

# Northern Forest Center Request for Proposals Surveying Services

The Northern Forest Center (“The Center”) is seeking surveying services at three sites in the northern Adirondacks on behalf of the owners of each property as part of a grant funded project to advance predevelopment work on potential housing projects. Under this scope, the Center is looking for on-site boundary marking and the preparation of digitized surveys of each property.

**Issue Date:** March 4, 2026

**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. These surveys will be used to develop site plans and inform various design decisions.

## Site Context

There are three sites included in this scope:

- A 0.69-acre site in Westport, NY owned by Amy Robinson and Adam Robinson. The site is developed with a variety of structures, utilities, and parking areas.
  - Project Location: 6592 Main St, Westport, NY 12993
  - Tax Map Parcel: 66.57-2-52.000
- An 82-acre site in Keene, NY owned by Dennis and Martha Gallagher. The site is mostly undeveloped woodland, though on the west side of route 9N is the owners’ home and the east side of route 9N is a field.
  - Project Location: 11021 NYS Route 9N, Keene, NY
  - Tax Map Parcel: 44.4-2-41.100
  - Existing (paper) survey by Robert Martin, Jr, completed in 1993, is available
- A 0.47-acre site in Tupper Lake, NY owned by TOLA enterprises. This site is developed with multiple buildings and utilities.
  - Property Location: 33 High St, Tupper Lake, NY
  - Tax Map Parcel: 490.67-4-32

## Primary Scope

The Center wishes to develop surveys for each of these properties with, at minimum, the following information:

- Property boundaries.
- Location of existing building footprints.

- 1-foot contours\*.
- Utility poles, manholes, junction boxes, other surface-level equipment, and known utility lines.
- Existing paved or otherwise cleared driveways and parking areas.
- Approximate existing tree lines.
- Easement and right of ways.
- Other permanent and significant obstacles in accordance with standard surveying practice.

In addition, property corners shall be marked when completing on-site surveying work with temporary flagging and, where currently non-existent, permanent markers like metal rods or other standard surveying methods.

\*For the survey of the 82-acre Gallagher property in Keene, two surveys shall be produced. One survey shall include the entire parcel and can omit contours. The second survey shall be at a scale to focus on the open field on the east side of Route 9N, where the proposed housing development is to be built. This survey should include 1-foot contours.

### **Deliverables**

A survey with the above scope items:

- 2 paper copies of each prepared survey
- A PDF copy of each prepared survey
- AutoCAD or similar file of each prepared survey for use by site planners and engineers later in the development process.

### **Proposal Submission Requirements**

Please address the following prompts:

#### Approach

- Describe how the survey team proposes to approach this project and complete the scope of work.
- Include an explanation for any additional tasks the survey team believes necessary to complete the scope of work.

#### Experience

- Provide proof of surveying license.

#### Scheduling

- Address approximately when the survey team will be able to do on-site work.
- Address approximately when the deliverables will be complete.

#### Fees and Costs

- Provide proposed price for delivering services related to conducting onsite work and completing the described deliverables.
- Provide estimate of reimbursable expenses, if any.

#### New York State Minority and Women Owned Business (MWBE)

- If applicable, please indicate if your firm is a MBE and/or WBE registered in New York State.

#### Equal Opportunity Employer

- 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 survey team.

### **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 make a final selection based on:
- Survey team's qualifications
- 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.