

# **REQUEST FOR PROPOSAL (RFP)**

## **Study of the Impact of Multi-Dwelling Housing Units on Municipal Services**

**Village of Amityville, New York**

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### **1. INTRODUCTION**

The Village of Amityville is seeking proposals from qualified planning, municipal, and data-analysis consulting firms to conduct a comprehensive study evaluating the impact of multi-dwelling (multifamily and rental) housing units on Village services. These services include the Police Department, Fire Department, Code Enforcement/Building Department, and Department of Public Works.

The Village's goal is to understand how increases in multi-dwelling housing stock affect service demand, operating costs, infrastructure needs, and long-term municipal planning.

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### **2. PROJECT OBJECTIVES**

- Identify and map all existing multi-dwelling and rental units within the Village.
  - Analyze occupancy, tenancy patterns, and recent growth trends in multi-unit housing.
  - Quantify and model the impact of multi-unit housing on Police, Fire, Public Works, and Code Enforcement activities.
  - Estimate the fiscal burden associated with these impacts.
  - Provide policy recommendations and future-scenario projections to support planning and budgeting.
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### **3. SCOPE OF WORK**

#### **A. Housing Inventory & Trend Analysis**

- Develop a full inventory of all housing units, categorized by structure type (single-family, duplex, small multifamily, large multifamily).
- Identify occupancy status: owner-occupied, renter-occupied, and vacancy.
- Compile historical permit and Certificate-of-Occupancy (CO) data to map changes in multi-dwelling units over the last 10–15 years.

- Produce GIS maps illustrating the distribution and density of multi-dwelling housing.

## **B. Municipal Service Data Collection**

- Compile 5–10 years of Police, Fire, Public Works, and Code Enforcement call logs and service records.
- Where possible, link incident records to specific addresses or parcels.
- Identify call types, response times, repeat incidents, and location clusters.

## **C. Impact Analysis**

- Use statistical techniques to evaluate the relationship between increased multi-dwelling density and municipal service demand.
- Control for demographic, seasonal, and property-condition variables.
- Estimate the marginal effect of additional rental or multi-unit housing on service calls, inspections, and enforcement actions.

## **D. Fiscal Impact & Cost Burden Study**

- Quantify existing cost burdens placed on each municipal department by housing density.
- Evaluate impacts related to staffing, overtime, equipment, infrastructure wear, sanitation load, and administrative requirements.
- Develop a cost-impact model projecting future burdens under multiple growth scenarios.

## **E. Future Growth & Scenario Modeling**

- Project future multifamily development and expected occupancy trends.
- Produce 5- and 10-year forecasts for service demand and municipal expenses.
- Model low-, medium-, and high-growth scenarios.

## **F. Recommendations & Village Planning Guidance**

- Provide actionable recommendations for zoning updates, staffing, enforcement strategies, capital planning, and monitoring systems.
- Suggest improvements in data tracking for ongoing evaluation.

## **G. Deliverables**

1. **Draft Report** including full analysis, data tables, GIS maps, and preliminary conclusions.
2. **Final Report** incorporating Village feedback.
3. **Executive Summary** suitable for presentation to the Board.
4. **Presentation** to the Mayor, Board of Trustees, and/or community.
- 5.

## **H. Parking Requirement & Utilization Analysis**

- Assess current parking supply within the Village, including on-street, municipal lots, and private lots associated with multi-dwelling developments.
- Evaluate parking demand generated by existing multi-dwelling units using empirical utilization counts (daytime/nighttime and weekday/weekend where practical).
- Compare existing Village parking code requirements to actual observed parking utilization and industry standards.
- Identify spillover impacts to surrounding residential streets and business districts.
- Analyze the effect of multi-dwelling development on shared public parking resources and transit-oriented areas.
- Model future parking demand under different development and occupancy scenarios.
- Provide recommendations regarding parking requirements, shared parking strategies, transportation demand management (TDM), and enforcement approaches.

### **Best Practices for Parking Requirements in New Developments**

The consultant shall evaluate and recommend best-practice approaches to establishing parking requirements for new multi-dwelling developments, including but not limited to:

- Right-sized parking ratios based on unit mix, bedroom count, tenure (rental vs. ownership), and proximity to transit.
- Utilization of empirical data rather than static, one-size-fits-all minimums.
- Consideration of maximum parking caps in areas with high walkability or transit access.
- Shared parking strategies among mixed-use projects and adjacent uses with different peak periods.
- Unbundled parking (separate pricing of parking spaces from residential rents) to reduce overbuilding of parking.
- Allowances for parking reductions in exchange for TDM measures (e.g., bicycle facilities, transit subsidies, car-share spaces).
- Design standards that support future conversion of excess parking to other uses if demand declines.
- Accessibility, ADA compliance, and EV-charging-readiness.
- Visitor and service-vehicle parking management strategies.
- Consideration of impacts on neighborhood character and streetscape.

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## **4. PROPOSAL SUBMISSION REQUIREMENTS**

Proposals must include:

- Firm background and relevant experience, especially with municipal impact or housing studies.
- Examples of similar projects completed in the last 5 years.
- Detailed work plan and methodology.

- Project timeline and milestones.
  - Key personnel and resumes.
  - Cost proposal, broken out by task.
  - References from at least three municipal clients.
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## 5. SELECTION CRITERIA

The Village will evaluate proposals based on:

- Relevant experience and qualifications.
  - Demonstrated understanding of the project and local municipal operations.
  - Quality of methodology and analytical approach.
  - Ability to analyze and integrate both quantitative and qualitative data.
  - Cost-effectiveness.
  - Past performance and references.
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## 6. TIMELINE

- **RFP Release Date:** 1/12/26
  - **Proposal Submission Deadline:** 2/24/26
  - **Expected Completion:** 6–8 months after start.
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## 7. SUBMISSION INSTRUCTIONS

Respondents are requested to submit one original copy, eight printed copies and one electronic file on a flash drive of the proposal to :

Catherine Murdock, Village Clerk/Treasurer, 21 Ireland Place, Amityville NY, 11701

Proposals are due on Tuesday, February 24, 2026 by 2:00 pm EST and will be open publicly on the same day.

All proposals become part of the public file for the project, without obligation to the Village of Amityville.

The Village of Amityville reserves the right to reject any or all proposals for good cause, in the public interest, and is not liable for any cost incurred by the Consultant in the proposal preparation or presentation. **Village of Amityville**

Attn: Catherine C. Murdock, Clerk/Treasurer  
21 Ireland Place  
Amityville, NY 11701  
Email: cmurdock@amityville.com

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## **8. QUESTIONS**

Firms may submit written questions regarding the RFP to:

**Email:** cmurdock@amityville.com

All questions must be submitted by Friday, February 13, 2026.

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## **9. RESERVATION OF RIGHTS**

The Village reserves the right to amend this RFP, request additional information, reject any or all proposals, or discontinue the selection process at any time.

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**Thank you for your interest in supporting the Village of Amityville.**