

Request for Proposals (RFP)

Released August 22, 2017
Due September 22, 2017

Background

The Town of Canandaigua (Ontario County, New York) has received Community Development Block Grant (CDBG) funding from the New York State Office of Community Renewal (OCR) in the amount of \$750,000.00 to provide financial support to Akoustis Technologies, Inc. (Akoustis) for the purchase of materials and machinery. The Town is seeking the services of a firm or individual to assist in the administration, management, and implementation of the project.

The CDBG project involves the purchase and installation of machinery and equipment and related expenditures with a total project cost of approximately \$750,000. OCR funding of \$737,000 will be provided by the Town as a grant to Akoustis. .

Scope of Services

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

1. The provision of technical assistance necessary for the administration of the OCR grant including, but not limited to assisting 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 or as directed by the Town Board or Town Manager.
2. Assistance regarding the financing of an economic development project including assistance in the preparation of grant or deferred loan closing documents, procurement of project cost documentation, review of grant or loan disbursement documentation, assistance to Akoustis 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 staff in completing the grant administration and implementation activities. The selected contractor will be expected to take a leading role in the project, and provide monthly reports to the Town Manager regarding the status of the project. The selected contractor will be required to create all required reports for submission to the Town Manager, and when needed attend Town Board meetings to gain authorization by the Town Board or Town Supervisor. All services requested in the RFP will be

expected to be completed by July 5, 2019, excluding preparation and follow up for monitoring visit.

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 particular experience with OCR and commercial financing programs.
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 Town will award a cost reimbursement rather than a fixed price contract.

Selection

The Town will rank the proposals received based on an evaluation of technical skills (50%), experience (30%), and cost (20%). The Town 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:

Town of Canandaigua
Attn: Doug Finch, Town Manager
5440 Route 5 & 20 West
Canandaigua, NY 14424
2. Proposals may be delivered by mail, courier, or in person to the address above. An email copy via PDF document would be appreciated to: dfinch@townofcanandaigua.org. The Town is not responsible for items submitted only by email.
3. Proposals should be received by the Town no later than 4:00 pm, September 22, 2017.

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 Town 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 of the scope of this RFP.
3. The Town assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, 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. Additional information regarding this RFP may be obtained at the address shown above, by calling the Town Manager, Doug Finch, at 585-394-1120 x2234 or by e-mail to Doug Finch at dfinch@townofcanandaigua.org.