

# Request for Proposals

## **Consultant Services for the Chautauqua County Brownfield Opportunity Area Pre-Planning Project**

PROPOSAL ISSUE DATE:	January 12, 2026
QUESTIONS DUE BY:	February 2, 2026
PROPOSAL DUE DATE:	February 20, 2026
TIME:	5:00 PM

**All proposals and questions should be sent to:**

Chautauqua Region Economic Development Corporation  
Attn: Crystal Erhard, Compliance Coordinator  
214 Central Avenue, Suite 124  
Dunkirk, New York 14048  
Telephone No.: (716) 363-3708

Email: [erhardc@chggov.com](mailto:erhardc@chggov.com)

## Objective

The Chautauqua Region Economic Development Corporation (CREDC), in partnership with Chautauqua County, will undertake a countywide Pre-Planning project to develop a comprehensive brownfield site inventory, identify future municipal Brownfield Opportunity Area (BOA) opportunities, and establish strategies to guide brownfield redevelopment across the County. The project will engage the public, local agencies, and municipal leaders to identify redevelopment opportunities in communities ready to revitalize long-standing vacant sites.

The objective of this effort is to complete a countywide pre-planning inventory and analysis of brownfield-affected areas. Building on the 2018 inventory of known and suspected brownfield sites, and drawing on expertise from subject specialists and community partners, the project will create an accurate and accessible record of all known and suspected sites. This will include assessing current and prior uses, prioritization of sites poised for redevelopment, understanding their environmental and economic impacts, and developing strategies for remediation and redevelopment.

A key outcome will be the creation of a market-ready inventory of available sites for developers. This initiative aims to attract new investment and support the development of a more sustainable, healthy, and prosperous Chautauqua County.

## Background Information and Purpose

In 2018, a professional consulting firm was retained to inventory known and suspected brownfield sites in Chautauqua County. The inventory identified more than 350 brownfield, vacant, and underutilized sites totaling over 1,000 acres.

Key opportunities and challenges include addressing the lack of safe and reliable housing, promoting infill development in downtown corridors currently underutilized due to contamination, attracting new industry to create jobs and strengthen the economy, celebrating natural resources and tourism, and identifying additional potential brownfield clusters.

This pre-planning effort will establish a long-term framework for economic development and community planning in Chautauqua County. Identifying sites and preparing developer marketing sheets with reuse options will attract investment, generate commercial activity, and support new housing development. Environmental remediation will return properties to the tax rolls, improve public health, and yield broader benefits such as job creation, improved housing opportunities, population stabilization, new recreational amenities, and expanded community services.

CREDC and the County will use the inventory as the foundation for a countywide redevelopment strategy benefiting communities throughout the Chautauqua Region. Though the City of Dunkirk has a designated BOA ([Dunkirk](#)) and the City of Jamestown has two designated BOAs ([Chadakoin River West](#) and [Chadakoin River Central/Eastern](#)), many municipalities lack the resources to complete BOA Studies independently and rely on County assistance to advance community and environmental planning. A comprehensive inventory enables local governments to leverage the BOA program to promote remediation and reuse of long-vacant sites that currently burden neighborhoods. As the County faces continued declines in population, households, and industry, focusing on Smart Growth and maintaining a diverse site inventory will be key to economic renewal.

The County-Wide Brownfield Inventory will advance downtown revitalization through thoughtful reuse of long-vacant properties, many within downtown centers and former industrial clusters. Combined with potential tax credits and grants, reuse planning will stimulate economic activity and return properties to the tax rolls, strengthening the County's fiscal base.

Brownfield sites are often redeveloped into manufacturing or light industrial uses that generate jobs and increase demand for housing and services. The BOA inventory and reuse planning will renew focus on these sites, promoting remediation and activation of properties that currently contribute little to the economic vitality or sense of place within downtown areas.

## **Project**

CREDC, in partnership with Chautauqua County, will lead a county-wide Pre-Planning project to create a robust brownfield site inventory, identify opportunities for additional municipal BOAs, and develop strategies for brownfield redevelopment across the county.

Building on a 2018 inventory, the county currently has more than 350 brownfield, vacant, and underutilized sites totaling over 1,000 acres, many clustered in these communities. The project will engage the public, local agencies, and municipal leaders to identify redevelopment opportunities and map underutilized, vacant, and abandoned parcels to guide future planning and investment.

