

# **CANANDAIGUA LDC REQUEST FOR PROPOSALS**

## **ENTITY STARTUP PHASE**

**Released October 2, 2019**

**Due October 31, 2019**

### **Introduction**

The Canandaigua Local Development Corporation (herein after referred to as 'Canandaigua LDC') is a start up 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 is 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 helping the Board of Directors complete the requirements needed for a successful startup of the entity including the facilitation of meetings, and adoption of required policies.

### **Purpose of the Canandaigua LDC**

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.

### **Proposals Submission Requirements**

Proposals must be submitted through postal mail or in-person to:

**Canandaigua LDC  
113 South Main Street  
Canandaigua, NY 14424**

Proposers must submit one (1) original printed copy (marked original), seven (7) printed copies of the proposal, and one (1) electronic copy via USB flash drive in a sealed envelope or package.

Proposals **MUST BE RECEIVED** by 4:00 p.m., **October 31, 2019**.

### **Questions Concerning the RFP**

All questions or clarifications concerning this RFP should be submitted by email only to:

John Goodwin, Secretary for the LDC and City Manager of the City of Canandaigua at

[John.Goodwin@canandaiguanyork.gov](mailto:John.Goodwin@canandaiguanyork.gov). All questions must be submitted by **4:00 p.m., October 21, 2019**.

Response to questions will be available on the LDC's website on or before **October 23, 2019**.

### **RFP Schedule of Events**

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

If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule will be delayed as well. Changes to the RFP schedule will be posted on the LDC's website.

The RFP schedule is as follows:

- **RFP issued: October 2, 2019**
- **Deadline for questions: October 21, 2019, by 4:00 p.m.**
- **Proposals due: October 31, 2019 by 4:00 p.m.**
- **LDC issues Notice of Intent to Award a Contract approximately: November 2019**

### **Scope and Project Purpose**

The purpose of this project is to assist the Canandaigua LDC's Board of Directors through the startup phase of implementation of a number of policies, procedures, and action items needed to get the entity started in a manner compliant with the bylaws of the LDC including Public Authority Accountability Act of 2005, and the Public Authorities Reform Act of 2009. The LDC is considered an agency of local government and is subject to open meetings laws and freedom of information law.

### **Project Oversight**

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

### **Timeline**

The timeline of this engagement is estimated to be through the end of the startup phase and may be extended by the Board of Directors of the Canandaigua LDC.

### **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.