



REQUEST FOR PROPOSAL

Proposal for

CITY OF GENEVA STRATEGIC ECONOMIC DEVELOPMENT PLAN

Acceptance Date: 12:00 p.m. on Friday, February 2, 2024

One emailed PDF of the proposal, with file name including the respondents name "FirmName_2024_Proposal_GENEVA_ECON_DEV.pdf" and the following email subject line: RFP Response: CITY OF GENEVA 2024 STRATEGIC ECONOMIC DEVELOPMENT PLAN will be accepted until 12:00 p.m. on Friday, February 2, 2024. Responses must be emailed to dwest@geneva.ny.us and ahendrix@geneva.ny.us by the acceptance deadline with the correct email subject and file name.

The City of Geneva reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the City.

Questions on this RFP are due by 4pm January 25nd and answers will be posted on the City's webpage and emailed to any firm requesting so on or before Friday January 26th.

Introduction

The City of Geneva, NY seeks proposals from qualified firms to guide the development of a short-medium term plan focused on economic development actions to be undertaken by the City of Geneva, the Geneva Local Development Corporation, the City of Geneva Industrial Development Authority, and the Geneva Business Improvement District.

Goals:	To create an updated vision for community economic development To identify goals and objectives for community economic development To utilize existing documents, such as the City Comprehensive Plan, County Housing Plan, and the successful DRI proposal as underpinnings of the new vision and strategy To identify roles, scope, and capacity of the key community stakeholders and partners in community economic development. To identify and prioritize key action steps that each participating organization has the capacity and willingness to complete within one year and within five years To identify resources needed (and potential sources) for implementation of priority actions exceeding current capacity
Convener:	City of Geneva, Department of Planning and Economic Development
Key Partners:	City of Geneva Department of Planning & Economic Development City of Geneva LDC City of Geneva IDA Downtown Geneva BID
Plan Horizon:	Up to five years Short- and medium-term goals
Geographic Scope:	City of Geneva
Project Duration:	Four months

Purpose

The intent of this Request for Proposals (RFP) is to obtain the most advantageous relationship available. The ideal vendor will provide highly qualified and responsive consultation at competitive prices.

Instructions to Respondents

1. Submission of Proposals: LATE BIDS WILL NOT BE ACCEPTED.
2. Pricing must be inclusive, clear, and concise, including such other information as requested or required.

3. Proposal must be submitted as a single PDF emailed with the subject line RFP Response: CITY OF GENEVA 2024 STRATEGIC ECONOMIC DEVELOPMENT PLAN sent to dwest@geneva.ny.us and ahendrix@geneva.ny.us by 12:00PM on Friday Feb. 2nd, 2024.
4. The PDF file of proposal must be named including the name of the responding firm with the following format: "FirmName_2024_Proposal_GENEVA_ECON_DEV.pdf".
5. Proposals may not exceed 10 pages and may not exceed

Proposal Requirements

The purpose of all submitted proposals is to demonstrate the qualifications, competence, depth and capability of the firms seeking to provide services to the City of Geneva in conformity with the requirements of this request for proposals.

Items to be Addressed:

The proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects and questions must be addressed.

1. Name, address, telephone number, and e-mail address of firm.
2. Name of contact person, email, and telephone number for purposes of communications regarding the proposal.
3. Experience and capacity of the firm, and specific staff committed to this project, with regard to this RFP's Scope of Work including the location of the office from which the work on this engagement is to be performed.
4. Approach: describe how your firm will approach this project including:
 - a. Proposed tasks and incremental deliverables
 - b. Schedule and description of meetings with sponsor, key partners, and community stakeholders
 - c. Proposed Budget Itemized by task/deliverable – Note that the City has budgeted for between \$10-15k for this effort, please demonstrate the best use of funds within this range to achieve the stated goals
 - d. Process for review, feedback, and incorporation of edits in final report
5. References: list at least two (2) current references for whom comparable work has been performed within in the last ten years. This list shall include municipality or organization name, person to contact, email address and telephone number.

Basis for Award

In reviewing proposals, the City will carefully weigh:

- A.** Depth and breadth of experience and expertise in the practice of local economic development planning and implementation in small Upstate NY Municipalities;
- B.** Ability to perform services promptly and efficiently;
- C.** Demonstrated understanding of challenges faced by the City of Geneva in 2024;
- D.** Experience with targeted and inclusive direct community outreach;

- E. Experience with Industrial Development Authorities, Local Development Corporations, and Business Improvement Districts, as well as the constraints of Municipalities in New York State;
- F. Other qualifications/criteria as deemed appropriate
- G. Reasonableness and feasibility of the approach proposed for meeting the goals of this RFP described above
- H. Appropriate and frugal allocation of funds for tasks required
- I. Any appointment resulting from this RFP will not necessarily be awarded to the respondent with the lowest fees. The appointment shall be awarded to the compliant respondent whose proposal best meets the needs of the City of Geneva, in the judgment of the Department of Planning & Economic Development. The City reserves the right to negotiate the terms and conditions of the contract with the successful firm or firms to obtain the most advantageous situation for the City.

