



# City of Niagara Falls, New York

P.O. Box 69, Niagara Falls, NY 14302-0069

January 12, 2023

To Whom It May Concern,

The City of Niagara Falls is soliciting proposals to provide administrative and architectural consulting services in connection with an awarded grant from the New York State Department of State (“DOS”) for the Niagara Falls Small Project Grant Fund and DiCamillo Bakery grant (collectively herein after the “Project”).

The Downtown Revitalization Initiative (“DRI”) Bridge District is an active and vibrant neighborhood with a walkable public realm. Main Street serves as a retail, entertainment, and mixed-use hub comprised of diverse incomes and occupations. The District supports growing businesses that serve local residents and leverage the area’s proximity to Toronto and Buffalo. Its access to natural, recreational, cultural and educational resources offers a welcoming neighborhood for both residents and visitors that celebrates the area’s uniqueness.

Interested Proposers are encouraged to download submission package documents from the Purchasing Division’s website: [www.niagarafallsusa.org/government/city-departments/purchasing](http://www.niagarafallsusa.org/government/city-departments/purchasing). Upon request from the interested Proposer, the City will officially distribute printed submission package documents from the Division of Purchasing.

The approximate request for proposal (RFP) schedule (subject to change as required by the City) is as follows:

RFP issued: Friday, January 13, 2023  
Questions due: Wednesday, February 1, 2023, by 3 p.m.  
Responses to Questions issued by: Tuesday, February 7, 2023  
**Proposals due: Friday, February 24, 2023**  
Review of proposals: February 27, 2023 through March 8, 2023  
City Council Award (if awarded): March 2023

We look forward to reviewing your proposal and assisting you, as needed.

Sincerely,

Leeann K. Huey  
Purchasing Agent