



Request for Proposals

Consultant Services for the Town of Batavia Brownfield Opportunity Area Pre-Planning Project

PROPOSAL ISSUE DATE:	September 1 st , 2026
QUESTIONS DUE BY:	12:00 PM on September 17th, 2026
PROPOSAL DUE DATE:	12:00 PM on October 7th, 2026

All questions should be e-mailed to:

charlotte@coppiceplanning.com

(Charlotte Brett, Coppice Planning LLC, is assisting the Town with grant administration for this project. Requests for a copy of this RFP should also be sent to this address.)

All proposals should be sent to:

The Town of Batavia
Attn: Amy DiSalvo
3833 West Main Street Road
Batavia, NY 14020
Telephone No: (585)-343-1729

An electronic copy can be e-mailed to:

adisalvo@townofbatavia.gov

Objective

The Town of Batavia will undertake a townwide 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 throughout the Town. This project will be developed with funding provided by the New York State Department of State Environmental Protection Fund. The project will engage the public, local agencies, and municipal leaders to identify redevelopment opportunities to revitalize sites.

The Town of Batavia, known as the Community of Opportunity, has experienced rapid economic development in the past decade. The Town has identified a need to be more strategic in guiding future development to encourage mixed use and renewable energy developments on vacant, underutilized, or Brownfields lands within the Town's Smart Growth areas, which are already supported by public infrastructure. This will allow the Town's open areas, parks and recreation spaces, and ecological network to be preserved.

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 Town of Batavia.

Project

The Town of Batavia Brownfield Opportunity Area (BOA) Pre-Planning effort will involve the identification, inventory and analysis of brownfield-affected areas within the Town to identify concentrations of vacant, abandoned, underutilized, and/or brownfield properties for more localized future planning efforts.

Outcomes of this pre-planning activity will include mapping of underutilized, vacant, and abandoned parcels to create an inventory, and the identification of smaller areas or clusters within the study area that are recommended for future BOA planning and designation by the State. This will enable the Town to better understand development conditions surrounding potential brownfield clusters and integrate existing and ongoing planning efforts into the BOA program.

Scope of Services

1.5 Project Scoping Session with the Selected Consultant

The Town of Batavia, herein referred to as the “contractor”, Department of State, herein referred to as the “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

Deliverable:

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

2.1 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 town 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
- The Town of Batavia

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

Deliverable:

Summary document detailing inventory approach.

2.2 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 Town.

As part of this task, the contractor and/or its selected consultant(s) will:

- A. The consultant will coordinate and lead periodic BOA team meetings totaling six team meetings over a one-year process (every 8-12 weeks). The BOA team will assist with feedback on public outreach and shaping of the Public Participation Plan, review inventory, and provide feedback on identified areas for BOAs and priority sites. The BOA team will also actively participate in stakeholder interviews, public meetings, roundtables and potential site tours. The BOA team is expected to include representatives from the Town Planning Board, New York Green, Genesee County Economic Development Center, Genesee County Soil and Water Conservation District, Genesee County Planning Department, NYS Department of Environmental Conservation, NYS Department of State, and approximately 5-8 members of the community representing a diversity of interests.
- B. Engage relevant stakeholders to assist with inventory site identification. The consultant will prepare a Public Participation Plan (PPP) that describes the methods that the project team will use and will be leading the engagement to reach out to the community for input on the BOA process. The PPP will be approved by the Department of State and will include tentative dates of the various outreach activities (described below) as well as a community contact list that will be updated as the project progresses. The PPP will also include a discussion of the project team's approach to enlisting partners for the project and recruiting long-term local champions for the various planning elements. The consultant will be responsible for the outreach elements which shall include:
 - Two open house public meetings held in different parts of the community. Municipal representatives, community members, agencies, and advocacy groups will be invited to learn about the BOA planning process and provide feedback on potential brownfield locations and subsequent reuse strategies.
 - Five or more Stakeholder Interviews to be held to inform the community participation process and ensure equitable and transparent outreach.
 - One Brownfield Roundtable during the planning processes with local agencies, departments, and Town officials to discuss advancement of brownfields and promotion of brownfield redevelopment
 - One Online Survey shall be created and distributed throughout the Town to gauge the redevelopment goals of community members and to identify additional sites for the brownfield inventory.

