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## Request for Proposals (RFP): Feasibility Study for Workforce Housing Development in Ticonderoga, NY

### I. Introduction

The Essex County Land Bank (ECLB) is seeking proposals from qualified consultants to conduct a Feasibility Study for a housing development initiative in Ticonderoga, NY. The primary objective is to evaluate the feasibility of constructing three to four stick-built homes or placing three to four modular homes on 130 The Portage. Additionally, rehabilitating a land bank home at 175 The Portage is planned to create a total of 4-5 new workforce housing units.

The focus of this study includes pre-permitting procedures, strategies for grant subsidy utilization, and a targeted limited public outreach strategy. The public outreach comprises a single survey, while a separate comprehensive town-wide housing needs assessment is also planned. This assessment aims to comprehensively understand and document the housing needs and preferences of the Ticonderoga community independently.

The purpose of this standalone housing needs assessment is to acquire detailed insights into the specific housing requirements and gaps within the broader Ticonderoga community. This data will play a pivotal role in guiding subsequent phases of the housing development initiative, ensuring that the project aligns precisely with the community's identified needs and aspirations.

The overarching goal of this feasibility study remains to inform a strategic approach to housing development that not only meets the community's expectations but also optimizes resource utilization and grant integration effectively.

### II. Background

Ticonderoga, nestled within Essex County, boasts a charming rural landscape and a close-knit community. The initiative aims to explore housing development options that align with the area's unique rural character while meeting the present and future needs of its residents.

### III. Scope of Work

The selected consultant will undertake the following responsibilities:

- **Pre-Permitting and Feasibility Assessment:** Conduct a detailed assessment of pre-permitting procedures and feasibility aspects for constructing either three stick-built homes or placing three modular homes on the designated site.
- **Grant Subsidy Layering:** Analyze potential grant opportunities and create a strategy for layering subsidies to support the housing development project.
- **Limited Public Outreach:** Execute a single survey and conduct a town-wide housing needs assessment to gather essential community input and assess housing requirements.
- **Financial Viability Assessment:** Evaluate the financial viability of the proposed housing development models, including cost estimates, budget allocation, and financial feasibility studies.

### IV. Implementation Strategy

Develop an implementation strategy focusing on pre-permitting processes, grant subsidy layering, and financial feasibility. Emphasize identifying available grants, creating a strategic blueprint for subsidy layering, and conducting comprehensive financial analyses. Establish a synchronized timeline with key milestones aligned with grant application deadlines. Address legal and compliance considerations, ensuring seamless execution within specified parameters.

### V. Proposal Requirements

Proposals should include:

- **Consultant Qualifications:** Details on prior experience with similar housing development projects, especially in rural settings.
- **Project Approach:** A clear methodology for assessing pre-permitting procedures, grant subsidy layering, and conducting limited public outreach.
- **Financial Viability Plan:** Comprehensive financial analyses and strategies ensuring the project's financial feasibility.

- **Timeline:** An estimated project timeline with key milestones related to grant applications and pre-permitting procedures.
- **Budget:** A detailed budget covering all aspects of the project.
- **References:** A minimum of three relevant client references from similar projects.

## VI. Selection Criteria

ECLB will evaluate proposals based on:

- **Experience and Expertise:** Demonstrated proficiency in conducting feasibility studies and housing development projects, particularly in rural settings.
- **Project Approach:** Clarity and suitability of the proposed methodology for the feasibility study, pre-permitting assessments, and grant subsidy layering.
- **Financial Viability Plan:** Strength and viability of the financial strategies proposed.
- **Timeliness:** Reasonableness and alignment of proposed timelines with project requirements.
- **References:** Strength and relevance of provided references.

## VII. Submission Guidelines

Proposals must be submitted by 12/08/2023 at 5 pm, addressed to:

*The Essex County Land Bank,  
111 Montcalm Street, PO BOX 348,  
Ticonderoga, NY 12338*

or via email: *info@prideofticonderoga.org*