

CANANDAIGUA LDC REQUEST FOR PROPOSALS

MANAGEMENT OF LOCAL DEVELOPMENT CORPORATION AND ECONOMIC DEVELOPMENT SUPPORT

RFP Issued: February 28, 2020

Proposals Due: March 13, 2020 by 4:00 PM

GENERAL INFORMATION

The Canandaigua Local Development Corporation (herein after referred to as ‘Canandaigua LDC’) is a startup local public authority created to serve the greater Canandaigua community in matters pertaining to general collaboration and specifically economic development. The founding membership of the Canandaigua LDC are the City of Canandaigua, Town of Canandaigua, and the Canandaigua Area Chamber of Commerce. The Canandaigua LDC is interested in receiving proposals for the purpose of management of the Canandaigua LDC and economic development support/implementation.

Interested firms should submit their proposal electronically to John D. Goodwin, City Manager at the following e-mail address: jdg@canandaiguanewyork.gov no later than 5:00 p.m. on Friday March 13th. All questions regarding the RFP should be directed to the City Manager’s Office at 585-337-2174.

PROJECT BACKGROUND & SCOPE

The Canandaigua LDC is organized and exists under §1411 of the New York State Not-for-Profit Law and is authorized to engage in any activity to pursue the purposes set forth therein. Specifically, the purposes for which the corporation is formed are the public purposes of: attracting new and retaining existing business to the greater Canandaigua region, relieving and reducing unemployment; promoting and enhancing employment opportunities; instructing or training individuals to improve or develop skills; conducting research to attract or retain business, and lessening the burdens of government and acting in the public interest in the Town and City of Canandaigua, New York.

The Canandaigua LDC is governed by a Board of Directors and holds a primary office at 113 South Main Street, Canandaigua, NY 14424.

The management and economic development support/implementation services sought are to:

- Ensure that the Canandaigua LDC remains compliant with all rules and regulations governing LDCs;
- Facilitation of Meetings;

- Support and implementation of the Canandaigua LDC’s strategic action items as well as items identified the [May 2018 Economic Development Group Concept Mapping Study](#);
- Identify and write grants to fund projects strategic action items;
- Identify and seek potential funding sources to ensure continued operation of the Canandaigua LDC

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 Canandaigua LDC is looking for the cost of your services for a period of one year and the option to continue for one additional 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

RFP SCHEDULE OF EVENTS

This schedule of events represents the Canandaigua LDC’s best estimate of the schedule that will be followed for this RFP.

- RFP Issued: February 28, 2020

- Deadline for Questions: Marc 6, 2020 by 4:00 PM
- Proposals Due: March 13, 2020 by 4:00 PM

PROJECT OVERSIGHT

The Board of Directors of the Canandaigua LDC will have ultimate oversight over this project.

Required Reporting: The Proposer shall provide monthly progress reports to the Board of Directors of the Canandaigua LDC. Progress reports shall provide a detailed narrative description of the work that has been completed and shall include an identification of specific objectives that have been accomplished to date.

Payment: Payment requests shall be submitted monthly to the Treasurer of the Canandaigua LDC and are subject to approval by the majority of the Board of Directors of the Canandaigua LDC.

Termination: The Agreement may be terminated by the Canandaigua LDC at any time if the Consultant is not completing the deliverables in accordance with the terms of the Agreement and subsequent contract at the discretion of the Board of Directors of the Canandaigua LDC.

MISCELLANEOUS

1. The Board of Directors of the Canandaigua LDC reserves the right to reject any or all quotes/proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside of the scope of this RFP.
2. The Board of Directors of the Canandaigua LDC assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.
3. Prevailing wage rates may apply.
4. Minority- and Woman-owned Business Enterprises (M/WBE) are encouraged to respond to the RFP, either as prime or subcontractors.