



TOWN OF PLATTSBURGH PLANNING & COMMUNITY DEVELOPMENT

TREVOR COLE, AICP, SENIOR PLANNER

JESSICA KOGUT, PLANNER

MICHELE BUCKMINSTER, SECRETARY

151 BANKER ROAD PLATTSBURGH, NEW YORK 12901-7307

(518) 562-6850

The Town is an equal opportunity provider and employer

*Michael Cashman
Supervisor*

*Chuck Kostyk
Deputy Supervisor
Councilperson*

December 16, 2022

Honorable Members of the Town Board,

In 2020 the Town Planning & Codes Departments jointly, via the Town Board, issued a request for qualifications (RFQ) from consultants to provide codes, planning, and engineering consultant services to those departments specifically. At the recommendation of the Planning & Codes Departments, the Town Board entered a two-year term agreement with Laberge Group, located at 4 Computer Drive, Albany, NY; Chazen Companies, located at 375 Bay Road Queensbury, NY; AES Northeast, located at 10-12 City Hall Place, Plattsburgh, NY; AEDA, P.C. located at 1246 NYS Rte 3 Plattsburgh, NY, Behan Planning & Design, located at 112 Spring Street Saratoga Springs, NY and ELAN, PLLC located at 18 Division Street Room 304 Saratoga Springs, NY 12866. Those agreements will expire on 12/31/2022.

This method of securing term agreements with multiple firms has been an enormously effective tool for the Town. It allows for us to select specialists from a group of qualified firms to conduct specific tasks. Further it allows us options to proceed, should one firm be unable to meet our time constraints. The Planning and Codes Departments hereby request that the Town Board proceed with the issuance of another RFQ for the same purposes and again for a 2-year term.

Respectfully Yours,

Trevor Cole, *AICP*
Senior Planner