

# Request for Proposals

## Consultant Services for the City of Jamestown Chadakoin River Central/Eastern Brownfield Opportunity Area (BOA) Priority Site Pre-Development Activities

PROPOSAL ISSUE DATE:	September 19, 2024
QUESTIONS DUE BY:	October 3, 2024
PROPOSAL DUE DATE:	October 23, 2024
TIME:	5:00 PM

**All proposals & questions should be submitted to:**

Kristy Kathman

201 West Third St, Suite 115

Jamestown, NY 14701

[kathmank@chqgov.com](mailto:kathmank@chqgov.com)

## **Objective**

The Chautauqua Region Economic Development Corporation (CREDC) intends to complete Predevelopment activities for brownfield opportunity area projects located at five properties in or adjacent to the Chadakoin River Activation area. The area proposed for predevelopment activities is located within the Secretary of State designated Chadakoin River Central/Eastern Brownfield Opportunity Area (BOA), located in Jamestown, NY, primarily along the Chadakoin River. Challenges to be addressed include a lack of information about the properties, environmental uncertainties, environmental-related financing challenges, and developer concerns resulting from uncertainty regarding site suitability.

The primary community revitalization objectives to be achieved by this project include attracting business investment, maximizing existing infrastructure utilization, creating new jobs, generating additional property tax revenue when sites are redeveloped, increasing access to the waterfront and natural resources, increasing tourism, further economic revitalization and quality of life improvements in downtown Jamestown, and improved environmental conditions for those sites that have been cleaned up. Anticipated community benefits resulting from this project include reduction of contamination, removal of blight (potentially improving community safety), surrounding property value increases and resulting increased tax revenues or decreased tax rate, job creation, opportunities for physical activity near natural amenities may lead to improvement in mental and physical health, and an increased sense of place on the waterfront area.

## **Background Information and Purpose**

In consultation with the public, Waterfront Advisory Committee meetings, and stakeholder interviews conducted during the planning study, as well as through similar efforts conducted during previous studies within the city, the City of Jamestown developed a vision for the Chadakoin River Central/Eastern Study Area.

The vision states “Previously underutilized and brownfield properties have been reclaimed for residential, commercial, industrial, mixed-use, and greenspace developments. Access to the Chadakoin River has been strengthened in various portions of the Study Area, and the community has strong connections to points east and west via a network of trails. Development along the river has been completed in a manner that provides access and draws residents and tourists with increased retail and entertainment opportunities.”

The proposed project will advance this vision by conducting pre-development activities for five properties near/adjacent to the Chadakoin River within the Study Area. Project activities will include: conducting building conditions studies, conducting environmental analyses of sites, conducting infrastructure analyses, developing marketing strategies for each site, and public outreach. These activities will help to alleviate some unknown risks, costs, and potential liabilities associated with brownfield redevelopment for private developers to invest and finance projects within the BOA area.

This pre-development project is part of the City of Jamestown’s larger plan of implementing the Brownfield Opportunity Area Study recommendations, with further phases anticipated to include site cleanup and remediation of environmental contaminants as part of the development activities highlighted in the BOA. This project is based on the City’s and community’s goals and vision, whose recommendations were created to revitalize the BOA Study Area.

This project advances additional Strategic Priority projects and recommendations including developing / redeveloping strategic brownfields, underutilized, and vacant sites, continuing the development of a continuous riverwalk, increasing public access/connection to the waterfront, and providing waterfront programming. Making the study area a more

accessible and attractive destination will result in renewed activity in the area for community members, which will encourage spinoff development by local businesses and institutions.

This project will also continue to advance the Jamestown Urban Design Plan (UDP), which provides a framework for continued improvements to the community within the portion of Downtown just north and south of the River. The recommendations throughout the BOA Study are consistent with the UDP, and the two plans are complementary. Redevelopment efforts within the Chadakoin River Central/Eastern Study Area should continue to be pursued as feasible to advance community goals identified within the Urban Design Plan. The successes achieved through implementation of the UDP either will occur in part on vacant, underutilized, and brownfield sites themselves, or will take place on properties proximal to such sites, and ultimately help to encourage the redevelopment of such sites.

