

Wheatfield Local Development Corporation Request for Proposals Community Development Block Grant Administration Services

June 2016

Background

Wheatfield Local Development Corporation (WLDC) anticipates receiving Community Development Block Grant funding from the Town of Wheatfield originating from the following grant awarded to the Town of Wheatfield by the New York State Office of Community Renewal (OCR): (i) a grant to provide financing for the development of a production facility for Jacobs Ladder. The WLDC is seeking the services of a firm(s) or individual(s) to assist in the administration, management, and implementation of this Economic Development Grant; assist with administration, management, and implementation of existing programming; and provide general economic development services to the WLDC.

The Jacobs Ladder project consists of the renovation & manufacturing expansion of their new location on Walmore Road in the Town of Wheatfield. The OCR grant of \$100,000 will be provided by the Town of Wheatfield as a grant to the Wheatfield Local Development Corporation (WLDC), a not-for-profit local development corporation, which in turn will provide term and deferred loans totaling \$90,000 to the company. An amount of up to \$10,000 will be retained by the WLDC to administer the OCR project.

Scope of Services

The firm or individual will be required to provide the following services:

1. Economic Development Grants
 - (a) The provision of technical assistance necessary for the administration of the OCR grants including, but not limited to assisting the WLDC and the Town of Wheatfield in the establishment and maintenance of books of account, developing and implementing management systems to provide appropriate recordkeeping, assistance in the procurement, selection, and award of contracts as necessary, preparation of required environmental review records, assurance of consistency with all Federal requirements regarding procurement, labor standards, fair housing, etc., preparation of required reports, oversight of audit activities, preparation of grant closeout materials, and all other activities of a general administrative nature.
 - (b) Assistance regarding the financing of the economic development projects including assistance in the preparation of grant, loan, or deferred loan closing documents as applicable, procurement of project cost documentation, review of grant or loan disbursement documentation, assistance to Jacobs Ladder regarding employment requirements and documentation, monitoring of employment and financial information, and other related assistance as required.

The selected contractor will work in coordination with Town of Wheatfield and WLDC staff in completing the grant administration and implementation activities. All services will be expected to be completed for Jacobs Ladder by Summer 2023 but could end sooner with accelerated payback from the client.

2. General Services

Technical assistance regarding commercial and industrial project development, economic development program planning and implementation, and other community and economic development activities as required.

Proposals

Proposals should include the following:

1. Background information that describes the nature and history of the firm or individual, including client listings and references.
2. Specific information regarding the firm or individual's experience and technical expertise respecting the scope of services including specific experience with OCR/CDBG funding and commercial financing.
3. Identification and resumes of the persons who will provide the services.
4. A schedule of costs for the services to be provided, including hourly rates for labor and the method for calculating all other costs. The elements of each hourly rate must be broken out to include labor, overhead and profit. The WLDC will award a cost reimbursement rather than a fixed price contract.

Selection

The WLDC will rank the proposals received based on an evaluation of technical skills, experience, and cost. The WLDC will select, at its option, one or more contractors with which to enter into an agreement for services, subject to the negotiation of fair and reasonable profit. The selection of a contractor or contractors will be made in rank order.

Submission Procedures

1. One copy of the proposal should be addressed to:

Wheatfield Local Development Corporation
7370 Balla Drive
Wheatfield, NY 14120
Attn: Bill Wagner – WLDC Chairman

2. Proposals should be received by the WLDC no later than 4:00 pm, July 15, 2016.

Miscellaneous

1. It is contemplated that the remuneration for contracted services will be funded in whole or in part by Federal funds made available through the OCR program. Contracts will therefore be subject to all applicable provisions of the OCR program.
2. The WLDC reserves the right to reject any or all 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 the scope of this RFP.
3. The WLDC assumes no responsibility or liability for costs incurred by respondents to this RFP, including any requests for additional information, interviews, or negotiations.
4. Minority- and Woman-owned Business Enterprises (M/WBE) are encouraged to respond to the RFP, either as prime or subcontractors.
5. Selection of the winning individual(s) or firm(s) will be made by the WLDC Board of Directors at the July 18, 2016 Board Meeting. The winning individual(s) or firm(s) will be contacted the following day and the name(s) will be posted on www.wheatfieldbusiness.com/ldc_about.html.
6. Additional information or questions regarding this RFP may be obtained by calling – WLDC Chairman Bill Wagner 716-481-8164 or WLDC Secretary Bob Cliffe 716-417-3188