

REQUEST FOR PROPOSALS (RFP)

PROGRAM ADMINISTRATOR FOR THE DOWNTOWN
REVITALIZATION FUND - VILLAGE OF TANNERSVILLE, NEW YORK

Due: Thursday, November 30, 2023 11am

VILLAGE OF TANNERSVILLE | PO BOX 967, 1 PARK LANE, TANNERSVILLE, NY 12485

REQUEST FOR PROPOSALS (RFP)
VILLAGE OF TANNERSVILLE, NEW YORK

PROGRAM ADMINISTRATOR
FOR THE DOWNTOWN REVITALIZATION FUND

DUE: Thursday, November 30, 2023 by 11am

Responses must be submitted in a sealed package to:

Office of the Village Clerk
Re: Program Administrator
Village of Tannersville
1 Park Lane
PO Box 967
Tannersville, NY 12485

Please take notice that proposals received after the exact time and date for submission or any exact amended or adjourned date and time, will not be accepted for consideration.

For questions about this RFP, please contact Robin Dumont, Village Clerk at voffice@hvc.rr.com or call (518) 589-5850 ext.1

This RFP, the reference materials listed below, and answers to submitted questions can be found online at <https://tannersvilleny.org/tannersvilledri/tannersville-downtown-revitalization-initiative-dri-documents-resources/>

- 4D: Downtown Revitalization Fund (Project recommended in 2020 DRI Strategic Investment Plan)
- DRF Administrative Plan (Summary and full text)
- DRI Project Area Map (Eligible project area)/Tannersville DRI 5 Strategic Investment Plan

I. PROJECT DESCRIPTION

The Village of Tannersville received a \$600,000 grant through the NYS Downtown Revitalization Initiative (DRI), administered by the NYS Department of Housing and Community Renewal (DHCR), to fund a newly created Downtown Revitalization Fund (DRF). \$60,000 of this grant may be spent to hire a consultant (Program Administrator) who will provide all project management services and oversight to implement the DRF and grant. The Village of Tannersville is requesting proposals from qualified consultants (individuals or firms) to administer the DRF and grant.

The selected consultant (Program Administrator) will generally be responsible to:

- Provide Administrative assistance for the Village of Tannersville's Downtown Revitalization Fund. Services to be provided, including but not limited to; assistance with:
 - Coordination of execution of the grant agreement/contract;
 - Participation with development and coordination of the application and project selection process;
 - Review of grant agreements with selected participants;
 - Review of and submission of funding commitment paperwork, payment requests;
 - Coordination of site inspections;
 - Communication with property owners; and
 - Collaborate with The Village of Tannersville Board and NYMS staff for project activities.
- Manage the DRF and grant and implement the procedures contained in Tannersville's DRF Administrative Plan.
- Manage the implementation of a variety of projects (TBD) such as building and façade renovations and business expansions after individual awards are made.
- Manage the grant budget by overseeing project expenditures, making payments, and submitting reimbursement documentation to NYS.

More specifically, the consultant for administrative services will:

- Publicize funding availability to property/business owners in the DRI area, explain program requirements, and hold public information meeting(s).
- Review project applications for eligibility and completeness, and review with Tannersville's Village Board to make recommendations to the State.
- Notify property/business owners of funding approval and prepare funding contracts.
- Explain specific program requirements, and assist business/property owners and their architect/engineers with preparing scopes of work.
- Review property/business owners' cost estimates, financing plans, SEQR documentation, and project designs.
- Assist property/business owners with obtaining Village and SHPO approvals.
- Establish a list of contractors, solicit and review construction bids for projects.
- Assist the Village Building Inspector with periodic oversight of construction work.

- Review owners' expenses, pay invoices, and submit documentation for reimbursement by NYS.
- Submit a final report on program accomplishments to NYS.

Environmental Services Assistance

- Prepare individual project Environmental Review paperwork.
- Compile documentation, including maps, relevant records and findings, for project site(s) specific environmental review
- Submit final scopes/designs for approval through the State Historic Preservation Office's Cultural Resource Information System (CRIS).
- Coordinate Environmental Assessment of project site(s) to determine the level of investigation required to complete the site contamination review, following program requirements and using ASTM guidelines. This would include assistance with identifying qualified environmental firms, or completion of the reviews if consultant has capacity in house. Requirements are available online, beginning on page 13:
<http://www.nyshcr.org/Forms/EnvironmentalComplianceHandbook.pdf>

The selected consultant will receive direction from the NYS DHCR, and Tannersville's Village Board. It will be necessary for the Program Administrator to be in the Village periodically for site visits and to attend in-person meetings. The Village can provide a desk, telephone and printer in Village Hall for the Administrator's use.

The total budget for the Program Administrator is \$60,000. The Village is looking for a consultant who has the most relevant experience and can provide the most extensive product for \$60,000. Time commitment may average approximately 20 hours per week for two or potentially three years; exact hours per week may fluctuate depending on the workload and the efficiency of the consultant. The total number of construction projects will be known after the consultant is under contract and when awards are made by the PRC and DHCR. The Village is interested in a consultant who can commit to completing the management of all construction projects and the \$600,000 grant closeout for a total fee of \$60,000. If the responder is a consulting firm, we ask that the same Program Administrator be assigned for the duration of the project, if possible. The time and expense to train a replacement Administrator will be borne by the consulting firm.

II. SCOPE OF WORK

General duties as listed in the Project Description, with more detail of the program in the on-line draft Administrative Plan.

III. WORK PRODUCTS

Completion of construction projects and payments/reimbursements with Tannersville business and building owners valued at a minimum of \$600,000, and closeout of DHCR grant.