## **Project**

Essentially, the project will directly further the goals and vision of the BOA on the identified properties by eliminating informational barriers to redevelopment, presenting development opportunities to interested parties, and help prioritize which properties are best positioned for development and which others might be more well suited for the transitional and buffering strategies set forth in the BOA Study.

## **Scope**

### **1. Community Participation**

A Community Participation Plan should be created to guide community participation through the planning process. Since the City has undergone numerous community participation processes, the Plan should build upon and not duplicate pre-existing efforts. The public should be kept aware of any planning and be given the opportunity for input. The document should identify stakeholders, meeting schedules, tactics for making the public aware, key points of contact, and site tour locations.

- a. Steering Committee: minimum of 4 Steering Committee meetings
- b. Public Meetings: at least one public meeting
- c. Stakeholder Interviews: minimum of 6 stakeholder interviews
- d. Site Tours: minimum of 1 site tours

*Deliverables: community participation plan, steering committee presentations & minutes, public meeting materials including presentations and handouts, stakeholder interview summaries and notes, site tour packets.*

## 2. **Market Analysis**

An updated Market Analysis should be completed for the current market and projected trends for the five properties involved with this project, the City has undergone market analyses for its past BOAs and Strategic Plans, and this Market Analysis should review those analyses and build upon them accordingly.

- a. Market Analysis
  - i. Market overview
  - ii. Interviews (four minimum)
  - iii. Market profiles
  - iv. Case Studies
  - v. Summary of findings

*Deliverables: Market Analysis with summary of findings.*

## 3. **Development of Brownfield Site Inventory and Assessments**

A descriptive table of all five brownfield sites as identified by the community for reuse within the Brownfield Opportunity Area should be created. The table should include at minimum the property address, acreage, land use, zoning, ownership, and any known environmental conditions from past Phase I's or land uses.

Individual fly sheets for priority sites identified below should be created to be used as a marketing tool for the community that gives a detailed description of the site including an engineering study and building assessment if necessary, Phase I ESA, preferred reuse, alignment with planning, renderings/concepts for the site, cost estimates, financing options, and redevelopment partners. A complete site-by-site breakdown should be included in the Site Specific Redevelopment Strategies.

Items to be included:

- Location
- Land Use
- Zoning
- History of Site
- Environmental Conditions
- Surveys
- Soils
- Proximity to Natural Resources

- Transportation Systems and Analyses including redevelopment of rail lines and access studies
- Infrastructure
- Engineering Study
  - o Building Assessment
  - o Infrastructure Analysis
- Alignment with Planning
  - o Feasibility studies
- Preferred Uses
  - o Site concepts and renderings
- Cost Estimates and Financing for Redevelopment
- Redevelopment Partners

*Deliverables: Individual Brownfield Site Profiles that include location, land use, zoning, site history, environmental conditions, soil description, proximity to natural resources, transportation system and access studies, infrastructure analysis, alignment with planning, preferred uses and feasibility for uses, renderings, and cost estimates for preferred uses and identified partners in redevelopment. Some sites may also include a Phase I Environmental Site Assessment and Engineering Study including building assessment.*

#### 4. **Site Specific Redevelopment Strategies**

The Site Specific Redevelopment Strategies should set the community and identified sites for redevelopment up for success following the establishment of a vision for the area, goals for redevelopment, objectives, and strategies to make redevelopment happen.

##### a. Vision

A cohesive vision statement for the area shall be prepared with a list of specific goals to be achieved relative to community redevelopment and revitalization as shaped and expressed by the community.

##### b. Goals and Objectives for Identified Sites

Project goals should be expressed in terms of opportunities for:

- development projects that align with community needs
- new diverse housing
- Improved economic conditions with additional retail, commercial, and dining spaces

- advancing environmental justice concerns
  - additional open space and/or recreational amenities such as a dog park or trail connections
  - enhancing resiliency surrounding the Chadakoin River waterfront
  - other goals and objectives relevant to the redevelopment of brownfields or underutilized property
- c. Strategies for Each Identified Site
- e. Timeline

*Deliverables: Site Specific Redevelopment Strategies including a vision for the redevelopment of the area, goals and objectives for each property, and strategies for how to achieve those goals.*

## 5. **Site Marketing**

Following the identified reuse of sites and development of goals, objectives, and strategies, the community should then market the sites to preferred developers and community organizations.

