

Town of Macedon, New York

Request for Proposals (RFP)

Consultant Services for the Town of Macedon – Waterfront & Downtown Brownfield
Opportunity Area (BOA) Pre-Development Activities

Proposal Issue Date: January 7, 2026

Questions Due By: January 23, 2026

Proposal Due Date: January 30, 2026 – 4:30 PM

All proposals and questions should be submitted to:

Town of Macedon

Attn: Scott Allen, P.E. - Town Engineer

32 West Main Street, Macedon, NY 14502

Email: buildinginspector@macedontown.net

1. Objective

The Town of Macedon has been awarded a New York State Department of State Brownfield Opportunity Area (BOA) grant (Contract No. C1003083) to advance Downtown Revitalization Pre-Development Activities identified in the Town's Waterfront & Downtown BOA Nomination Study.

This RFP seeks a qualified consultant (or team of consultants) to assist with zoning updates, design documents for the Town Ambulance Center Relocation Project at 79 Main Street, public engagement and outreach, and coordination of environmental review under SEQRA.

Anticipated community benefits resulting from the project include adaptive reuse of existing structures and blighted properties within the BOA study area, a public awareness of the importance of investment in this area, and readiness for future investment in these affected properties.

2. Background and Purpose

The Town's Waterfront & Downtown BOA establishes a vision for revitalizing underutilized and brownfield properties along the Erie Canal corridor and within the Main Street commercial core. This project will undertake priority pre-development actions necessary to implement that vision, including updating zoning codes, advancing architectural and engineering design for a predetermined public building to relocate Town ambulance services, and conducting community engagement.

3. Scope of Work

Consultant services are expected to include, but are not limited to, the following components as outlined in Attachment C of the DOS contract:

Component 1: Project Start-Up

- Task 1.1: Consultant will lead a project initiation meeting with DOS, Town staff, and partners.
- Task 1.2: Town staff will coordinate the establishment of a Project Advisory Committee including key stakeholders which the consultant will guide through the process.

Component 2: Pre-Development Activities

- Task 2.1: Draft and Final Zoning Updates – Consultant will review current zoning applicable to the BOA nomination area and prepare recommendations for zoning

updates related to the goals of increased use and occupancy of properties and buildings to further the goals set forth in the BOA plan.

- Present and compile feedback from the steering committee and DOS staff in accordance with the attached DOS contract.
- Prepare amendments consistent with BOA recommendations.

Deliverable: final zoning updates and supporting materials per DOS contract and requirement.

Task 2.2: 80% Design Documents – The consultant shall develop design documents for Town Ambulance Relocation Project and supporting materials to allow for the development of a construction bid package in a subsequent project phase.

Deliverables: architectural plans covering the full scope of work, necessary to improve aesthetics of the building, and change of use to accommodate the ambulance services including operations space, offices and crew lounge. Design documents and supporting materials must be approved by the Town staff and in compliance with DOS guidelines per contract requirements.

Component 3: Public Engagement and Outreach

- Consultant will conduct a public engagement and outreach process to educate and inform the public of the BOA plan priorities and benefit of investment in pre-development activities.

Process will include

- Up to four public workshops or open houses,
- A community wide survey
- Stakeholder interviews
- Consultant will provide digital outreach materials, project web content, and meeting summaries.
- A final report will be provided to the Town for review and approval by Town staff and DOS staff.

Deliverables: community participation plan, steering committee presentations & minutes, public meeting materials including presentations and handouts, stakeholder interview summaries and notes

Component 4: Environmental Review

- Prepare documentation for SEQRA compliance; if required, prepare a Draft Environmental Impact Statement.

Deliverable: Preparation of applicable forms and documentation as required for determination of finding.

Component 5: Project Reporting

- Support MWBE utilization tracking through NYS Contract System (NYSCS).
 - Submit required forms per DOS contract.
 - Prepare and submit Utilization plan to indicate and state-certified MWBE firms selected to work on the contract.
 - Record payments to MWBE subcontractors through the NYSCS

Deliverables: Previously mentioned MWBE documentation, semi-annual project status reports and closeout documentation.

4. Project Budget

The total budget for consultant services under this contract shall not exceed \$180,000, inclusive of all labor, materials, travel, and reimbursable expenses. Consultant proposals should include a detailed cost proposal aligned with the work components and deliverables.

Budget for individual components of the scope have been broken down accordingly to encourage participation by MWBE and small business. These individual component budgets are as follows:

Task 2.1 Zoning Updates - \$50,000

Task 2.2 Architectural Services - \$100,000

All other listed requirements and related services - \$30,000

5. MWBE Utilization

The Town and its partners are committed providing this opportunity to MWBE firms including a 30% MWBE participation goal. Qualified State-certified MWBEs are strongly encouraged to submit proposals for full or partial scope of the project.

6. Proposal Submission Requirements

Proposals must include: Cover Letter; Qualifications & Experience; References; Technical Approach; Project Schedule; and Cost Proposal. Total submission shall not exceed 20 pages excluding appendices.

7. Evaluation Criteria

Proposals will be evaluated based on experience with BOA or comparable DOS projects (30%), quality and feasibility (25%), team qualifications (20%), MWBE participation (10%), and cost/value (15%).

8. Schedule

Milestone	Date
RFP Released	January 7, 2026
Questions Due	January 23, 2026
Proposals Due	January 30, 2026
Consultant Selection	February 12, 2026
Contract Execution	March 2026
Project Completion	March 2027

9. General Terms and Conditions

All work shall comply with NYS DOS Master Grant Contract C1003083. Insurance certificates must be provided prior to contract execution. The Town reserves the right to reject any or all proposals or negotiate contract terms as necessary.

10. Contact Information

All inquiries should be directed to:
Scott Allen, P.E. – Town Engineer
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