

# **REQUEST FOR PROPOSALS**

## **Village of Bath, New York**

### **Economic Development Strategy**

#### **Background:**

The Village of Bath is located in Steuben County, New York. The population was 5,786 at the 2010 U.S Census. According to the 2015 American Community Survey the median household income of the Village of Bath was \$37,037 compared to Steuben County's \$47,280 and New York State's median household income of \$59,269. Bath is the county seat of Steuben County and therefore has a large percentage of the non-taxable properties. In addition, the Village has recently lost a large manufacturing facility, Phillips Lighting which resulted in nearly 300 job losses in a community with only 5,786 people. Currently the level of unemployment in the Village is approximately 7.5%, not including inhabitants of the Bath VA. Businesses continue to move out of the downtown, leaving vacant deteriorating structures which limit investment and employment opportunities in the community.

The village's proximity to the I-86 corridor, its status as the county seat and the proximity to the Finger Lakes Wine trail, means that the village's economic vitality has wide ranging implications and influence throughout the region. There is a clear need to retain residents and move the impoverished populations into the workforce by pursuing projects and initiatives that revitalize distressed communities by revitalizing buildings and neighborhoods, and creating businesses and job opportunities.

This Request for Proposals seeks a consultant to provide professional services to develop an Economic Development Strategy that includes a detailed market and business analysis, SWOT analysis, strategic direction for the village including goals and objectives, performance measures to evaluate the organizations implementation and its impact on the regional economy and a plan to promote economic resiliency.

#### **Reporting and Coordination:**

The selected consultant will report to the Economic Development Committee with final adoption of the plan by the Village Board. The consultant will also coordinate with Village staff, the county Industrial Development Agency and key stakeholders as identified by the Economic Development Committee.

#### **Funding Sources and Reporting Requirements:**

The Village has been awarded grants from NYS Empire State Development and the Appalachian Regional Commission for this project. Proposers must be eligible to participate in state and federally funded projects. The selected consultant will be required to provide information as requested by the Village to complete required funding source progress and compliance reports.

**Scope of Work:**

The selected proposer will be required to address the following Scope of Work:

1. Review and analysis of internal and external economic and demographic trends and issues.
2. Business analysis and inventory and evaluation of the Village's current market characteristics
3. Involve local business owners and stakeholders in the preparation of the economic development strategy.
4. A village-wide Strength Weakness Opportunity Threat (SWOT) Analysis
5. Preparation and presentation of a village-wide economic development strategy including a vision statement, goals and objectives, and specific projects or actions with measurable outputs and outcomes.
6. Prioritized implementation plan including timeline, cost/resource estimation, and organizational model.
7. Prepare an evaluation framework with performance measures used to evaluate the implementation of the economic development strategy.

**Deliverables:**

The selected proposer will be required to provide the following deliverables:

Provide the Economic Development Committee with monthly activity and progress reports linked to the scope of work, deliverables, funding source reporting requirements, and the agreed upon schedule.

Provide the Economic Development Committee with an interim summary report mid-point in the project.

Provide and present a draft final report in both hard and electronic form as per the agreed upon schedule.

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**Methods and Means:**

The proposer is required to present their methods and means to address the scope of work. The proposer is invited to present alternatives to the scope of work provided such alternatives will address the Village's project goals and enhance the final product.

**Time Line:**

The Village anticipates selecting a firm and issuing a notice to proceed within 30 days of the closing date. The selected consultant should complete the project within 6 months from the date of an executed purchase agreement.

**Cost Proposal Amounts:**

The cost proposal must be stated as a lump and be supported by stated hourly rates/cost allocated for the respective scope of work component or deliverable.

**Payment:**

Payment will be via a Village purchase agreement for professional services.

**Subcontractors:**

The proposer is required to identify any subcontractors to be utilized. The proposer should present the subcontractor's qualifications and expertise as related to the Scope of Work. The proposer should also state the estimated percentage of work to be provided by each subcontractor.

**Minority and Women Owned Business Enterprises (MBE/WBE):**

Proposals from or including minority and women owned businesses are encouraged. Proposals from or including MBE/WBE should identify the MBE/WBE.

**Insurance Coverage:**

The following kinds and amounts of insurance shall be procured upon selection and maintained throughout the duration of services.

1. Worker's Compensation Insurance in the amounts required by law to provide protection for employees of the firm in the event of job-related injuries.
2. Commercial General Liability Insurance having a combined single limit of \$1,000,000 for bodily injury and property damage resulting from any one accident.
3. Automobile Liability Insurance having a limit of \$1,000,000 for bodily and property damage resulting from any one accident.

4. Professional Liability or Errors and Omissions Insurance having limits of \$1,000,000 per claim and \$1,000,000 aggregate liability, including contractual liability.
5. Umbrella Liability Insurance having a limit of \$1,000,000 for personal injury and property damage resulting from any one occurrence.
6. Cyber and data security liability having a limit of \$1,000,000

For items 2, 3, 5, and 6 the Village must be named an additional insured with such coverage to be primary and non-contributory. The selected firm shall provide the Village with current Certificates of Insurance showing the required limits and terms. The Certificates shall also provide for thirty (30) days written notice by the insurance company prior to cancellation or material change in policy coverage.

**Terms of Award:**

The Village of Bath reserves the right to reject any or all proposals, and the Village reserves the right to negotiate the scope of services, costs or other terms and conditions with any individual/firm submitting a proposal.

**Submitting Proposals:**

Proposals must contain:

Section I: A detailed statement of qualifications demonstrating ability and capacity to complete the scope of work. The proposer should identify specific staff to be assigned to the project, their respective responsibilities and qualifications.

Section II: Presentation of the proposed methods and means to complete scope of work.

Section III: A proposed project schedule providing sufficient on-site time for interaction with Village representatives, stakeholders, and residents.

Section IV: Presentation of three to five similar projects completed by the proposer within the last five years, including contact information of the project representative or manager.

Section V: A not to exceed cost proposal including consultant hourly rates and allocated time per scope of work item, travel/lodging and other costs.

Section VI: Two-three professional references with contact information not included in Section II.

Five (5) hard and one disk copy of the proposal must be received by the Economic Development Committee on or before 4:00 PM, January 31, 2020. Fax and electronic submissions will not be accepted. All proposals must be submitted to:

Economic Development Committee  
Village of Bath  
110 Liberty St.  
Bath, New York, 14810.

Questions regarding this Request for Proposals must be submitted in writing to Mayor Bill Von Hagn at [bvonhagn@gmail.com](mailto:bvonhagn@gmail.com).

**Consultant Selection:**

Upon receipt of proposals, a Village selection committee will review each proposal and recommend a consultant for approval. The Village may request additional information from a proposer. Proposers should also be available for interviews and site visits at the invitation of the Village. Any such interviews and on-site visits will be at the proposer's expense.

Rating and selection of the consultant will be based on the following criteria:

1. Statement of qualifications and experience of assigned staff and proposer's experience with similar projects.
2. Proposed methods/means and project schedule.
3. Cost proposal.
4. Professional references.

**Purchase Agreement:**

The Village will execute a purchase agreement for professional services with the selected individual or firm.

The Village reserves the right to negotiate terms of the agreement with the selected individual/firm and to move to the next ranked proposer if an agreement can not be negotiated and executed in a timely manner.

**Contact Information:** Bill Von Hagn  
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