## **Scope**

### **1. Project Scoping Session with the Selected Consultant**

The contractor, DOS, and the consultant shall hold a scoping session to review project and contract requirements and to share information with the consultant that will assist in completing the project.

Topics shall include but are not limited to the following:

- Inventory scope and budget allocation
- Potential data sources; existing relevant data and information (maps, reports, etc.)
- Access to site information (past site uses, owners, contamination extent, existing redevelopment efforts, etc.)
- Project goals and objectives
- Responsibilities of the participants (contractor, consultant, and DOS)
- Timeframes and deadlines
- Reporting requirements
- SEQRA requirements
- Expected products, including site identification and data collection methods, inventory (list and map), identification of brownfield concentrations (map), analysis of sites within potential BOA boundary map and summary report of proposed BOA boundary and next steps.
- MWBE goals

*Deliverables:* Meeting summary prepared by the contractor, with note of agreements/understandings reached, and distributed to scoping session participants.

### **2. Develop Approach to Inventorying Known Brownfield, Vacant, and/or Underutilized Sites**

The consultant shall work with the contractor to develop an approach to the identification and inventory of brownfield, vacant, and underutilized sites that may contain known or suspected contaminants, may pose a risk to public health, cause economic distress, or have other negative impacts on the community.

A definition and narrative description of “brownfield site” and related terms consistent with DOS guidance.

The inventory may encompass the entire county or be divided into logical geographic sectors or subareas as needed to clearly organize and present the inventory and analysis.

Sites may be identified from a variety of sources including, but not limited to:

- Comprehensive Environmental Response, Compensation, and Liability Information (CERCLIS)
- New York State Department of Environmental Conservation Electronic Reports
- Sanborn maps
- Municipalities

- Historical Aerial Photographs
- Local Property and Tax Records
- Business Associations
- Stakeholder Groups
- Site Visits

*Deliverable:* Summary document detailing inventory approach.

### 3. **Inventory Vacant, Underutilized and/or Brownfield Sites**

After determining the inventory design and content, the consultant and contractor shall undertake the process of data collection in accordance with the inventory approach developed in Task 2.1. The inventory shall include a list and a map of all vacant, underutilized, and brownfield sites identified within the county.

As part of this task, the Contractor and/or its selected consultant(s) will incorporate strategic outreach to local municipalities to:

- engage each municipality within the county to assist with inventory site identification.
- gather information about the site, including historic land use patterns, known contamination, ownership, demographic and economic information, recent public initiatives and private investments, and environmental conditions.

*Deliverables:*

- Comprehensive inventory including but not limited to: address, site size and condition, past and present site use category.
- Map(s) of inventory. Utilizing an interactive, online mapping platform.
- Appendices of the inventory, including a data source list, site visit logs, reports and documentation on sites included in the inventory, etc.

### 4. **Analyses of Vacant, Underutilized, and Brownfield Concentrations**

Analyze and map concentrations or high-impact sites and determine preliminary boundaries for further BOA analysis and planning. The analysis shall include, but is not limited to, a narrative and relevant mapping identifying the following within each potential BOA boundary(s):

- Existing development and land use patterns
  - location of study area as it relates to the community
  - total land area in acres of each identified brownfield-affected areas and underutilized sites
  - existing and adjacent land uses by NYS Property Class
  - potential impacts and proximity to water resources
  - brownfield sites and all underused, abandoned, or vacant properties that are publicly and privately owned
  - known data about the environmental conditions of the properties in the area
  - existing zoning districts and other relevant local laws or development controls guiding land use including but not limited to historic districts
  - local, county, state or federal economic development designations or zones
  - inclusion in existing municipal or regional planning efforts
- Demographic and economic patterns
- Recent public initiatives and private investments
- Proximity to existing infrastructure assets including but not limited to:
  - Roads
  - Bridges
  - Tunnels

- Water and Sewer Infrastructure
- School facilities
- Electric/Telecommunication systems
- Capacity and compatibility of utilizing existing or future infrastructure in anticipated reuse efforts
- Potential for siting of renewable energy facilities
- Climate vulnerability (i.e., flood risk and resiliency, extreme weather events, urban heat island effect, etc.)
- Potential strategic sites and possible revitalization efforts.
- Area suitability for future BOA planning and designation

#### Recommended Action Steps for Suitable Brownfield Opportunity Areas

- Coordinate with relevant municipalities to understand the interest and capacity to partner on future BOA planning and designation opportunities
- Identify site partners and potential BOA stakeholders
- Identify information gaps that will need to be closed through the BOA planning process
- Identify existing public support for revitalization

#### *Deliverables:*

An analysis of each potential BOA area that includes the information listed above, including relevant maps.

