

**City of Dunkirk**  
**Department of Planning & Development**  
342 Central Avenue Phone: 716-366-9876  
Dunkirk, NY 14048 Fax: 716-363-6460

Request for Proposals/Qualifications

Background

The City of Dunkirk received New York Main Street Program funds to stimulate reinvestment in properties located within mixed-use commercial district. NYMS is a comprehensive grant program that provides funding for local revitalization efforts and technical assistance to help communities build the capacity required to grow their downtown or neighborhood retail district. The City of Dunkirk is seeking the services of an independent contractor to plan and manage the NYMS Program. Responsive bids must be received by 3PM May 12, 2014 in the Clerk's Office.

Scope of Services

This project involves planning and managing various phases of the program: project development, construction management/quality control, recordkeeping and reporting. This independent contractor will work under the general administrative and policy direction of the City of Dunkirk Department of Planning and Development with reference to Article XXVI of the Private Housing Finance Law defining the programs objectives and requirements and the Executed New York Main Street Grant Agreement between the New York State Housing Trust Fund Corporation and the City of Dunkirk.

The independent contractor should have extensive experience with NYMS programs regarding renovating facades, storefronts and commercial interiors. The independent contractor should have knowledge of the state and local laws, policies, regulations and objectives governing or bearing revitalization/rehabilitation of traditional commercial building stock.

The independent contractor should have considerable knowledge of commercial construction, remodeling and contracting, property rehabilitation standards, building and remodeling specifications.

The independent contractor should show experience with community development and revitalization programs, and local building, housing codes and standards. The independent contractor should have the ability to plan, organize, and manage with collaborations of the City of Dunkirk Department of Planning and Development the revitalization program.

Chosen independent contractor will work with the City of Dunkirk and its NYMS program to plan, manage and implement the revitalization program until project completion.

Required duties from the independent contractor are but not limited to:

- A) Project Development-Work Write Up/ Scope of Work per project site- addressing immediate health and safety concerns; correction of code violations; lead-based paint hazards that many exist in buildings that contain residential units; installation of energy conservation measures; consistency with any other local program design guidelines; preservation of historical elements of the building; LPA and property owner sign-off .
- B) Project Development-Site Specific Environmental Review per project site- completed site specific checklists addressing Historic Resources, Floodplain Management, Zoning Changes/Special Use Permit, Coastal zone Management, Site Contamination, Lead-Based Paint, Asbestos containing Materials, Radon, and Wetlands and associated documentation: SHPO Clearance Letter, Floodplain Determination, Zoning Compliance Statement, Evaluation from Environmental Professional or Site Contamination, Wetlands Permit or Correspondence, and Endangered Species Determination.
- C) Project Administration- Construction Management/Quality Control- clearly document each site visit and inspection. Document before and after photos. Mandate all projects sites comply with signage.
- D) Require each property owner participating in the program to file a property maintenance declaration with the clerk of the county.
- E) Complete project commitment logs per site and file maintenance forms per site with Department of Planning and Development.

Proposal Submission:

Letters of Interest with qualifications shall be received by Dunkirk no later than 3:00PM May 12, 2014.  
All proposals shall be submitted to:

Office of the City Clerk  
342 Central Ave  
Dunkirk NY 14048  
Re: NYMS Bid Proposal