



REQUEST FOR PROPOSALS (RFP)
Engineering Consulting Services – Application Support
Round 10 New York State Downtown Revitalization Initiative (DRI)

1. Introduction

The City of Lackawanna (the City) is seeking proposals from qualified engineering consulting firms to assist with the preparation and submission of an application for Round 10 of the New York State Downtown Revitalization Initiative (DRI).

Round 10 is anticipated to open for applications in late summer 2026 (August), with a submission deadline expected in mid-fall 2026 (October or November). Final dates will be announced by New York State.

The selected consultant will provide subject matter expertise, planning support, engineering design, and related analysis to strengthen the City's DRI application and enhance its competitiveness for funding consideration.

2. Background

The New York State Downtown Revitalization Initiative (DRI) is a competitive program administered by the New York State Department of State that provides funding to municipalities for transformative downtown revitalization projects.

As a New York State Certified Pro-Housing Community, the City of Lackawanna intends to prepare a strategic application focused on downtown revitalization, infrastructure improvements, economic development, and enhancing quality of life within and surrounding its Central Business District.

3. Scope of Services

Working in close partnership with the City of Lackawanna Department of Development, and under the direction of the Director of Development, the selected consultant will provide support services including, but not limited to, the following:

A. Project Identification & Development

- Assist in identifying and refining priority projects
- Evaluate project feasibility and readiness
- Develop conceptual engineering approaches and recommendations

B. Engineering & Concept Analysis

- Prepare preliminary design concepts
- Conduct infrastructure assessments
- Develop planning-level cost estimates and budgets
- Identify environmental and regulatory considerations

C. Application Support

- Assist in drafting technical narratives and supporting documentation
- Develop maps, graphics, figures, and visualizations
- Assist with benefit analysis and project justification
- Ensure alignment with DRI evaluation and scoring criteria

D. Stakeholder Coordination

- Participate in meetings with City administration, department heads, community stakeholders, and, as needed, members of the City Council
- Provide technical expertise and subject matter input during public engagement efforts

E. Schedule & Deliverables

- Work within application deadlines established by New York State, with the ability to commence engagement with the City of Lackawanna on Monday, June 22, 2026, to initiate project planning and scheduling discussions
- Provide draft and final materials required for submission

4. Minimum Qualifications

Proposing firms should demonstrate:

- Experience and demonstrated success with municipal engineering and infrastructure projects
- Comprehensive knowledge of the New York State Downtown Revitalization Initiative (DRI)
- Strong experience in planning-level cost estimating
- Knowledge of applicable New York State regulatory requirements
- Proven success supporting competitive economic development grant applications

5. Proposal Requirements

A. Firm Overview

- History, structure, and relevant experience

B. Project Team

- Key personnel and roles
- Resumes of assigned staff

C. Relevant Experience

- Examples of similar projects (DRI or comparable economic development programs)

D. Approach & Methodology

- Understanding of project goals
- Proposed work plan and timeline

E. Fee Proposal

- Detailed cost breakdown
- Hourly rates and not-to-exceed amount

F. References

- At least two municipal clients related to similar work

6. Evaluation Criteria

Evaluation Criteria	Points
Understanding of DRI requirements	30
Relevant experience and qualifications	25
Quality of proposed approach	20
Ability to meet DRI schedule prescribed by NYS	15
Cost effectiveness	<u>10</u>
Total	100

7. Schedule

- RFP Issued: Monday, May 18, 2026
- Proposals Due: Friday, June 5, 2026 by 4:00 p.m.
- Consultant Selection: Tuesday, June 16, 2026
- First Meeting with Lackawanna: Monday, June 22, 2026 (time TBA)

8. Submission Instructions

Proposals must be addressed as follows and submitted electronically as one single PDF by Friday, June 5, 2026 at 4:00 p.m. to:

Charles Clark
Director of Development, Marketing & Public Information
City of Lackawanna
714 Ridge Road – Room 309
Lackawanna, New York 14218
lackawannadevelopment@lackny.com

9. General Conditions

- The municipality reserves the right to reject any or all proposals
- This RFP does not commit the municipality to award a contract
- All costs associated with proposal preparation are the responsibility of the proposer

10. Contact Information

All questions regarding this RFP should be directed by phone or email to:

Charles Clark
Director of Development, Marketing & Public Information
City of Lackawanna
716-827-6475
lackwannadevelopment@lackny.com