

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

March 12, 2020

Background

Wheatfield Local Development Corporation (WLDC) anticipates receiving Community Development Block Grant funding from the Town of Wheatfield (the Town) originating from the following grant awarded to the Town by the New York State Office of Community Renewal (OCR): a grant to provide financing for the establishment of a facility by Barge Brewing Company, LLC. The WLDC anticipates that it will receive additional Community Development Block Grant funding in the future. 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 as well as future Community Development Block grants; assist with administration, management, and implementation of existing programming and future grants; and provide general economic development services to the WLDC.

The Barge Brewing Company project consists of the acquisition and renovation of two buildings on 2469 Niagara Road in the Town of Wheatfield, the purchase of machinery and equipment and furnishings and fixtures, and the incurrence of working capital expenses, all in connection with the establishment of a bar/restaurant, nano-brewery, and event venue within the Town.

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 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 Barge Brewing Company or other funding recipients 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 the Town and WLDC personnel in

completing the grant administration and implementation activities. All services will be expected to be completed for Barge Brewing Company by January 31, 2022.

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.

3. **Term.** The term for all services to be provided pursuant to this Request for Proposals shall expire three years after the execution of any contract awarded.

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 may, but shall not be required, to 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:

William Wagner, Chairman
Wheatfield Local Development Corporation
2790 Church Road
Wheatfield, New York 14120

2. Proposals should be received by the WLDC no later than 4:00 pm, Friday April 17, 2020.

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. Requests for additional information regarding this RFP should be sent by e-mail to bwags2729@gmail.com.