A list and justification of suitable areas for future BOA study.

### 5. **Draft Brownfield Inventory & Analysis Report**

The contractor shall prepare a draft Brownfield Inventory and Analysis Report, including an Executive Summary, incorporating the elements described in Components 2 and 3, as well as summaries of any technical analyses that may have been undertaken as part of the project and presented in a format that may be prescribed by DOS.

The draft document shall be submitted to DOS for review and comment, and all comments shall be reflected in subsequent drafts.

*Deliverable:* Draft Brownfield Inventory and Analysis Report

### 6. **Final Brownfield Inventory and Analysis Report**

Based on comments received during the review period, the contractor shall prepare a final Brownfield Inventory and Analysis Report. The final plan shall be submitted to DOS for review and approval. All comments must be addressed to the satisfaction of DOS until approved by the Department.

*Deliverables:* Final Brownfield Inventory and Analysis Report with supporting documentation.

### 7. **NYS Environmental Quality Review**

Preparation of a Brownfield Inventory and Analysis Report should comply with the State Environmental Quality Review Act (SEQRA). The Contractor is the Lead Agency for purposes of SEQRA. The Lead Agency shall undertake a SEQRA review according to 6 NYCRR Part 617 State Environmental Quality Review.

*Deliverable:* Completed SEQRA Documentation and Determination of Significance

### 8. **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 facilitate a County-wide brownfield inventory, including community/stakeholder outreach, inventory and GIS mapping, property marketing sheets, and a brownfield inventory report. The total allocated for the services outlined in this RFP is \$200,000.

### **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: Q1 2026
- Commence Identification and Inventory of Brownfield-Affected Areas: Q2 2026
- Commence Analyses of Vacant, Underutilized, and Brownfield Concentrations: Q2 2026
- Commence Brownfield Inventory & Analysis Report: Q3 2026
- Commence NYS Environmental Quality Review: Q3 2026
- Complete Identification and Inventory of Brownfield-Affected Areas: Q3 2026
- Complete Analyses of Vacant, Underutilized, and Brownfield Concentrations: Q3 2026
- Complete Brownfield Inventory & Analysis Report: Q4 2026
- Complete NYS Environmental Quality Review: Q4 2026
- Completion of Project: Q1 2027

### **Procurement Schedule**

- |  |                     |
|--|---------------------|
| • RFP Advertisement:                           | January 12, 2026    |
| • RFP Questions Due:                           | January 26, 2026    |
| • Proposal Submission Due Date:                | February 20, 2026   |
| • Select firms may be invited for an interview | Est. March 2-6      |
| • Notice of Intent to Award:                   | Est. March 10, 2026 |

- Project Completion Date: January 29, 2027

## **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: erhardc@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** CREDC requests five (5) original physical copies and one electronic copy, either submitted on a flash drive or emailed to Crystal Erhard at erhardc@chqgov.com . Physical copies of proposals should be sent to Crystal Erhard, Compliance Coordinator, at 214 Central Avenue, Suite 124, Dunkirk, New York 14048 and must be received by 3:30 p.m. on February 20, 2026.

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 documents will be accepted. CREDC takes no responsibility for any third-party error in the delivery of the proposals (e.g., U.S. Post Office, Federal Express, UPS, courier, etc.)



**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 regarding the overall project and scope or requirements outlined in this RFP or requests for clarification of an item for this RFP must be submitted in writing to [Crystal Erhard](mailto:erhardc@chqgov.com), Compliance Coordinator, at [erhardc@chqgov.com](mailto:erhardc@chqgov.com). Questions must be submitted by 3:30 p.m. on January 26, 2026. An Addendum containing all questions and responses related to this RFP are anticipated to be posted to the Chautauqua Region Economic Development Corporation website at [ChooseCHQ.com/RFP](http://ChooseCHQ.com/RFP) by February 5, 2026.

**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 proposer's experience involving similar-type activities, qualifications, methodology and approach, MWBE compliance, and proposed budget.

## **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 25 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:**

**8.1 Contract Term:** CREDC intends to enter into a 11-month contract with the awarded Consultant. The contract shall begin on or about April 1, 2026 and end on March 1, 2027.