

REQUEST FOR PROPOSALS (RFP)

City of Norwich Brownfield Opportunity Area Plan

Introduction

The City of Norwich is seeking proposals from consultants (Consultant) that are qualified to develop a Brownfield Opportunity Area (BOA) Plan for a 500-acre industrial and commercial area of the city. The plan will help foster reuse and cleanup of vacant and potential brownfield sites, spur investment, create new jobs, improve quality of life, provide needed housing for seniors and new younger populations, and promote new access to the waterfront for outdoor recreation. The BOA Plan will provide an in-depth and thorough description and analysis of existing conditions, opportunities, and reuse potential for properties located in the proposed BOA with an emphasis on the identification and reuse potential of strategic sites that are catalysts for revitalization and culminate in designation of the area by the Secretary of State.

The City of Norwich was awarded \$180,000 through the NYS Department of State BOA Program through Round 14 of the 2024 Consolidated Funding Application. The total budget for the project is \$200,000.

Scope of Services

The successful Consultant will meet with the City of Norwich staff to review the project and existing data, conditions, and resources. A BOA Steering Committee will guide the Consultant in the development of the Plan for adoption by the City of Norwich Common Council.

Please provide information on how your firm can provide the following services as they may be required. The proposal should address personnel qualifications and experience providing these services to municipalities. The project includes:

- Identifying and providing a clear description and justification of a manageable study area and associated boundaries.
- Establishing a community and stakeholder participation process.
- Developing a clear community vision and associated goals and objectives for the study area.
- Completing a comprehensive land use assessment and analysis of existing conditions in the study area, including an economic and market trends analysis, to determine the range of realistic future uses and types of redevelopment projects to revitalize the study area.
- Identifying strategic sites that represent key redevelopment opportunities and fully examining their redevelopment potential.
- Based on the analysis, a description of key findings and recommendations for future uses and other actions for redevelopment and community revitalization.
- Providing a series of key recommendations to serve as the basis for project implementation.
- Submission of a BOA designation package for approval and official designation by the Secretary of State.

Deliverables

Completed City of Norwich BOA Plan meeting all the requirements of the NYS Department of State.

Compensation and Method of Payment

Compensation for all services must be related to actual performance. Invoices shall be submitted monthly.

Work Time Frames

Project completion shall be achieved by the end of the contract term, 7/31/2030.

General Background Information

Your proposal should address/include information pursuant to the following:

- General background and experience of your firm, particularly as this relates to brownfield planning, property revitalization and reuse, economic development, and related initiatives.
- Technical expertise in providing planning services, general advisory, and grant assistance to client communities, including a listing of current and recent clients.
- Experience in administering brownfield planning programs, including meeting MWBE requirements.
- Names of at least three references from current or recent client communities.

Selection

The Review Committee will examine all proposals in accordance with the following evaluation factors:

- Quality and completeness of the response.
- Understanding of the proposed scope of work.
- Applicability of proposed alternatives or enhancements to information requested.
- Qualifications and relevant experience with respect to the tasks to be performed.
- Reputation among previous clients.
- Ability to complete all project tasks within the allotted time and budget.
- Ability to meet MWBE requirements.

The city will select the proposal deemed most advantageous given the above evaluation factors.

MWBE and SDVOB businesses are encouraged to submit proposals.

Submission Procedures

If you wish to submit a proposal, please submit seven (7) printed copies of all information to the city, and an electronic copy on a USB storage device by no later than **4:00 PM on October 24, 2025**.

Attn: Responses to BOA RFP
City of Norwich
One City Plaza
Norwich, NY 13815

If you have any questions on this RFP, please contact Erik Scrivener, Community Development Director at 607-334-1229 or by email at escrivener@norwichnewyork.net.

Questions will be accepted in writing until October 17, 2025.

Miscellaneous

- A. The City of Norwich reserves the right to reject any or all proposals and to conduct interviews at its sole discretion.
- B. The City of Norwich assumes no responsibility or liability for costs incurred by respondents to the Request for Proposals including any requests for additional information, interviews, or negotiations.