- Two Site Tours shall be conducted in areas that hold a concentration of identified sites. The site tours will focus on visioning the sites, identifying redevelopment opportunities and what the strengths, limitations, and opportunities for the site may hold. Site tour locations will be determined following a refinement of the brownfield inventory and feedback from community members and the coalition.
 - Updates and postings on the Town's Website, The consultant will assist the Town with updating their website periodically with minutes, meeting notices, presentations, and the survey.
 - The consultant will document all community engagement activities and outcomes and create a summary report of those activities and outcomes.
- C. The consultant shall gather information about the site(s), including, but not limited to, historic land use patterns, known contamination, ownership, demographic and economic information, recent public initiatives and private investments, and environmental conditions. The contractor utilizes an ARC GIS database and inventory with an independent consultant, Wendel Companies. The Consultant will work with the contractor and Wendel Companies to generate a spatial data file (e.g.; shapefile) with the intent of creating a GIS Brownfield Opportunity Area layer for integration into the contractors' GIS database and inventory.

Deliverables:

Public Participation Plan that is approved by the Department of State.

A community engagement summary report documenting all engagement activities and outcomes.

Comprehensive inventory including but not limited to: address, site size and condition, past and present site use category.

Map(s) of inventory, including GIS.

Appendices of the inventory, including a data source list, site visit logs, reports and documentation on sites included in the inventory, etc.

3.1 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
- 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

Once mapped, the selected Consultant will use the prioritized site list and GIS database to identify areas for Nomination Studies. The selected consultant will then create a brownfield site inventory for the identified BOA area as well as provide a land use, zoning, and infrastructure analysis for the area and note other planning efforts the community may be completing or recently completed. Potential reuses and a mini land use plan will be created for the identified BOA area to promote future land uses and redevelopment options stemming from community engagement.

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.

Identification of future Brownfield Opportunity Areas Nomination Studies and other planning efforts.

4.1 Draft Brownfield Inventory & Analysis Report

The contractor and consultant 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.

Deliverable:

4.2 Final Brownfield Inventory and Analysis Report

Based on comments received during the review period, the consultant 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.

5.1 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 consultant shall provide the contractor with answers to the SEQRA question and assist the contractor in completing the 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

6.1 MWBE Reporting

Work with contractor 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

The Town of Batavia was awarded a NYS Department of State Brownfields Opportunity Area Program grant to facilitate a Town-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 \$150,000.

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 the Town 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 Town reserves the right to modify this schedule as it finds necessary, in its sole discretion.

- Bidding for consultants: Q3-Q4, 2026
- Commence Identification and Inventory of Brownfield-Affected Areas: Q1 2027
- Commence Analyses of Vacant, Underutilized, and Brownfield Concentrations: Q1 2027
- Commence Brownfield Inventory & Analysis Report: Q2 2027
- Commence NYS Environmental Quality Review: Q4 2027
- Complete Identification and Inventory of Brownfield-Affected Areas: Q4 2027
- Complete Analyses of Vacant, Underutilized, and Brownfield Concentrations: Q1 2028
- Complete Brownfield Inventory & Analysis Report: Q1 2028
- Complete NYS Environmental Quality Review: Q2 2028
- Completion of Project: Q2 2028

Procurement Schedule

- | | |
|--|--------------------------------------|
| • RFP Advertisement: | September 1 st , 2026 |
| • RFP Questions Due: | September 17 th , 2026 |
| • Proposal Submission Due Date: | October 7 th , 2026 |
| • Select firms may be invited for an interview | Est. October 19 th , 2026 |
| • Notice of Intent to Award: | Est. November 1 st , 2026 |
| • Project Completion Date: | May 31 st , 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.

1.2. The contractor 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. The Town is exempt from all Federal and State taxes.

1.4 Insurance Requirements, as shown in EXHIBIT A, shall be met by the Consultant. 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 Town Clerk at the following email address: adisalvo@townofbatavia.gov
- Failure to do so may be cause for the contractor 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 the Town's approval prior to utilizing a subcontractor in order to perform the requirements of this RFP.

