



December 6, 2023

Attn: Mr. Larry Dysinger, Chairman
Town of Chester Comprehensive Plan Committee
1786 Kings Highway
Chester, New York 10918

Re: Town of Chester
Comprehensive Plan Update

Dear Mr. Dysinger:

We are pleased to submit this proposal to prepare a Comprehensive Plan Update for the Town. Our staff are proficient and experienced in the preparation of local comprehensive planning documents having recently participated in local comprehensive plan preparation and updates in the Towns of New Windsor and Hamptonburgh and Villages of Cornwall-on-Hudson and Walden.

Kristen O'Donnell will be the project planner/manager for this assignment and will be responsible for attending all meetings and document preparation. A brief resume is included with company information following this letter. All support staff at Lanc & Tully are available for administrative and quality control assistance.

It is anticipated that our office would meet monthly with the Comprehensive Plan Advisory Committee and that a draft of the plan would take approximately 7 months to complete.

Estimated Cost \$40,000.00

This proposed budget is based on our review of the existing plan document and the estimated 7-month schedule. Extension of the project time frame by the Town may impact this projected budget. This proposal does not include the preparation of State Environmental Quality Review Act (SEQRA) documents. A proposal for the preparation of these documents can be prepared once the full scope of the proposed plan changes and any zoning amendments is better understood.

This proposal does not include the preparation of any site-specific environmental studies such as traffic, economic analysis, wetland delineation or mapping, or any other studies not listed above.

Any agreed upon additional work performed would be charged as an extra on a time expended basis based on our current rate schedule (attached). Invoices are due and payable within 30 days from the date of the invoice. If such payments are not received within the 30 day period, we retain the right to terminate all work and you agree to pay a 1½% per month service charge on the unpaid balance. The cost of legal fees to collect unpaid bills shall be reimbursed to Lanc & Tully Engineering and Surveying, P.C., should such collection be necessary.

Any application fees, out-of-pocket expenses and services contracted with outside suppliers incurred as part of the project will be billed at cost plus 15%.

If this proposal is acceptable, I would ask that you sign and date the enclosed copy and return it to our office. This will serve as our authorization to proceed. The fees cited on this proposal shall remain valid for a period of three months from the date of this proposal.

If you have any questions or require additional information concerning this proposal, please contact our office. Thank you for the opportunity to be of service. We are looking forward to working with you on this project.

AUTHORIZATION:

_____	_____
<i>Signature</i>	<i>Date</i>

<i>Print Name & Title</i>	

<i>Company Name (if applicable)</i>	

<i>Billing Address</i>	

PREPARED BY: John Queenan, P.E. - Principal

_____	_____
<i>Signature</i>	<i>Date (Received)</i>



TOWN OF CHESTER

Full Consulting Services

Principal	\$ 125.00/hr.
Professional Engineer	\$125.00/hr.
Planner	\$125.00/hr.
Project Manager	\$120.00/hr.
Professional Land Surveyor	\$ 98.00/hr.
Land Surveyor	\$ 86.00/hr.
Staff Engineer, Sr.	\$ 94.00/hr.
Engineering Technician, Sr.	\$ 92.00/hr.
Engineering Technician	\$ 75.00/hr.
Surveying Technician	\$ 82.00/hr.
Field Technician	\$ 77.00/hr.
Construction Technician	\$ 77.00/hr.
Survey Field Crew, 2-Men *	\$225.00/hr.
Clerical/Secretarial	\$ 50.00/hr.
Principal (Court – Min. 4 Hours)	\$260.00/hr.

* Subject to prevailing wage rates.

Printing will be charged extra. All charges are portal to portal. The above rates include the cost of long distance telephone calls, mileage driven within 25 miles of our office, and regular postage costs.

KRISTEN M. O'DONNELL

Education

Masters of Urban and Regional Planning
University of Buffalo, 2005
B.A., Political Science
University of Buffalo, 2003, Minor Environmental Design

EXPERIENCE

Ms. O'Donnell has 18 years in planning focusing on State Environmental Quality Review (SEQR) work for both public and private clients as well as Comprehensive Planning, zoning ordinance preparation and revision, grant writing, economic development, housing policy, downtown revitalization as well as site plan and subdivision plan reviews for a wide range of municipalities. Recent Comprehensive Plans include the Village of Walden, Village of Cornwall-on-Hudson and Town of New Windsor. Zoning code preparation includes experience with Transit Oriented Development, Planned Unit Development, overlay districts, architectural and design guidelines, cluster subdivision regulations, and environmental preservation.

Prior to joining Lanc & Tully Engineering, Ms. O'Donnell was a Principal Planner with Turner Miller Group based in Suffern, New York. Major projects included preparation of SEQR documents for United Natural Foods, Inc a 550,000 square foot refrigerated warehouse in the Town of Montgomery, review of casino developments in the Town of New Windsor and Village of Woodbury, review of the expansion of Woodbury Common in the Village of Woodbury, and review of a 425-unit multifamily development in the Village of Chester.

PROFESSIONAL AFFILIATIONS

American Planning Association
Leadership Orange
Goshen Chamber of Commerce Board of Directors
Illuminate Goshen