### a. Developers Forum

A Developers Forum should be held to showcase the sites to local, regional, and state agencies and allow those agencies to present on the various funding mechanisms to make redevelopment possible. The community should also present on their preferred reuse of the sites. The Forum should include a tour of all or most sites with a description of each site available.

### b. Draft Expressions of Interest

Draft EOIs should be created for each site including all information on fly sheets plus demographics and socioeconomic details. The draft EOIs will also break down the redevelopment process within the city and act as a first step for a developer looking to develop on a site.

### c. Final EOIs

Final EOIs should be created following review of Draft EOIs. Final EOIs should be created and distributed with a Request for Proposals. Final EOIs should be sent to local and regional developers as well as any local, regional, and state agencies.

*Deliverables: Local Developers Forum within the city to host State and Regional agencies, stakeholders, developers, and interested community members that includes a bus tour. Fly sheets for each brownfield site that includes key site information and the creation of Draft EOIs for each site to be on hand for city and county use for distribution within an RFP. Final EOIs will be provided at Developers Forum as well as sent out with a Request for Proposals for two of the city's Strategic Sites.*

## 6. **Funding Sources**

Funding sources should be identified for the community and developers to utilize when looking to redevelop one of the brownfield sites. Local, regional, state, and federal sources should be included with typical due dates and amount of funding allowed to be requested. Any parameters on funding should also be listed.

*Deliverables: Funding source matrix or table that includes funding source, application due dates and season, requirements for applications, cost estimates for grant source and responsible party for grant application.*

## 7. **Next Steps**

Next steps will include further predevelopment activities such as asbestos remediation and Phase II Environmental Site Assessments to further sites to be shovel ready for redevelopment. A breakdown of these next steps should be included (price, responsible parties, funding sources) as an implementation matrix. Next steps should also include how the City can maximize their marketing efforts using local and regional entities to promote sites and align those sites with community desired redevelopment and their highest and best use.

*Deliverables: Summary of next steps to move the project forward and continue redevelopment efforts of sites. Could potentially include asbestos remediation at properties or Phase II Environmental Site Assessments. Summary should include an implementation matrix of all steps, responsible party, funding source, and timeline.*

## 8. **SEQR**

SEQR should be completed for the project.

*Deliverables: SEQR should likely include a long-EAF form with description of projects and preferred reuses of sites. Should also note any need to consult with the State Historic Preservation Office and any other interested or involved agencies.*

## 9. **MWBE Reporting**

Work with CREDC to comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form C - Workforce Employment Utilization to report the actual workforce utilized for this contract broken down by specified categories (every March 31, June 30, September 30, and December 31).
- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).

- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYSCS).

*Deliverable:* Ongoing reporting through NYSCS during the life of the contract

### **Project Budget and Funding Limitations**

CREDC was awarded a NYS Department of State Brownfields Opportunity Area Program grant to complete predevelopment activities for five brownfield opportunity area projects. The total allocated for the services outlined in this RFP is \$198,780.

### **MWBE Utilization Requirement**

Qualified State-certified MWBEs are encouraged to submit proposals. The total MWBE utilization goals for this project is 30% (15% MBE/15%WBE). Other firms are encouraged to partner with qualified State-certified MWBEs to achieve the utilization goal or explain how they will help CREDC meet the State goals. Qualified State-certified MWBE firms can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>)

### **Project Milestones and Completion Date**

This schedule is subject to revision and CREDC reserves the right to modify this schedule as it finds necessary, in its sole discretion.