SECTION 2: SUBMISSION OF PROPOSALS:

2.1 The Town requests five (5) original physical copies and one electronic copy, either submitted on a flash drive or emailed to Amy DiSalvo at adisalvo@townofbatavia.gov. Physical copies of proposals should be sent to Amy DiSalvo, Town Clerk, at 3833 West Main Street Road, Batavia, New York 14020 and must be received by 12:00 p.m. on October 7th 2026.

2.2 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. The Town 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.)

2.3 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.

2.4 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 Charlotte Brett, Coppice Planning LLC, at charlotte@coppiceplanning.com. Questions must be submitted by 12:00 p.m. on September 17th, 2026. An Addendum containing all questions and responses related to this RFP are anticipated to be posted to the Town’s website at www.townofbatavia.gov/notifications by September 21st, 2026. The addendum will also be e-mailed to all firms that have requested a copy of this RFP.

3.2 Other than the contact person identified in the proposal, or their designee, prospective proposers shall not approach Town 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 Town 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 Town 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 The Town 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 The Town 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 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 Clients 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 the Town 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 The Town 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 The Town 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 the Town 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 the Town 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 The Town 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 the Town to do so. Explanations of the Town's 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 the Town with reasonable adjustments acceptable to the Town. 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 the Town.

SECTION 9: CONTRACT TERM:

9.1 **Contract Term:** the Town intends to enter into a 18-month contract with the awarded Consultant. The contract shall begin on or about December 31st, 2026 and end on or about May 31st, 2028.

EXHIBIT A:

INSURANCE REQUIREMENTS

Insurance Schedule

Identified Insurance means those insurance policies identified in the chart below. Consultant shall (and shall cause each of its subcontractors to) comply with the requirements set forth in this Insurance Schedule. All further references to "Consultant" herein are intended to include Consultant and its subconsultants.

Insurance

Minimum Limits

Employers Liability:	\$1 Million each accident for bodily injury by accident \$1 Million each employee for bodily injury by disease \$1 Million policy limit for bodily injury by disease
Commercial General Liability:	\$2 Million per occurrence \$2 Million personal and advertising injury \$2 Million products and completed operations \$2 Million general aggregate
Automobile Liability: (Hired, Owned, Not-Owned)	\$1 Million combined single limit
Professional Liability / Errors and Omissions:	\$2 Million per claim \$2 Million aggregate
Umbrella to Overlay Liability Coverages:	\$5 Million per occurrence and aggregate

Other Insurance Provisions

1. The Identified Insurance shall include the following provision on every insurance policy covering all the activities of Consultant with respect to the performance of this Agreement:
 - (a) The Town, and its respective affiliated persons and entities, including without limitation their respective directors, officers, employees, agents, and representatives shall be additional insureds.
2. The Identified Insurance shall also:
 - (a) require the Town to be notified in writing at least thirty (30) days prior to cancellation of or any material change in the policy;
 - (b) be primary and non-contributing to insurance maintained by the Town;
 - (c) endorsed to waive rights of recovery by subrogation in favor of the Town; and
 - (d) in the case of policies or provisions relating to products, completed operations and professional liability, survive termination or expiration of this Agreement.
3. Consultant shall furnish to the Town certificates of insurance evidencing all Identified Insurance (including without limitation, an Acord form) and, at least thirty (30) days prior to the expiration of a policy, certificates evidencing additional or renewal policies.
4. All Identified Insurance shall be written on an occurrence basis except for Consultant's professional liability insurance, which may be written on a claims-made basis. Any deductible or self-insured retentions shall be the sole responsibility of Consultant, and coverage shall apply for the benefit of the Town as if no deductible or self-insured retention applied.
5. To the fullest extent allowed by law, Consultant hereby waives all rights of recovery in favor of the Additional Insured and the Indemnitee.
6. Consultant shall bear risk of loss with respect to any owned, leased, rented, or borrowed vehicles, equipment, data, tools or other personal property. Consultant shall bear the risk of loss with respect to any of its expenses or loss of income.
7. Should the Required Insurance Schedule and Provisions not be met in its entirety by the Consultant, the Consultant must receive written notice from the Town accepting the variation from the Required Insurance Schedule and Provisions.