

# Request for Proposals

## Eagle Bay Shovel-Ready Development Project: Engineering, Planning & Predevelopment Services

### County of Chautauqua Industrial Development Agency (CCIDA)

#### RFP TIMELINE

The following timeline has been established for this RFP process:

|                      |                               |
|----------------------|-------------------------------|
| PROPOSAL ISSUE DATE: | September 21, 2026            |
| QUESTIONS DUE BY:    | October 12, 2026 at 4:00 p.m. |
| PROPOSAL DUE DATE:   | October 26, 2026              |
| TIME:                | 4:00 p.m.                     |

Questions shall be submitted electronically to the contact listed below. Proposal submission requirements are detailed in Section 2 of this RFP.

**Crystal Erhard, Compliance Coordinator**  
**County of Chautauqua Industrial Development Agency**  
**214 Central Avenue, Suite 124**  
**Dunkirk, New York 14048**  
**Email: [erhardc@chqgov.com](mailto:erhardc@chqgov.com)**  
**Telephone: 716-363-3205**

## **Statement of Work**

### **Objective**

The County of Chautauqua Industrial Development Agency (CCIDA) is seeking proposals from qualified engineering and planning firms from the current Region 5 LDSA/RSDA list to provide comprehensive engineering, planning, environmental coordination, infrastructure evaluation, permitting support and predevelopment services for the Eagle Bay Industrial Site Development Project located in the Town of Sheridan, NY. The selected consultant(s) will work with CCIDA in evaluating, planning, and advancing approximately 500 acres toward shovel-ready industrial site certification. Services will include engineering studies, utility evaluations, preliminary design, environmental coordination, permitting analysis, and development planning necessary to prepare the site for future shovel-ready development. The consultant(s) will serve as technical advisor throughout the project and will take point coordinating with local, regional, state, utility, and economic development partners.

The contract period will run for approximately two (2) years with the ability to extend the contract period contingent on availability of funds. Expected consultant(s) selection will commence in October 2026 with final consultant(s) selection the last week in October. The anticipated contract term will be November 2026 through December 31, 2028 subject to availability of funds, grant requirements, satisfactory performance, and any necessary extensions approved in writing by CCIDA.

### **Background Information and Purpose**

Chautauqua County lies in the southwestern corner of New York, with over 50 miles of Lake Erie shoreline, the City of Buffalo to the NE, the State of Pennsylvania to the South and West. The Eagle Bay Industrial Site is located just north of the City of Dunkirk and represents one of the largest industrial development opportunities in Western New York. The approximately 500-acre site is under site control by the Chautauqua County Industrial Development Agency (CCIDA) and has remained largely undeveloped for more than two decades following its acquisition from Niagara Mohawk. The project seeks to determine the site's feasibility for future industrial development while completing the technical due diligence necessary to position the property for future shovel-ready certification. Located in the Town of Sheridan along the Lake Erie corridor, the site offers significant competitive advantages including direct frontage on NYS Route 5, proximity to Interstate 90, access to Norfolk Southern and CSX rail infrastructure, nearby port facilities at Dunkirk Harbor, regional workforce access, and existing utility corridors.

Funding for this project is provided through a combination of public and private investments, including Empire State Development's FAST NY Track B Grant Program, a National Grid Shovel-Ready Site Development Grant, contributions from the Chautauqua County Industrial Development Agency (CCIDA), and a contribution from the property owner.

Empire State Development's FAST NY (Focused Attraction of Shovel-Ready Tracts New York) Program was established to increase New York State's inventory of Shovel-Ready sites by supporting strategic predevelopment activities, infrastructure planning, permitting, and site readiness improvements that position communities to compete for large-scale industrial investment and advanced manufacturing opportunities.

National Grid's Shovel-Ready Site Development Program provides funding to accelerate the planning and technical due diligence necessary to prepare industrial sites for future investment. The program supports engineering, infrastructure evaluations, utility planning, and other predevelopment activities that reduce project risk and improve site marketability for economic development projects.

The selected consultant(s) shall comply with all applicable requirements associated with the project's funding sources, including documentation, reporting, invoicing, record retention, participation goals, procurement requirements and other grant conditions communicated by CCIDA. The project is partially funded by Empire State Development and is therefore subject to established participation goals of Thirty (30%) percent MWBE and Six (6%) percent SDVOB. Based on the applicable Empire State Development award of \$675,000, the participation requirements are \$202,500 for MWBE and \$40,500 for SDVOB. These goals are non-negotiable requirements. Additional details regarding these goals are provided in Section 1.2 of the General Terms and Conditions. The consultant(s) shall cooperate with CCIDA and its grant compliance representatives in providing documentation necessary to demonstrate compliance. Consultant(s) shall be required to submit their OCSD-4 as part of their bid as set forth in Exhibit A.

