

# Request for Proposals (RFP)

## Identification of Potential Sites for New Business / Industrial Park

**Issued by:** Montgomery County Industrial Development Agency (MCIDA)

**Issue Date:** February 13, 2026

**Proposal Due Date:** March 20, 2026



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### 1. Introduction and Purpose

The Montgomery County Industrial Development Agency (MCIDA) is seeking proposals from qualified planning, economic development, real estate, engineering, or multidisciplinary consulting firms to identify, evaluate, and prioritize potential sites within western Montgomery County, New York suitable for the development of a new business and/or industrial park.

The purpose of this Request for Proposals (RFP) is to engage a consultant (or consultant team) to conduct a comprehensive, data-driven assessment of potential sites that can support future economic development, job creation, and private investment while aligning with County, municipal, and regional goals.

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### 2. Project Objectives

The primary objectives of this project include:

- Identifying candidate sites suitable for business and industrial park development
- Evaluating site readiness, constraints, and development feasibility
- Aligning site selection with local land use plans, infrastructure capacity, and market demand
- Creating a prioritized list of sites with supporting documentation to assist MCIDA in marketing, planning, and development efforts

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### 3. Scope of Work

The selected consultant will be expected to perform work that includes, but is not limited to, the following tasks:

#### A. Project Initiation and Coordination

- Conduct a project kickoff meeting with MCIDA and relevant stakeholders

- Develop a detailed work plan, schedule, and communication protocol
- Coordinate with municipalities, utilities, and other agencies as needed

## B. Data Collection and Review

- Review existing planning documents, economic development strategies, zoning ordinances, and comprehensive plans
- Collect and analyze relevant GIS data, parcel data, infrastructure maps, and environmental datasets
- Review prior site studies or related analyses completed within Montgomery County or the region

## C. Site Identification

- Establish site selection criteria in coordination with the MCIDA to define the targeted area
- Identify potential greenfield, brownfield, and redevelopment sites
- Consider parcels under public and private ownership
- Evaluate sites of varying sizes to accommodate different business and industrial uses

## D. Infrastructure and Utilities Assessment

- Evaluate availability and capacity of key infrastructure, including:
  - Transportation access (road, rail, air proximity)
  - Water supply and wastewater capacity
  - Electric, natural gas, broadband, and telecommunications
- Identify infrastructure gaps and potential improvement needs

## E. Environmental and Physical Constraints Analysis

- Identify known or potential environmental constraints such as wetlands, floodplains, steep slopes, and protected lands
- Review known environmental conditions, including potential contamination or brownfield status
- Assess topography, soil conditions, and site accessibility

## F. Regulatory and Land Use Review

- Evaluate zoning classifications and permitted uses
- Identify permitting requirements and regulatory constraints
- Assess alignment with local comprehensive plans and land use policies
- Identify potential rezoning or entitlement challenges

## G. Market and Economic Considerations

- Analyze market demand for business and industrial park development
- Consider target industries and workforce considerations
- Evaluate site competitiveness relative to regional and peer locations

## H. Site Evaluation and Prioritization

- Develop a standardized scoring or ranking methodology
- Evaluate each identified site against established criteria
- Prepare a prioritized list of candidate sites
- Identify “development-ready” sites versus longer-term opportunities

## I. Stakeholder Engagement

- Facilitate meetings or workshops with stakeholders as directed by MCIDA
- Incorporate feedback from local governments, utilities, and economic development partners

## J. Deliverables and Documentation

- Prepare a comprehensive final report summarizing methodology, findings, and recommendations
  - Provide site profiles for each evaluated location, including maps, photographs, and key data points
  - Deliver GIS-compatible files and digital mapping products
  - Present findings to the MCIDA Board and/or other stakeholders
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## 4. Consultant Qualifications

Proposals should demonstrate:

- Experience with site selection, industrial park planning, or economic development projects
  - Familiarity with New York State land use, environmental regulations, and infrastructure planning
  - Technical expertise in GIS analysis, market analysis, and feasibility evaluation
  - Capacity to complete the project within the proposed timeline
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## 5. Proposal Submission Requirements

Proposals should include, at a minimum:

1. Cover letter
  2. Firm and team qualifications
  3. Relevant project experience
  4. Proposed approach and understanding of the project
  5. Work plan and schedule
  6. Cost proposal and fee structure
  7. References
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## 6. Evaluation Criteria

Proposals will be evaluated based on:

- Understanding of the project and quality of approach
  - Relevant experience and qualifications
  - Technical expertise and project team
  - Cost-effectiveness
  - Ability to meet schedule and deliverables
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## 7. Schedule (Tentative)

- RFP Issued: February 13, 2026
  - Proposals Due: March 20, 2026
  - Project Start: April 13, 2026
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## 8. General Conditions

The following conditions apply to this Request for Proposals (RFP):

- There is no express or implied obligation for the Agency to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.
- Any inquiries concerning this RFP must be in writing and should be addressed to Mr. Kenneth Rose, CEO, PO Box 277, 113 Park Drive, Fultonville, NY 12072. Inquiries must be postmarked by March 1, 2026. Agency responses to all inquiries will be distributed to each potential pro-poser.
- To be considered, THREE copies and one digital version of the proposal must be received by the Agency at 113 Park Drive, Fultonville, New York 12072 by 4:00 p.m. March 20, 2026. The Agency reserves the right to reject any or all proposals submitted.
- During the evaluation process, the Agency reserves the right, where it may serve the Agency's best interest, to request additional information or clarification from a proposer, or to allow corrections of non-material errors or omissions or waive non-material requirements. At the discretion of the Agency, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. If conducted, oral presentations will be scheduled with each proposer.
- The Agency reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

- Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Agency and the firm selected.
  - It is anticipated that the selection of a firm will be completed by April 9, 2026. Following notification of the selected firm it is expected a contract will be executed between both parties by April 13, 2026.
  - The Agency reserves the right, as best serves its interest, to change any of the projected dates set forth in this RFP, including, but not limited, to the due date for receipt of proposals.
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