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July 20, 2017

Ms. Sharon Natalie Abramski, Village Clerk
Incorporated Village of Manorhaven
33 Manorhaven Blvd.
Port Washington, NY 11050
Email: villageclerksharon@manorhaven.org

Re: Manorhaven Village Waterfront Building Moratorium Analysis
Proposal for Planning Services
CP 9343 – Task 5

Dear Ms. Abramski:

Pursuant to our meeting and discussion regarding the above referenced matter, Cameron Engineering & Associates, LLP is pleased to submit our Proposal for Planning Services for the referenced project. Below is a brief description of our understanding of the project, our proposed Scope of Services and our Fee for the work to be performed.

I. PROJECT DESCRIPTION

The Village of Manorhaven is looking to commence a thorough review and analysis of zoning and development requirements in the following zoning districts currently affected by the temporary building moratorium: C-1 Commercial, E-1 Enterprise, R-3 and R-4 Residential, MP-1 Marine Preservation, and MR Marine Recreation. The review will result in a series of proposed amendments to the Village's Zoning Code, as well as an updated electronic version of the Village's zoning map.

II. SCOPE OF SERVICES

The specific Planning Services to implement the Project Description under this Proposal are as follows:

- A. Zoning and Land Use Analysis in areas Affected by the Waterfront Building Moratorium
1. Create an accurate electronic zoning map of the Village using historic documents and GIS technology. This map will be in a format that can be updated as changes are made in the future.
 2. Create a land use map for all parcels in the Village located south of Manorhaven Boulevard.
 3. Review zoning district requirements to determine non-compliant uses of parcels located within the Moratorium Area. Note that this will be for permitted uses only, not dimensional requirements. Any obvious use of the public right-of-way will also be noted.

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4. Attend two meetings with members of the Waterfront Committee and/or Village representatives/stakeholders to discuss their vision and goals for the Village's waterfront, with special attention to vacant and underperforming parcels.
 5. Draft proposed zoning criteria to help achieve the Village's goals for review and codification by the Village Attorney.
 6. Prepare a report summarizing our findings.
 7. Hold one public open-house to review our findings and proposed solutions.
 8. Revise draft zoning amendments as needed to respond to the public comments.
 9. Prepare a Full Environmental Assessment Form (FEAF) for SEQRA compliance for zoning amendments.
- B. Public Meetings
1. Additional meetings beyond the two meetings included in the proposal.
 2. Public hearings or meetings beyond the one public open-house included in the proposal.

III. ADDITIONAL SERVICES

With prior authorization, we would provide any of the following additional services:

- A. Additional SEQRA documents if more than a FEAF is required.
- B. Review Zoning Code for inconsistencies and issues identified by the Village such as height restrictions, multi-family housing, etc.

IV. FEES AND PAYMENTS

- A. For the Project Description and Scope of Services Item II.A set forth herein, the Fee would be performed on a lump sum basis for the amount of \$37,500.
- B. For the Project Description and Scope of Services Item II.B set forth herein, the Fee would be performed on a on a time card basis in accordance with our current Billing Rate Schedule at the time the work is performed.
- C. Reimbursable expenses are in addition to the fee for Professional Services. Items include mileage, blueprinting and photocopying, photographic expenses, messenger service, express mail, and other minor administrative expenses shall be reimbursable as a separate cost. We suggest budgeting \$250 for reimbursable expenses.

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- D. Additional Services shall be authorized by the Village. The Fee would be either a lump sum or performed on a time card basis, as agreed, and billed monthly, as follows:
1. Lump Sum Basis: Percent of Completion
 2. Time Card Basis: Principal and technical staff time would be performed hourly in accordance with our current Billing Rate Schedule at the time the work is performed.
- E. Invoices shall be submitted regularly, covering the basic and additional work services performed and for reimbursable expenses incurred during that period. Payment is due within 30 days of invoicing.

V. CONTRACT AUTHORIZATION

This letter represents the entire Proposal. In order to formally initiate this contract, please forward your standard form of authorization for professional services.

Should you have any questions, or wish to discuss any item in greater detail, please contact me at 516-224-5237.

Very truly yours,



Sarah Oral, P.E., LEED AP BD+C
Village Engineer/Project Manager

SO/b



**Village of Manorhaven
Hourly Rate Schedule 2017**

<i>Title</i>	<i>Hourly Rate</i>
Village Engineer/Project Manager	\$155
Partner	\$225
Senior Civil Engineer	\$155
Civil Engineer	\$145
Senior Wastewater Engineer	\$135
Wastewater Engineer	\$125
GIS/Planner	\$125
Senior Landscape Architect	\$165
Landscape Architect	\$125
Structural Engineer	\$145
MEP Engineer	\$125
Field Support	\$125