- Bidding for consultants: Q3-4 2024
- Commence Building Condition Studies: Q4 2024
- Commence Phase 1 Environmental Site Assessments: Q4 2024
- Commence General Planning & Outreach: Q4 2024
- Commence Site Marketing: Q1 2025
- Complete Building Condition Studies: Q2 2025
- Complete Phase 1 Environmental Site Assessments: Q1 2025
- Complete Site Marketing: Q3 2025
- Complete General Planning & Outreach: Q3 2025
- Completion of Project: Q4 2025

### **Procurement Schedule**

- RFP Advertisement: September 19, 2024
- RFP Questions Due: October 3, 2024
- Proposal Submission Due Date: October 23, 2024
- Notice of Intent to Award: Est. November 6, 2024
- Project Completion Date: December 5, 2025



## GENERAL TERMS AND CONDITIONS

### SECTION 1: INSTRUCTIONS

**1.1.** RFP - The services that are required herein are not subject to formal competitive bidding under Section 103 of New York State General Municipal Law. CREDC Purchasing Policy rules in this case require selection of a contractor through a Request for Proposal process.

**1.2.** CREDC encourages all qualified applicants, including Minority-Owned Business Enterprises, Women-Owned Business Enterprises, Small Business Enterprises and Disadvantaged Business Enterprises, to partake in the solicitation of these and all other services. The successful proposer must be an Equal Opportunity Employer.

**1.3.** CREDC is exempt from all Federal and State taxes.

**1.4** Insurance shall be in place prior to execution of the agreement and shall be up to date and maintained for the contract term. It is preferred that you attach samples or original certificates of insurance along with your proposal.

- Within (5) five days receipt of the notice of award the proposer shall supply up-to-date certificates of insurance. Certificates may be e-mailed to the insurance department representative at the following email address: wursterr@chqgov.com.
- Failure to do so may be cause for CREDC to declare a proposal non-responsive, with the result that the award may go to the next highest scoring proposal.

**1.5** The successful proposer must obtain CREDC approval prior to utilizing a subcontractor in order to perform the requirements of this RFP.

### SECTION 2: SUBMISSION OF PROPOSALS:

**2.1** Sealed proposals containing 3 physical copies of the proposal, and one electronic copy on a flash drive, shall be submitted to:

Chautauqua Region Economic Development Corporation  
Attn: Kristy Kathman  
201 West Third Street, Suite 115  
Jamestown, NY 14701

Any proposals, or unsolicited amendments to proposals, received after the due date and time specified on the cover page may not be considered in the review process. No faxed or emailed documents will be accepted. CREDC takes no responsibility for any third party error in the delivery of the applications (e.g., U.S. Post Office, Federal Express, UPS, courier, etc.).

PDF document will be requested by e-mail after all proposals have been opened.

**2.2** No proposal will be considered which is not accompanied by pricing information for services to be rendered, and all proposals shall be signed by an authorized individual.

**2.3** Confidential, trade secret or proprietary materials as defined by the laws of the State of New York must be clearly marked and identified as such upon submission. Proposers intending to seek an exemption from disclosure of these materials under the Freedom of Information Law (NYS Public Officers Law, Sections 84-90) must request the exemption in writing, at the time of the submission of the materials, setting forth the reason for the claimed exemption. In addition, the proposer must mark each page of its submission on which there appears any material claimed to be protected as confidential or proprietary with the following legend, in boldface, capital letters at the top of each page: "THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE NEW YORK STATE FREEDOM OF INFORMATION LAW". Acceptance of the claimed materials does not constitute a determination on the exemption request, which determination will be made in accordance with statutory procedures.

### **SECTION 3: MODIFICATIONS OR WITHDRAWAL OF PROPOSAL:**

**3.1** Questions about or requests for clarification of an item for this RFP must be submitted in writing to Kristy Kathman, Economic Development Specialist at [kathmank@chqgov.com](mailto:kathmank@chqgov.com). Questions must be submitted prior to the date on the front of this solicitation. CREDC responses will be submitted to all parties in the form of an Addendum to the original RFP, receipt of which must be acknowledged with each proposal submission.

**3.2** **Other than the contact person identified in the proposal, or their designee, prospective proposers shall not approach CREDC employees or associated organizations during the period of this RFP process about any matters related to this RFP or any proposals submitted pursuant thereto.**

**3.3** A proposal that is in the possession of CREDC may be altered by a sealed letter bearing the signature or name of the authorized person, provided it is received PRIOR to the date and time of the proposal due date. Fax, email, telephone or verbal alterations will not be accepted. A proposal that is in the possession of CREDC may be withdrawn by the proposer up to the time of the proposal due date. Failure of the successful proposer to furnish the service awarded, as a result of this Request for Proposal, may eliminate the proposer from the active vendors list for a period of time as determined by the Manager.

