



City of Norwich

One City Plaza
Norwich NY 13815

Telephone - (607) 334-1201
Fax - (607) 334-1208
Mayor@norwichnewyork.net

Brian J. Doliver
Mayor

October 6, 2023

Dear Consultant:

The enclosed Request for Proposals is being distributed to consultants who are experienced in placemaking and economic development for the development of the Downtown Norwich Placemaking Action Plan. It outlines services sought from professional consulting firms for planning services leading to potential future grant applications. Proposals will be accepted until 5:00 PM on November 3, 2023.

If you have any questions, please contact Erik Scrivener by telephone at 607-334-1230 or via email at escrivener@norwichnewyork.net

Sincerely,

Dee DuFour
City Clerk

REQUEST FOR PROPOSALS (RFP)

City of Norwich Downtown Norwich Placemaking Action Plan

Introduction

The City of Norwich is seeking proposals from consultants (Consultant) that are qualified to provide placemaking and economic development services in connection with a Downtown Norwich Placemaking Action Plan (Plan). The City of Norwich was awarded \$10 million for the NYS Downtown Revitalization Initiative (DRI) working toward construction and implementation of revitalization projects and although the DRI will be transformative, an overall connectedness between the downtown and the projects is missing. Successful DRI communities have used the award as a catalyst to further funding and development. The City of Norwich intends to follow a similar path—using the DRI to begin the revitalization process and following an action plan to continue the efforts into the future to build a vibrant local economy attracting businesses, creating, and retaining jobs and creating a destination in the City of Norwich.

The Plan will serve as the economic development framework and will incorporate stakeholder input through regular meetings, a charette, and a market study reviewing the existing conditions, uses, and occupancy to identify additional opportunities in the downtown. Please note that the city may develop potential applications to the Community Development Block Grant (CDBG), NYS Main Street, NYS Empire State Development or other funding sources to assist with implementing the actions identified in the Plan.

Scope of Services

The successful Consultant will meet with the project partners including the City of Norwich, Business Improvement District, and Commerce Chenango to review the project and existing data, conditions, and resources. A Placemaking 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 one or more of these services as they may be required. The proposal should address personnel qualifications and experience providing these services to municipalities. The project includes:

- Project management and a review of existing downtown conditions.
- Review of existing plans, DRI projects, and city processes.
- Market study reviewing the existing businesses and buildings, and highlighting opportunities for long-term downtown vibrancy.
- Identification of a downtown brand for the city.
- Downtown charrette with focus group meetings, downtown review, pin-up session, and development of placemaking actions list from stakeholders.
- Alignment with other state and federal economic development opportunities.

Deliverables

Completed Downtown Norwich Placemaking Action Plan

Compensation and Method of Payment

Compensation for all services must be related to actual performance. Compensation for administration services may be proposed on a fixed-fee basis and/or hourly rate basis and should be clearly explained in the proposal.

Work Time Frames

Project completion shall be achieved within twelve (12) months of the executed agreement.

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 placemaking, economic development, and related initiatives.
- Technical expertise in providing planning services, general advisory, and grant-in-aid assistance to client communities, including a listing of current and recent clients.
- Experience in administering community development programs.
- 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:

- General background and expertise relative to planning, placemaking, and economic development.
- The nature and quality of the proposed services and how services will be provided.
- References and experience in other communities.
- Method of compensation and total compensation required.

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

MBE/WBE and Section 3 businesses are encouraged to submit proposals.

Submission Procedures

If you wish to submit a proposal, please submit five (5) copies of all information to the city no later than **5:00 PM on November 3, 2023.**

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

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

Questions will be accepted in writing until October 20, 2023.

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.