Inquiries & Questions

Inquiries pertaining to the Request for Proposal must cite the RFP title and acceptance date and be directed to David West, email dwest@cityofgeneva.ny.us. All inquiries are due by 4pm on January 25, 2024.

Competition Intended

It is the City's intent that this RFP shall permit competition. It shall be the respondent's responsibility to advise the Director of Planning & Economic Development in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Director not later than ten (10) days prior to the date set for proposals to close.

Reservation of Rights

The City of Geneva reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of City.

Firm Pricing for City Acceptance

Proposed fees must be firm for City acceptance for 365 days from acceptance date of proposals.

Insurance Coverage:

The awarded vendor at their cost will be required to provide the City with Certificates of Insurance with the City as the Certificate Holder satisfactorily evidencing the required coverage which also provides that prior to policy cancellation, non-renewal or material change, the insurer will give the City 60-days advance written notice. The Certificate must be an original and must be provided five business days before the commencement of any activities related hereto.

The following standard insurance and indemnification shall be required:

Contractor shall indemnify, hold harmless and defend City of Geneva, its officers, employees, agents, and elected officials for injury or death to any person or persons or damage to property arising out of the performance of this contract by the Contractor, its employees, subcontractors or agents.

The Contractor shall be fully responsible for the worksite and shall indemnify and hold harmless the City of Geneva, its officers, employees, agents, and elected officials from and against any and all claims for injury to persons, including employees of the Contractor or any subcontractor, where such claim asserts that the injury was the result of conditions of the worksite or that the City of Geneva, its officers, employees, agents, and elected officials were in any way negligent in the hiring of the Contractor or any subcontractor to do the work or failure to maintain a safe worksite. The Contractor shall maintain the following minimum limits of insurance or as required by law, whichever is greater.

A.) Workers' Compensation and New York Disability

Workers' Compensation

Statutory coverage complying with NYS Workers' Compensation Law Section 57 General Municipal Law Section 125, Contractor must submit one of the following:

- CE-200 - Certification of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage available
- at <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>, OR
- CE-105.2 - Certification of NYS Workers' Compensation Insurance (U-26.3 f or State Insurance Fund version), OR
- SI-12 - Certificate of NYS Workers' Compensation Self Insurance, OR
- GSI-105.2 - Certificate of NYS Workers' Compensation Group Self-Insurance Employers' Liability \$1,000,000

Disability Benefits Requirements

Statutory coverage complying with NYS Workers' Compensation Law Section 220 (8) under General Municipal Law Section 125, Contractor must submit one of the following:

- CE-200 - Certification of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage, OR
- DB120.1 - Certificate of Disability Benefits Insurance, OR DB155 - Certificate of Disability Self-Insurance

NOTE: Proof of NYS Workers' Compensation and NYS Disability Benefits must be provided on NYS forms as listed above (complete information available at

<http://www.wcb.ny.gov/content/main/forms/AllForms.jsp> or Bureau of Compliance at (866) 546-9322).

B.) Commercial General Liability including, contractual, independent contractors, products/completed operations

- Each Occurrence \$1,000,000
- General Aggregate \$2,000,000
- Products/Completed Operations Aggregate \$2,000,000
- Personal and Advertising Injury \$1,000,000
- Fire Damage Legal \$50,000
- Medical Expense \$5,000

General Aggregate shall apply separately to the project prescribed in the contract.

It is expressly understood and agreed by the Contractor that the insurance requirements specified above, contemplate the use of occurrence liability forms.

The City of Geneva and its officers, employees, agents and elected officials are to be included as Additional Insured's on a primary and non-contributory basis

C.) Business Auto Coverage

- Liability for Owned, \$1,000,000 CSL or
- Hired and Non-Owned Autos 500,000 Per Person BI; 1,000,000 Per Accident BI

All insurance shall be written with insurance carriers licensed by the New York State Office of Financial Services and have a Best's rating of A XI or better. Proof of insurance shall be provided on the Accord Certificate of Insurance, Accord 25 (05/2010), or insurance company certificate. All Certificates shall contain a sixty (60) day notice of cancellation, non-renewal or material change to City of Geneva. All Certificates must be signed by a licensed agent or authorized representative of the insurance company. Broker signature is not acceptable. Certificates of Insurance shall be submitted with the signed contract.