### **SECTION 4: EVALUATION CRITERIA:**

**4.1** CREDC reserves the right to seek any clarifications needed to determine the most qualified submittal and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a proposer's proposal and/or to determine compliance with the requirements of the solicitation.

**4.2** **Alternatives/Value-Added Considerations:** The Proposer may include items not specified in this RFP in their proposal in which the vendor feels can be pertinent to or an added benefit to the services requested. All such alternatives must be listed separately from the proposal and the cost thereof must be separated and itemized.

**4.3** A contract may be awarded to the proposer whose proposal achieves the highest evaluation score by the evaluation committee and not solely based on price.

**4.4** Unless otherwise specified in the solicitation, every offer is firm and not revocable for a period of sixty (60) days from the due date of the proposals.

**4.5** Evaluation will be performed to determine the proposers understanding of work to be performed, technical approach, potential for completing the work as specified herein, cost reasonableness, the probable cost to CREDC, and ranking with competing proposers.

#### **SECTION 5: PROPOSAL FORMAT AND SUBMITTALS:**

**5.1** CREDC requests that the following format be followed when submitting your proposal:

- ✓ **The title page:** RFP Subject, name of proposer, address, telephone, email address, contact person and table of contents.
- ✓ **Qualifications:** List of qualifications and experience to carry out the requested services. Qualification to do business in NYS, number of years in business and length of experience. Limit this to two (2) pages maximum.
- ✓ **References:** Include at least two references from supervisors of previous projects. Provide a list of clients whom you have had past projects with that are of similar size and quality.
- ✓ **Plan Implementation:** This is the scope of services in terms of the proposer's plan to carry out the requested services. Limit of a total of 6 pages maximum.
- ✓ **Cost Proposal Section:** This shall include ***all costs*** associated with the proposer's plan to carry out the requested services as specified. Any cost proposal forms furnished by CREDC must be included in this section. Alternatives must be separated and itemized.
- ✓ **Page Limit:** The combined technical approach, qualifications, experience, and references sections of the proposal is limited to 20 pages.

#### **SECTION 6: PREPARATION OF PROPOSAL**

**6.1** In case of error in the extension of prices in the proposal, unit prices will govern, where applicable.

**6.2** Proposers are expected to examine special provisions, the scope of work, schedules and instructions included in this Request. Failure to do so will be at the proposer's risk

**6.3** CREDC will not reimburse proposers for any costs associated with the preparation and submission of any proposal, or for any travel and/or per diem costs that are incurred.

#### **SECTION 7: PROPOSER QUALIFICATIONS:**

**7.1** CREDC shall have the right to take such steps as it deems necessary to determine the ability of the proposer to perform obligations under the contract, and the proposer shall furnish to CREDC all such information and data for this purpose as may be requested.

**SECTION 8: AWARD AND CONTRACT INFORMATION:**

**8.1** The proposer agrees that should their firm be awarded a contract, proposer will not discriminate against any person who performs work hereunder because of age, race, color, sex, creed, sexual orientation, national origin, or disability.

**8.2** The proposer expressly warrants to CREDC that it has the ability and expertise to perform its responsibilities hereunder and in so doing shall use the highest standards of professional workmanship.

**8.3** CREDC reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best interest of CREDC to do so. Explanations of CREDC decisions shall not be required except as otherwise provided by law.

**8.4** The successful proposer will be required to enter into and sign an Agreement or an Agreement of Services (Contract) with CREDC with reasonable adjustments acceptable to CREDC. This RFP and the response of the successful proposer may become a part of the Contract and will be in effect for the duration of the contract. The Contract language will control over any conflicting language contained within this RFP.

**8.5** The successful proposer will not commence any work, which could be billed, until a valid Contract has been executed by both the proposer and CREDC.

**SECTION 9: CONTRACT TERM:**

**9.1 Contract Term:** CREDC intends to enter into a 13 month contract with the awarded Consultant. The contract shall begin on or about November 6, 2024 and end on December 5, 2025.