This collaborative funding approach demonstrates a strong commitment from state, utility, local, and private partners to advance the Eagle Bay Industrial Site toward Shovel-Ready certification and future industrial development. The project supports regional and statewide economic development strategies focused on increasing the inventory of development-ready industrial sites capable of attracting advanced manufacturing, semiconductor supply chain, clean energy manufacturing, agribusiness, logistics, and other high-growth industries.

CCIDA has initiated coordination with numerous project partners including Empire State Development, National Grid, National Fuel, NYSDOT, NYSDEC, Invest Buffalo Niagara, Southern Tier West Regional Planning & Development Board, Chautauqua County, and local utility providers to ensure the project is advanced in a coordinated and comprehensive manner. CCIDA may separately retain legal counsel and other professional consultants to support the project. The selected consultant shall coordinate with such professionals, as directed by CCIDA, to ensure that engineering, planning, environmental, regulatory, land use, and other project activities are advanced in a coordinated manner.

## **Scope of Work**

The following represents the anticipated scope of services. CCIDA may authorize, modify, defer,



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or eliminate individual tasks based upon project needs, available funding, grant requirements, findings from earlier phases of work, and direction from funding and regulatory agencies.

1. Project Management: Provide overall project management and coordination throughout the duration of the project.

Tasks shall include as authorized by CCIDA:

- Project scheduling
- Budget management
- Coordination with CCIDA staff
- Coordination with utility providers
- Coordination with regulatory agencies
- Stakeholder meetings
- Technical presentations
- Monthly progress reports
- Project documentation

2. Existing Conditions Evaluation: Develop a comprehensive understanding of existing site conditions.

Tasks shall include as authorized by CCIDA:

- Existing conditions mapping
- Boundary and property survey review and verification
- Right-of-way, easement, and property encumbrance review
- Topographic review
- Geotechnical investigation
- Cultural resource investigation
- Wetland delineation
- Floodplain analysis
- Existing utility mapping
- Existing transportation assessment
- Site opportunities and constraints analysis

3. Conceptual master development planning, including potential development parcels, building envelopes, internal roadways, access points, utility corridors, stormwater facilities, buffers, rail opportunities, grading concepts, and development phasing.

Tasks shall include as authorized by CCIDA:

- Master Planning
- Zoning and land-use planning analysis and technical support, in coordination with CCIDA and its legal counsel



- Grading concepts
  - Storm-water management plan
  - Site readiness evaluation
  - Development cost estimates
  - Recommendations for future Shovel-Ready certification
4. Infrastructure Engineering: Prepare planning documents evaluating development potential for the site.

Tasks shall include as authorized by CCIDA:

- Electric
    - Existing electric infrastructure and available capacity
    - Anticipated industrial electric load scenarios
    - Substation, transmission, and distribution improvement requirements
    - Evaluation of potential electric service alternatives
    - Coordination with National Grid and other applicable providers
    - Technical support and coordination for applicable utility and/or NYISO studies
  - Water
    - Capacity analysis
    - Extension concepts
    - Fire flow analysis
  - Sanitary Sewer
    - Capacity evaluation
    - Collection system alternatives
    - Wastewater district formation/extension
    - Treatment capacity coordination
  - Telecommunications
    - Fiber availability
    - Broadband infrastructure assessment
    - Future telecommunication needs
5. Transportation Access: Evaluate transportation infrastructure necessary to support future industrial development.

Tasks shall include as authorized by CCIDA:

- Highway access evaluation
- NYSDOT coordination
- Internal roadway concepts
- Traffic analysis



- Rail access evaluation
  - Truck circulation planning
6. Environmental Review & Assessment: Assist CCIDA and its separately retained legal counsel in evaluating environmental conditions, identifying regulatory and permitting requirements, and providing technical analyses and documentation necessary to support environmental review, permitting, and future site development. The selected consultant shall provide technical support for the SEQR process and coordinate with CCIDA and its legal counsel regarding applicable environmental and land-use review. Tasks shall include as authorized by CCIDA:
- Technical support for SEQR, including environmental analyses, maps, exhibits, engineering data, alternatives analyses, and other supporting materials requested by CCIDA or its legal counsel
  - Technical support for preparation of applicable Environmental Assessment Forms and other SEQR documentation
  - Wetland permitting and mitigation analysis
  - Stormwater/SPDES permitting analysis
  - Technical coordination with NYSDEC, USACE, SHPO, and other applicable regulatory agencies
  - Permitting strategy
  - Regulatory constraints analysis
  - Permit matrix
  - Preliminary permitting schedule
  - Visual assessment
  - Coordination with permitting agencies
  - Phase 1 Environmental Site Assessment
  - Threatened and endangered species review
  - Noise impact study
7. Preliminary Engineering: Prepare conceptual engineering documents necessary to support future funding and infrastructure implementation.

