

Responses to Questions received from CREDC RFP for Consultant Services for the Chautauqua County Brownfield Opportunity Area Pre-Planning Project

February 2, 2026

1. Will CREDC be establishing an advisory committee to help guide the pre-planning study? If so, is the selected consultant expected to have a role in the formation or facilitation of this committee?

Answer: Yes, this committee will largely be made of CREDC, County of Chautauqua Industrial Development Agency, and County Department of Planning & Development staff, but may include other partners, such as representatives from select municipalities. CREDC staff will take the lead on forming and facilitating interaction with this group, with support and coordination by the selected consultant.

2. Beyond engagement with municipalities for brownfield site identification and information gathering, what level of public and stakeholder engagement is anticipated as part of this effort?

Answer: A stakeholder engagement plan will be developed by the consultant, with consultation by CREDC, and submitted to NYS DOS for review and approval. Based on similar projects with DOS, we anticipate one public meeting will likely being required, with other engagement focused on individual stakeholders (primarily municipalities and property owners).

3. What is CREDC's anticipated role in communications and coordination with participating municipalities? Is the consultant expected to engage municipalities independently, or will engagement be facilitated or coordinated by CREDC?

Answer: CREDC and the Consultant will work collaboratively on outreach to involved municipalities and other stakeholders, such as property owners.

4. Have any participating municipalities already been engaged to preliminarily identify brownfield sites for inclusion in the pre-planning study?

Answer: No, not recently.

5. Will brownfield sites previously identified in existing BOA Plans (such as those for the Cities of Jamestown and Dunkirk) be included in or excluded from the pre-planning study? More generally, is the intent of this study to focus on areas of the County where little to no prior brownfield identification has occurred, or to build upon and expand previous BOA planning efforts?

Answer: The Department of State will want us to focus on other sites outside of the three established BOAs that could lead to future nominations and the potential creation of new BOA's. The information from the established BOAs will still be included in the inventory

6. Inventory Status, Format, and Data Sources. Page 2 of the RFP indicates that “In 2018, a professional consulting firm was retained to inventory ... brownfield sites”. Can the existing inventory be provided, or a description of the status and format of the inventory (e.g. hard copy, electronic files, tabulated information, GIS layers, etc.) be provided? As indicated in the proposal, efforts should build on existing information. Understanding what information is available will assist us in determining future efforts.

Answer: CREDC can provide our database of known and suspected brownfields. This document can be sent to any interested respondent by emailing Crystal Erhard at ErhardC@chqgov.com.

7. Cost Forms and Model. Page 10 of the RFP, Section 5.1 indicates that “Any cost proposal forms furnished by CREDC must be included in this section”. Upon review of the proposal we could not locate the referenced forms. Can you provide these cost proposal forms? Furthermore, can you please clarify what is the preferred costing model for this RFP (e.g. lump sum per task, time & materials not to exceed, staff rate sheet, etc.)?

Answer: We are not requiring the cost proposal form. Please disregard this language.

8. Community/Stakeholder Outreach. The RFP emphasizes public and municipal engagement. Are there specific outreach milestones or deliverables beyond inventory development (e.g., specific number of public meetings or stakeholder workshops)? Can you please clarify the Chautauqua County expectations regarding outreach? For example, is a combination of in-person and virtual engagement acceptable? Is the expectation for the consultant to lead meetings in each locality, or are meetings in central locations acceptable?

Answer: A stakeholder engagement plan will be developed by the consultant, with consultation by CREDC, and submitted to NYS DOS for review and approval. Based on similar projects with DOS, we anticipate one public meeting will likely being required, with other engagement focused on individual stakeholders (primarily municipalities and property owners). We anticipate a combination of in-person and virtual engagement will be required. Based on Chautauqua County's geography and number of municipalities, we also anticipate meetings in central locations, with field visits or individual stakeholder meetings scheduled in specific communities as required.

9. Is it safe to assume for NYSDOS forms C and D would only be necessary following selection of the consultant (rather than being included in the proposal)?

Answer: Yes. After Consultant Agreement is signed, our Compliance Coordinator will follow up with the Consultant and file all required forms with DOS.

10. Regarding page limits and items for the proposal, it's not clear to us if we should include an organization chart and staff resumes and, if so, where those might go. The Qualifications section is limited to two pages and we don't see a staffing or project organizational section.

Answer: Those items can be included as attachments, and don't have to count in terms of the overall page limit.

11. Do you have a list of firms that have requested/downloaded the RFP? Interested in reaching out to potential prime firms on this project to help them achieve their MBE Goals.

Answer: Since we advertise this opportunity in multiple places, we do not have a comprehensive list of firms that have requested or downloaded the RFP.