

# REQUEST FOR PROPOSALS

## ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION

### GENERAL INFORMATION

The City of Canandaigua, New York is seeking to retain Professional Services to assist the City Council in its implementation of the City's Strategic Economic Development Plan.

Interested firms should submit their proposal electronically to City Manager Ted Andrzejewski at the following e-mail address: [TA@CanandaiguaNewYork.gov](mailto:TA@CanandaiguaNewYork.gov) no later than 5:00 p.m. on Friday November 11, 2016. All questions regarding the RFP should be directed to the City Manager's Office at (585) 396-5000, ext. 5019.

### PROJECT BACKGROUND

The project is the implementation of the Economic Development Strategic Plan for the City of Canandaigua. The plan was prepared on behalf of the City of Canandaigua by Fairweather Consulting during the period of June 2011 through March 2012, and was adopted by the City Council in April 2012. The Plan and supporting documents can be accessed at the website [http://www.canandaiguanyork.gov/vertical/sites/%7BA388F052-E1B1-4CA4-8527-A8BB46320BB9%7D/uploads/Canandaigua\\_Economic\\_Development\\_Partnership.pdf](http://www.canandaiguanyork.gov/vertical/sites/%7BA388F052-E1B1-4CA4-8527-A8BB46320BB9%7D/uploads/Canandaigua_Economic_Development_Partnership.pdf)

### RECOMMENDATIONS

The City's goal is to recruit, interview, hire and oversee an individual or agency to provide professional services to implement its Strategic Economic Development Plan ("the Plan").

### PROPOSAL ELEMENTS

Please include the following elements in your proposal:

Firm: A brief description of the individual, firm, or agency submitting the proposal, including their full business name and legal status (corporate, partnership, etc.). It shall include a contact list for each firm, their telephone and fax numbers, mailing address, and email address, if available.

Qualifications: A brief narrative discussion explaining why your firm is especially qualified to perform these services. Please limit this narrative to no more than two pages.

Experience: List and describe recent projects that are relevant to your firm's capabilities to implement economic development projects and/or strategies, including brief descriptions of project scope, year the project was undertaken, dollar value of the project, and name, address and phone number of client representative, employer, or other reference.

Approach: Provide a general scope of services that your firm will provide to the City. Describe major tasks to be performed and describe how the tasks will be accomplished.

Cost of Services: Include professional services and any other services related to the implementation of your proposal. In addition to providing the total cost, attach a description which indicates the breakdown of services to be provided and associated cost of each. Include fee payment schedule if necessary. The City is looking for the cost of your services for a period of one year.

RFP Evaluation criteria : (not in order of priority)

1. Quality of proposal – responsiveness to RFP.
2. Qualifications – capability of the firm to implement the Plan.
3. Experience – past successful experience with economic development projects.
4. References – for performance with similar projects.
5. Cost of services