IV. RFP SCHEDULE

The anticipated schedule for the RFP is:

- Availability of RFP: Monday, October 30, 2023
- All questions due by email: Friday, November 17, 2023 by 4pm
- Proposals due by mail or hand-delivered: Thursday, November 30, 2023 by 11am
- Interviews anticipated: November 30, 2023-December 8, 2023
- Recommendation to Village Board: December 12-15, 2023
- Contract Award: Monday, December 18, 2023 *
- Project Start: Tuesday, December 26, 2023

*Contract award and project start date dependent on recommendation to Village Board and board meeting/ special meeting dates.

V. RFP SUBMISSION PROCEDURE

A. Procedure

Applicants will submit three (3) full copies of their proposal **by Thursday, November 30, 2023** at 11:00am. Any submission sent by fax, email, or other form of transmission will not be accepted. Submissions will be sent or delivered to the following:

Office of the Village Clerk
Re: Program Administrator
Village of Tannersville
1 Park Lane
PO Box 967
Tannersville, NY 12485

Please take notice that proposals received after the exact time and date for submission or any exact amended or adjourned date and time, will not be accepted for consideration.

For questions about this RFP or requests for additional information, please contact Robin Dumont, Village Clerk, in writing at voffice@hvc.rr.com and tannersvillewater@gmail.com **by Friday, November 17, 2023 at 4pm**. Please include your name, company affiliation, address, phone number, and email address. The Village of Tannersville is not responsible for any failure in the delivery of an inquiry. Responses will be provided on-line in a timely manner and prior to the proposal due date.

B. Required Materials

The following requirements must be included in the proposal submission:

- **Contact information:** Provide the complete name, address and telephone numbers of the firm and for the persons who would be the primary contacts.
- **Organization Information:** Provide an overview of the firm.
- **Personnel:** The name and qualifications of each team member who will be involved in this project, particularly the assigned Program Administrator, and a description of their role in this project. Please submit a resume for the assigned Program Administrator.
- **Project Experience Profile:** Provide a description of similar projects that have been managed by your firm, and particularly managed by the assigned Program Administrator. Direct involvement with architects/engineers, business and property owners and State agencies, and project financial management, should be emphasized.
- **Services Capability:** Provide any relevant evidence that demonstrates the capabilities of the firm to complete all requested services. If any outside sub-consultants are being proposed as part of program, they must be identified.
- **Timeline:** Please provide a proposed timeline for the work to be completed, including an estimated start and completion dates and milestones of the program.
- **Written Description of Work and Cost Estimates:** Provide a detailed breakdown of all services to be provided along with cost estimates. The Description of Work should outline the firm's proposed approach for the activity(ies), and demonstrate a strong understanding of the program rules and requirements. Cost estimates should be provided per building or review. Describe the Scope of Work to be accomplished and the timeframe and time commitment for the identified funding amount (\$60,000 total). All costs, including copying, mailings, travel, and all meetings should be covered in the total fee.
- **Experience and Capacity:** Please indicate the firm's prior experience in working with the New York State Downtown Revitalization Initiative, Homes and Community Renewal Programs, or any similar programs.
- **Project Approach:** Describe intended approach to meet the objectives of this RFP.
- **References:** A minimum of three (3) professional references for similar project work that was managed by the assigned Program Administrator. Provide the name, phone number and email address of each professional contact.
- **M/WBE Participation:** M/WBE firms are encouraged to apply.
- **Disclosure Requirement:** Provide disclosure statement of existing contracts complementary to the scope of work outlined in this RFP, if any.

VI. RFP REVIEW AND SELECTION PROCEDURE

A. Rating and Selection Criteria:

The Village of Tannersville will review qualifications in accordance with the submission requirements and review/evaluation criteria. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. ***Please take notice that proposals received after the exact time and date for submission or any exact amended or adjourned date and time, will not be accepted for consideration.***

The Village of Tannersville will begin reviews after the November 30, 2023 at 11:00 am deadline. The expected timeframe for review is from November 30, 2023 to December 8, 2023.

The Village will review proposals, conduct interviews with the project team and with the assigned Program Administrator, and hire a consultant to perform the required work. The contract will be awarded to the responsible Consultant who is the most qualified and whose proposal represents the best value. Past experience, professional expertise, and scope, schedule, and comprehensiveness will be used to evaluate the proposals and select the preferred consultant. The Village reserves the right to authorize all or part of the work requested in this RFP.

The Village will use the following criteria to evaluate submissions, and includes but is not limited to:

- Management and Availability – Ability to begin and complete activities
- Cost – Demonstrate reasonable cost of services
- Capability - Ability of the firm to perform all related services.
- Experience - The extent and quality of prior relevant experience.
- Qualifications and references - Individual qualifications and list of proposed personnel for this project as presented by the firm.
- Quality and completeness of the proposal, including the commitment to completing the scope for the specified funding amount.
- Approach to completing the Scope of Work.
- Qualifications, relevant experience and references, particularly for the Program Administrator.

B. Interviews

Interviews are anticipated during November 30, 2023 to December 8, 2023.

C. Award

The Village of Tannersville will award a contract to the consultant that best meets the RFP's needs and requirements. The Village reserves its right to reject any or all proposals in the best interest of the Village. The successful candidate must be ready, willing, and able to proceed and sign an agreement satisfactory in form by the Village Board.

D. Insurance

The selected consultant will provide worker's compensation and liability insurance as required, listing the Village of Tannersville , and New Yor State as an "additional insured."

E. Disclaimer

The Village of Tannersville is not responsible for any expenses or costs incurred by any consultant in preparing and submitting a proposal or requesting supplemental information.