



15 SOUTH BROAD STREET, NORWICH, NY 13815  
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EMAIL: [INFO@CHENANGONY.ORG](mailto:INFO@CHENANGONY.ORG)

## RFQ: 'Hotel Norwich' Project

### Notice to Bidders

*The undersigned shall receive sealed proposals for provisions of services to the Development Chenango Corporation (DCC) as follows:*

#### **RFQ for the 'Hotel Norwich' Development, Management and Operations**

The Development Chenango Corporation wishes to retain the services of a qualified professional engineer and/or development group to advise and assist with hotel development, management and operation.

Proposals may be delivered to Development Chenango Corporation, located at the Commerce Chenango office, 15 South Broad Street, Norwich, New York during regular business hours (8am - 5pm) until no later than Friday, May 06, 2022, at 4 p.m. Late proposals by mail, courier or in person will be refused. Development Chenango Corporation will not accept any proposal which is not delivered to the office by the time indicated above.

All proposals must be submitted according to the terms of the specifications which can be found on our website <https://tinyurl.com/HotelNorwichRFQ>

Questions regarding these specifications shall be directed to Jenna Ostrander, Economic Development Assistant at 607-334-1401. All proposals must be in writing and submitted in a sealed envelope marked Hotel Norwich Bid clearly on the outside of the envelope. Proposals will not be publicly opened and read but will be opened and evaluated by the Development Chenango Finance Committee, in preparation for a recommendation to the Development Chenango Corporation Board of Directors.

Development Chenango Corporation Finance Committee reserves the right to award the contract under this RFQ to the firm whose proposal best serves the interest of Chenango County and the City of Norwich. Development Chenango Corporation reserves the right to reject all proposals or part thereof, not considered to be in the best interest of Chenango County and the City of Norwich, and to waive any technical or formal defect in the proposals which is considered to be merely irregular, immaterial, or unsubstantial.

Please take further notice that the Development Chenango Corporation affirmatively states that any contract entered into pursuant to this notice, will be without regard to race, color, sex, religion, age, national origin, disability, sexual preference, Vietnam Era status, disadvantaged or minority or women-owned business enterprises.

Hotel Norwich  
LEGAL NOTICE

**CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR  
PROFESSIONAL CONTRACTS FOR THE YEAR 2022 UNDER  
THE FAIR AND OPEN PROCESS**

NOTICE IS HEREBY GIVEN to all applicants for positions set forth more fully in a notice of publication soliciting request for qualifications shall take into consideration the following factors, which will be weighed by the Development Chenango Corp Finance Committee as the basis of awarding contracts for professional services most advantageous to the City:

- I. Resume and letter application and proposal for professional position including all documentation that provides the following for evaluation by the Development Chenango Corp Finance Committee:
  - a. Familiarity with the City of Norwich and its form of
  - b. Experience and reputation in the field for the position sought to include Professional references and\or portfolio.
  - c. Knowledge of the area of expertise for the position sought (i.e developer, engineer, etc)
  - d. Availability to accommodate all required meetings of the Development Chenango Corporation.
  - e. Proposals should include a timeline, budget, Scope and business plan.
  - f. Such other factors deemed to be in the best interest of the County of Chenango, the City of Norwich and Development Chenango Corporation.
- II. The term of said contract shall be for a period of no less than one year and no more than two years, commencing no later than June 1<sup>st</sup> 2022.
- III. All proposals shall include a completed and executed Non-Collusion Affidavit.
- IV. Selection of professionals shall be based on the Development Chenango Corporation Finance Committee's evaluation of the submitted material in the criteria set forth in this document.

V. Submit all materials in a sealed envelope marked **"Hotel Norwich Bid"** addressed to Development Chenango Corporation at 15 South Broad Street, Norwich NY 13815 to be received on or before 4 p.m. on May 6<sup>th</sup>, 2022. Two (2) originals must be submitted. Non-bound submissions are preferred.