Tasks shall include as authorized by CCIDA:

- Preliminary roadway layouts
  - Utility plans
  - Preliminary stormwater management plans and concepts
  - Infrastructure phasing & cost analysis
8. Site Readiness Strategy: Develop recommendations for advancing the property toward Shovel-Ready certification.

Tasks shall include as authorized by CCIDA:

- Identification of remaining due diligence activities
- Infrastructure priorities
- Funding strategy recommendations
- Refinement of conceptual master development plan and recommended development strategy
- Development phasing
- Risk assessment
- Next-step implementation plan

### **Budget**

The proposal shall address the capacity of the consultant(s) to accomplish the Scope of Work requirements, along with a detailed cost breakdown for completion of the work outlined in this RFP, and a current fee and rate schedule for all personnel anticipated to be assigned to this project (The proposed fee and rate schedule shall remain valid through the evaluation and selection period. All costs for information gathering, report presentation, travel, postage, other vendor costs and other expenses shall be identified and included in the proposed fee.

Cost breakdown requirements:

- Cost by task/subtask
- Estimated labor hours by classification
- Hourly billing rates
- Subconsultant costs
- Reimbursable expenses
- Total not-to-exceed fee
- Assumptions and exclusions
- Optional/additional services separately identified

The work may be funded by federal, state or local funds, or any combination thereof. The successful firm will be required to perform all types of work related to the project regardless of the funding source, regardless of the funding source.

CCIDA reserves the right to negotiate the final scope and fee with the highest-ranked proposer and to authorize work on a task-order or phased basis.

### **Final Deliverable**

Deliverables shall be provided in formats appropriate to the work performed, including searchable PDF, editable Microsoft Office files, GIS data, CAD files, engineering drawings, cost estimates, schedules, mapping, photographs, technical data, models and other electronic files developed under the contract. All final work products prepared specifically for this project shall be provided to CCIDA upon request, subject to applicable professional standards and

third-party licensing restrictions.

A final consolidated report shall summarize existing conditions, constraints, conceptual development plan, environmental & regulatory findings, utility needs, permitting pathway, infrastructure improvements, costs, schedule, funding opportunities, outstanding due diligence and recommended next steps.

The consultant(s) should propose and detail any additional tasks or materials that may aid in, or enhance fulfillment of the requirements of this project or its intended outcomes that have not otherwise been identified in this RFP.

### **Project Timeline**

It is the intent of CCIDA to enter into a contract with the successful proposer on or around November 1, 2026, with the contract continuing through the end of the grant term on December 31, 2028.

## **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. CCIDA Purchasing Policy rules in this case require selection of a contractor through a Request for Proposal process.
- 1.2** CCIDA encourages participation by qualified Minority- and Women-Owned Business Enterprises (MWBEs), Service-Disabled Veteran-Owned Businesses (SDVOBs), Small Business Enterprises, and other qualified firms. Mandatory participation goals of **Thirty (30%) percent MWBE and Six (6) percent SDVOB apply to the \$675,000 Empire State Development (ESD) grant-funded portion of the project**, resulting in MWBE and SDVOB participation goals of **\$202,500 and \$40,500, respectively**. The selected contractor shall provide documentation demonstrating compliance with applicable participation requirements, including documentation of good faith efforts, as required. The successful proposer must be an Equal Opportunity Employer.
- 1.3** CCIDA 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. Proposers are encouraged to provide evidence of their current insurance coverage with their proposal. The successful proposer shall provide certificates of insurance meeting CCIDA requirements prior to execution of the contract.

- Within five (5) days of receipt of the notice of award, the proposer shall



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supply up-to-date certificates of insurance. Certificates may be emailed to the insurance department representative at the following email address: [erhardc@chqgov.com](mailto:erhardc@chqgov.com).

- Failure to do so may be cause for the CCIDA 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 CCIDA approval prior to utilizing a subcontractor in order to perform the requirements of this RFP.

## **SECTION 2: SUBMISSION OF PROPOSALS:**

CCIDA requests five (5) physical copies of your proposal in a **Sealed Envelope** clearly marked **“Eagle Bay Shovel-Ready Development Project: Engineering, Planning & Predevelopment Services”** together with electronic copies, submitted on a flash drive and emailed to **Crystal Erhard** at [erhardc@chqgov.com](mailto:erhardc@chqgov.com).

All proposals shall be submitted to:

**Crystal Erhard, Compliance Coordinator**  
**County of Chautauqua Industrial Development Agency**  
**214 Central Avenue, Suite 124**  
**Dunkirk, New York 14048**  
**Email: [erhardc@chqgov.com](mailto:erhardc@chqgov.com)**  
**Telephone: 716-363-3205**

**Proposals must be received by 4:00 p.m. on October 26, 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. CCIDA 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.).

