

REQUEST FOR QUALIFICATIONS (RFQ)

Town of Greenwich, New York

Washington County

Issued: August 12, 2026

PROFESSIONAL SERVICES

Pro-Housing Communities Technical Assistance to Grow (TAG) Grant

Site Suitability for Housing Development & Grant Compliance

I. INTRODUCTION

The Town of Greenwich, New York (“Town”) is issuing this Request for Qualifications (RFQ) from qualified firms to advance planning and feasibility work for potential housing development on a large (49-acre), vacant Town-owned property located just outside of the Town mixed-use center and adjacent to existing residential uses.

This procurement is qualifications-based. Price shall not be used as a selection factor.

The Town intends to select the most qualified firm to assist with post-award funding coordination and full implementation of the Town of Greenwich Pro-Housing Communities Technical Assistance to Grow.

II. PROJECT DESCRIPTION

The Town of Greenwich secured funding through the Pro-Housing Technical Assistance program to advance planning and feasibility work for potential housing development on a large (49-acre), vacant Town-owned property located just outside of the Town mixed-use center and adjacent to existing residential uses. The site is in the Town's RA district, which allows multi-family; multi-family, 3-4 units; and single family residential with a minimum lot size of 5 acres for multi-family housing and no minimum lot size for single-family housing. With a total acreage of 49 acres, the subject site allows the potential for substantial, impactful housing development in accordance with the existing zoning regulations. This initiative will evaluate how this municipally owned site can be

utilized to help meet local and regional housing needs while aligning with the Town's broader land use, environmental, and infrastructure goals.

This project builds upon a timber harvest recently completed at the site, representing an opportunity to repurpose or reinvest in Town land in a manner that supports both sustainable land management and future housing creation. The proposed scope of work will provide the Town with the technical foundation necessary to determine development potential, understand market conditions, and prepare for partnership with qualified developers.

III. SCOPE OF SERVICES

The selected firm will undertake the following tasks as part of this effort:

- **Site Suitability Analysis:** Evaluate topography, natural features, zoning compatibility, and other environmental constraints, regulatory considerations, and physical factors affecting housing feasibility.
- **Phase I Environmental Site Assessment:** Assess any potential environmental contamination or remediation needs to ensure development readiness.
- **Market Analysis:** Examine local and regional housing demand, pricing trends, and target demographics to inform appropriate housing types and densities.
- **Development Concepts:** Prepare up to three conceptual site plans demonstrating feasible housing layouts that are compatible with the Town's goals and regulatory framework.
- **Cost Estimates and Funding Gap Analysis:** Identify project costs and potential financing needs to support affordable or workforce housing development.
- **RFP/RFQ Preparation:** Develop materials to solicit private-sector development partners for future project implementation.

Through this initiative, the Town will establish a clear and actionable pathway for housing development on underutilized public land, enabling Greenwich to facilitate new housing opportunities that are well-planned, environmentally responsible, and aligned with community priorities.

A. Site Description

- 1.) The Town of Greenwich is seeking to complete a focused site-specific study for Parcel 220.-1-25 along County Route 77, a vacant, 49-acre Town-owned property in the Bald Mountain hamlet identified as a potential location for future housing development. This site was selected due to its strategic location, existing access to infrastructure, and its consistency with the Town's Comprehensive Plan goals for managed growth and housing diversification.

- 2.) The proposed planning effort will concentrate exclusively on this parcel, building upon current land management activities, such as the ongoing timber harvest. By directing resources to this specific site, the Town aims to determine its suitability for residential development, including evaluating environmental and market opportunities, and prepare the groundwork for a future public-private partnership to bring new housing to fruition.
- 3.) While the study will incorporate relevant municipal-wide data—such as zoning and market conditions—the primary objective is to create a replicable model for how municipally owned land can be leveraged to expand the Town’s housing supply in a strategic, well-planned manner.

B. Funding & Grant Compliance Services

1. Preparation of funding compliance documentation.
2. Coordination with HCR for reimbursement requests.
3. MWBE/DBE compliance coordination.
4. Project closeout and final reporting.

IV. PROCUREMENT PROCESS

This RFQ is being issued in accordance with qualifications-based selection requirements for architectural and engineering services.

The Town will:

1. Publicly announce this solicitation;
2. Evaluate and rank firms based on established and publicly available criteria;
3. Conduct discussions/interviews with at least three firms (if three or more qualified responses are received);
4. Select the most highly qualified firm;
5. Negotiate fair and reasonable compensation with the selected firm.

If negotiations fail, the Town will proceed to negotiate with the next most qualified firm.

Price shall not be submitted with the qualifications package.

V. SELECTION CRITERIA

Qualifications will be evaluated based on the following weighted criteria:

Evaluation Criteria	Weight
Experience with comparable housing development studies	30%
Experience with NYS HCR funding programs	25%
Qualifications and experience of proposed project manager and key staff	20%
Demonstrated understanding of project scope and funding strategy	15%
References and past performance	10%
Total	100%

VI. SUBMISSION REQUIREMENTS

Interested firms shall submit:

1. Firm overview and qualifications
2. Resumes of key personnel assigned to the project
3. List of similar projects (municipality, scope, cost, funding programs used)
4. Description of experience with:
 - HCR
 - Grant compliance and reimbursement processes
5. Three (3) client references
6. Proposed project team structure

Do not include fee information.

VII. SUBMISSION DEADLINE

Qualifications must be submitted electronically to:

Clerk to the Supervisor

Town of Greenwich

joanna.messina@townofgreenwichny.gov

No later than September 14, 2026.

VIII. EEO, MWBE & DBE

The Town strongly encourages responses from NYS Certified Minority and Women-Owned Business Enterprises and Disadvantaged Business Enterprises.

IX. GENERAL CONDITIONS

The Town reserves the right to:

- Reject any or all submissions
- Waive informalities
- Re-issue this RFQ if necessary
- Select or not select any firm