic renderings helpful for public understanding of key land use/zoning proposals.

The above list is not intended to be exhaustive. Additional criteria may be added by the Planning Commission and/or the Board of Trustees at a later date.

PART V - SUBMISSION EXPENSE:

Expenses incurred in the preparation of submissions shall be borne by the Consultant Team with the expressed understanding that the firm(s) may not apply to the Village of Southampton for reimbursement.

PART VI - REFERENCE INFORMATION:

Many of the Village’s planning efforts provide excellent direction and a sound basis for the Zoning/Land Use Regulations Update. The Planning Commission may be consulted to identify all of the planning studies and reports related to this matter.

PART VII - ESTIMATED CONSULTANT TEAM SELECTION TIMELINE:

Estimated Timeline	
Request for Qualifications Posting	September 13, 2018
RFQ Responses Due	November 1, 2018
Consultant Team Interviews	Completed by December 15, 2018
Consultant Team Selection Notification	January 10, 2019
Expected Start Date	February 1, 2019

NOTE: Expected Start Date is contingent on results of this RFQ process. All other RFQ dates and time frames are offered as a tentative guideline only.

SUBMISSION DETAILS/DEADLINE: Six (6) paper copies along with a PDF version of the submission, clearly marked with the project description "SOUTHAMPTON HOSPITAL ADAPTIVE REUSE COMPREHENSIVE PLAN, ZONING and LAND USE REGULATIONS UPDATE" must be delivered no later than: 3:00 P.M. Eastern Standard Time on Thursday, November 1, 2018.

Provide an email address in the submission cover letter to which an email confirming receipt will be sent.

Submission Addressed To: Stephen Funsch, Village Administrator
Village of Southampton
23 Main Street
Southampton, New York 11968

Questions Regarding RFQ
Should be Directed To: Paul Travis, Chairman
Village of Southampton Planning Commission
Telephone: 631-283-9668
Email: ptravis@southamptonvillage.org