Those submitting proposals do so entirely at their own expense. There is no express or implied obligation by CCIDA to reimburse any firm or individual for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested by CCIDA, or participating in any selection interviews.

2.1 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.



- 2.2 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 bold face, 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 **Crystal Erhard, Compliance Coordinator, at [erhardc@chqgov.com](mailto:erhardc@chqgov.com)**. Questions must be submitted prior to October 12, 2026 at 4:00 p.m. CCIDA 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 submittal.

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

- 3.2 A proposal that is in the possession of CCIDA 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 CCIDA 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 CCIDA.

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

CCIDA anticipates selecting one prime consultant or consultant team. The prime consultant shall be responsible for overall project management and coordination of all approved project tasks and subconsultants.

- 4.1 CCIDA 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 based on the specified criteria, and not solely on the basis of 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 understanding of work to be performed, technical approach, potential for completing the work as specified herein, cost reasonableness, the probable cost to CCIDA, and ranking with competing proposers.

| <b>Evaluation Criterion</b>                          | <b>Points</b> |
|------------------------------------------------------|---------------|
| Cost and Fee Proposal                                | 15            |
| NYS Agency, Utility, Regulatory and Grant Experience | 5             |
| Qualifications and Experience of Proposed Team       | 20            |
| Large-Scale Industrial/Shovel-Ready Site Experience  | 20            |
| Understanding of Eagle Bay and Technical Approach    | 20            |
| Project Management, Schedule, Staffing and Capacity  | 15            |
| MWBE/SDVOB Participation and Compliance Approach     | 5             |
| <b>Total</b>                                         | <b>100</b>    |

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

**5.1** CCIDA 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. Authorization to do business in New York State, number of years in business, and length of experience. Limit this to two (2) pages maximum.

- Project Team: Identify the proposed project manager, key personnel, and anticipated subconsultants. Describe each individual's role, relevant experience, professional licensure/certifications, availability, and anticipated level of effort. Include an organizational chart identifying the relationship among the prime consultant, subconsultants, CCIDA, and other project professionals.
  - The proposed project manager and key personnel shall not be replaced without prior approval of CCIDA.
- References: Include at least two (2) references from clients or supervisors of previous comparable projects involving industrial site development, infrastructure, planning, environmental services, or shovel-ready site development, preferably for public-sector or economic development clients.
- Technical Approach and Work Plan: Describe the proposer's technical approach and plan for carrying out the requested services accordance with the highest standards of professional practice. Limit this section to six (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. Alternatives must be separated and itemized.
- Page Limit: The combined technical approach, qualifications, experience, and references sections of the proposal is limited to twenty (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 CCIDA will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

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

- 7.1 CCIDA 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 CCIDA 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. The proposer expressly warrants to CCIDA that it has the ability and expertise to perform its responsibilities hereunder and in so doing shall perform its responsibilities in accordance with the highest standards of professional practice.
- 8.2** CCIDA reserves the right to modify the anticipated scope; negotiate scope, schedule, staffing and fees; award all, part, or none of the work; authorize services in phases or by task order; discontinue individual tasks; and engage other consultants for related or specialized services when determined to be in CCIDA's best interest.
- 8.3** CCIDA 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 CCIDA to do so. Explanations of CCIDA 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 CCIDA with reasonable adjustments acceptable to CCIDA. 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. The successful proposer shall not commence any work or incur any costs chargeable to CCIDA until a valid contract has been fully executed by both the proposer and CCIDA.

## **SECTION 9: CONTRACT TERM:**

- 9.1 Contract Term:** CCIDA intends to enter into a multi-year contract with the awarded consultant(s). The contract shall begin on or about November 1, 2026 and continue through December 31, 2028. Subject to the availability of funds, grant requirements, satisfactory performance, and any extensions approved in writing by CCIDA.

**EXHIBIT A**

Consultant(s) shall be required to submit their OCSD-4 as part of their bid.



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## ADDENDUM NO. 1

### **Eagle Bay Shovel-Ready Development Project - Engineering, Planning & Predevelopment Services**

The RFP is hereby amended to remove the requirement that proposers be included on the current Region 5 LDSA/RDSA list.

The first sentence under **Statement of Work – Objective** is revised to read:

“The County of Chautauqua Industrial Development Agency (CCIDA) is seeking proposals from qualified engineering and planning firms to provide comprehensive engineering, planning, environmental coordination, infrastructure evaluation, permitting support, and predevelopment services for the Eagle Bay Industrial Site Development Project located in the Town of Sheridan, New York.”

**Firms are not required to be included on the Region 5 LDSA/RDSA list to submit a proposal.**

All other terms and conditions of the RFP remain unchanged.