

# Northern Forest Center Request for Proposals Building Assessment Services

The Northern Forest Center (“The Center”) is seeking environmental assessment services at for a building in Westport, NY on behalf of the property owner as part of a grant funded project to advance predevelopment work on potential housing projects. Under this scope, the Center requires a firm that can assess the structural condition of a building that may impact the scope and cost of building renovation or demolition.

**Issue Date:** March 4, 2026

**Site Visit:** Optional, by appointment

**RFP Responses due:** March 27, 2026

**Selection:** April 10, 2026

**Contact:** Isabella Ronson-Amrein, Northern Forest Center – [ironson@northernforest.org](mailto:ironson@northernforest.org)

## Context and Background

The [Northern Forest Center](#) is a regional innovation and investment partner creating bold possibilities for rural communities across the 30-million-acre Northern Forest region of Maine, New Hampshire, Vermont, and New York. The Northern Forest Center received a grant in 2024 from the New York State Department of Conservation to support predevelopment activities at multiple sites with potential for new housing developments.

As part of this work, the Center is procuring select contractual services to advance projects towards being developable. This assessment will be used to inform the scope of how the building is renovated or demolished.

## Building Context

The building, located at 6592 Main St, Westport, NY 12993 is an approximately 1000 square foot wood framed building built or renovated in the 20<sup>th</sup> century. The building is conditioned, but lacks any plumbing. It is connected to a series of early 20<sup>th</sup> century barns that are slated for demolition.

## Primary Scope

The Center wishes to determine the condition of the building and determine what steps will be necessary to renovate the building into fully conditioned and useable residential space, or if demolition and building new is a better alternative. The following systems should be included in the assessment:

- Structural condition (foundation, framing, roof, etc.)
- Roof condition
- Electrical services
- Mechanical and heating systems
- Insulation and weather sealing
- Other code compliance issues

## Deliverables

A complete report describing the existing condition of the building and itemized deficiencies. Recommended repairs shall be outlined for each deficiency.

## **Proposal Submission Requirements**

Please provide the following information:

- Describe how the team proposes to approach this project and complete the scope of work.
- Provide three references for similar projects, including project manager or owner's contact information.
- Address approximately when the deliverables will be complete.
- Provide proposed price for delivering services related to conducting onsite work and completing the described deliverables.
- If applicable, please indicate if your firm is a MBE and/or WBE registered in New York State.
- Affirm that your firm is an Equal Opportunity Employer.

You may include additional information as needed and that you feel would be helpful to the owners in selecting a contractor.

## **Questions**

Questions regarding the proposal requirements or the project should be addressed to Isabella Ronson-Amrein at [ironson@northernforest.org](mailto:ironson@northernforest.org).

## **Selection Factors**

From the proposals received, the Northern Forest Center will select a firm based on:

- Team's qualifications
- Relevant experience and approach
- References
- Schedule and availability
- Costs
- Any other criteria determined by the Center or property owners

The Center reserves the right to reject any and all proposals and negotiate with any or all of the firms that submit a proposal.

## **Proposal Due Date**

Proposals shall be submitted in electronic form no later than 5PM on March 27, 2026 to Isabella Ronson-Amrein at [ironson@northernforest.org](mailto:ironson@northernforest.org). A single .pdf is preferred.

Photo of Building

