



Request for Proposal and Qualifications

North Chautauqua County Re-Organization Plan

Towns of Pomfret and Dunkirk, City of Dunkirk and Village of Fredonia

Submission Due Date: Monday, June 1st, 2026 at 4:00 PM EST

The Town of Pomfret in conjunction with the City of Dunkirk, the Town of Dunkirk and the Village of Fredonia, located in Chautauqua County, is seeking proposals from qualified individuals or firms to prepare a comprehensive study which will examine the feasibility and impacts of Local Government Re-Organization.

The Town of Pomfret has received grant funding from the County of Chautauqua's "Government Reduction Initiative" and has applied for grant funding from the Department of State under the Local Government Efficiency Grant Program and seeks to hire a qualified Consultant (the "Consultant") to produce a dissolution study, plan and alternatives that will provide factual and unbiased information to residents and officials of the Towns, City and Village on all viable options for cost savings through the streamlining of government.

The Municipalities are seeking a professional consultant to prepare a high-level feasibility study and implementation plan to provide the municipal boards and the residents of the communities with a comprehensive and specific study that include viable options for the dissolution of one or more of the Municipalities. The goal will be to illustrate potential net fiscal impact of reorganization by exploring all ways in which the Municipalities can improve efficiency while decreasing the burden placed upon taxpayers. The Study will include all options for the City, Village and Towns, including but not limited to dissolution. The proposed Study would provide the necessary blueprint to progressing re-organization efforts in a responsible, cohesive and

carefully calculated manner. The proposed Study would also provide recommendations for possible shared services between the Municipalities in the event that re-organization efforts are not feasible or are not approved by the residents of the Municipalities.

While in the past formal studies have been conducted to determine whether The Town of Pomfret and the Village of Fredonia would benefit from full consolidation, no formal study has ever been conducted to also include the possibility of including the Town of Dunkirk and the City of Dunkirk into a possible consolidation. A possible consolidation of the four (4) municipalities may be somewhat complicated because of the inclusion of the City of Dunkirk. The Village of Fredonia is wholly included within the Town of Pomfret, making a consolidation fairly simple. The inclusion of the neighboring Town of Dunkirk would also be fairly straightforward. Because the City of Dunkirk is not contained within the Town of Dunkirk or the Town of Pomfret, an in-depth study and plan for inclusion of the City into a consolidation plan is necessary. The dissolution of a city in the State of New York is somewhat unprecedented, and would require thoughtful and careful planning, and may require special legislation from the State of New York.

The purpose of the services of the proposal will be to conduct a study which identifies and quantifies the viability of all options available to the Municipalities, including but not limited to dissolution. Options for possible shared services will also be identified, should dissolution of one or more of the Municipalities be determined to not be feasible or is not approved by the Municipality's residents.

The deliverables are to:

1. Identify and detail existing conditions analyses of the City, Village and Town governments, the services provided and associated cost;
2. Develop dissolution plans that will identify how services will be continued should any one or more of the involved governments be dissolved. The plans will identify if the recommendation is to dissolve all of the four Municipalities and form a new municipality, or if one or more of the Municipalities should be dissolved and merged into one or more of the remaining Municipalities. The plans must detail the fiscal and non-fiscal advantages and disadvantages of various dissolutions, and an orderly process for the disposition of government's assets and liabilities should any government be dissolved;
3. Develop alternatives to dissolution should none of the governments be dissolved including the fiscal and non-fiscal advantages and disadvantages of maintaining all of the governments which may include equitable cost-sharing agreements for shared services including but not limited to Building Code Enforcement, Courts, Dog Control, and Highway/Streets.
4. Detail a Public Relations Plan for use in dissemination of information to residents of the Municipalities prior to scheduled public referendum on proposed dissolutions which must include one or more public meetings in each Municipality.

The selected consultant will demonstrate experience in government reorganization, success in implementing a public participation study strategy, including meetings/public hearings and distribution of information via internet, experience in providing high-quality deliverables in a timely manner. The selected consultant will meet with an appointed committee ("Re-

Organization Study Committee” or “RSC”) until completion of the project. Consultant may propose an alternative to physical meetings in order to reduce cost, however, the committee will meet in person with the consultant no less than every other month. Consultant is expected to print all data including, documents, maps, charts and all other necessary items, as well as include all of those charges in the proposal.

All proposals must include a list of project tasks and may include recommended alternatives to the attached work plan; a project time line detailing all activities from selection of consultant to substantial completion; resumes of staff assigned to the project; a cost proposal. Consultant must include an overview of qualifications and previous experience, including pertinent references, with proposal.

Proposals may be submitted in hard copy or electronic format. Hard copies of the proposal must be submitted in a sealed envelope, clearly marked “North Chautauqua County Re-Organization Plan” and received by **Monday, June 1st, 2026 at 4:00 PM EST**. Electronic copies must be submitted by the same due date and time. Proposals shall be submitted to:

**The Honorable Daniel W. Pacos, Town Supervisor
Town of Pomfret
9 Day St.
Fredonia, NY 14063**

Via email @ “supervisor@townofpomfretny.gov”

The Town of Pomfret reserves the right to reject any or all proposals at its option. Additional information may be requested during the review and selection process. Minority and Women-Owned businesses as well as Section 3 businesses are strongly encouraged to respond to this request for proposal. The Town of Pomfret does not discriminate based on race, religious belief, sex, sexual orientation or any other protected classification.