



Geneva Industrial Development Agency

REQUEST FOR PROPOSALS (RFP) for ENGINEERING & ARCHITECTURAL SERVICES

Geneva Industrial Development Agency

RFP Release Date: January 25, 2024
Response due date: March 1, 2024 at 5:00PM

I. INTRODUCTION & BACKGROUND

The Geneva Industrial Development Agency (the "Agency"), located at 47 Castle Street, Geneva, NY 14456, is requesting Professional Services Proposals for the completion of a Comprehensive Facilities/Space Needs Assessment at 122 North Genesee Street in Geneva.

The 200,000 square foot building houses the Geneva Enterprise Development Center, a business incubator with office and production space. The building is in need of updating and repairs to function more effectively as a multi-tenant space. The Agency seeks to better understand the extent of these needs in order to 1) determine if the Agency would like to retain ownership of or sell the building, and 2) apply for grants to fund capital improvements should the Agency choose to retain ownership.

The scope of services requested consists of assessing existing mechanical systems, infrastructure, and current building layout and finishes; recommendations for repairs, updates, and renovation; and cost estimates for engineering, design, and renovation.

Available documents include a recent roof condition assessment, floor plans, and a phase 1 ESA. These documents are available upon request. An optional site visit and tour for interested firms will be held on February 1, 2024 at 9am. Contact David West, DWest@Geneva.ny.us, to RSVP for the site visit.

The Agency has budgeted \$15,000 for this engagement.

II. NATURE OF SERVICES REQUIRED

A. General

The Agency is requesting proposals for the completion of a Comprehensive Facilities/Space Needs Assessment. The Assessment will provide the basis for IDA decision-making regarding the building's future and should include general descriptions of renovation and repair needs and their associated costs. This information could subsequently be used in grant applications.

B. Scope of Work to Be Performed

Phase 1 – On-Site Condition Assessment

Review and analyze current building mechanical systems, infrastructure, and building layout and design to identify areas for improvement. This review can be qualitative in nature, relying on the knowledge and expertise of building management staff. Determine, to the extent possible, the condition and deficiencies of the existing facilities including but not limited to: structural issues, plumbing, power, HVAC, water and sewer services, storage, parking, and safety and security.

Phase 2 – Needs Assessment

The selected Consultant will produce a needs assessment report to include infrastructure and renovation needs, recommendations, and cost estimates based on the results of Phase 1. Cost estimates should include a sufficient buffer to cover contingencies and may be used in future grant applications.

This report shall provide suggestions for capital improvement project(s) required to meet the Agency's needs immediately, in 5-years, and in 20-years. The selected Consultant will be required to make site visits and conduct interviews with appropriate personnel and IDA board members to derive a final set of recommendations.

Renderings, designs, concept floor plans, etc. are not expected as a deliverable of this project.

Future Services

In the future, the Agency *may* seek professional services to assist with grant research, writing, and/or administration. Proposing firms with grant experience are encouraged to include qualifications regarding these services as well, but costs or quote are not required at this time.

III. PROPOSAL REQUIREMENTS

In addition to the Technical Proposal, a Certification of Non-Collusion must be submitted with the proposal, a copy of which is at the end of this RFP.

Responses to this solicitation must be submitted to the individual cited below, on or before March 1, 2024 at 5:00 PM. It is preferred that proposals are submitted electronically by email (attachments or file sharing links are acceptable). If needed, one hard copy proposal can be delivered to the below address.

David West, Executive Director
DWest@Geneva.ny.us

Geneva IDA
47 Castle Street
Geneva, NY 14456

Should you have any questions regarding this Request for Proposal, you may contact David West at DWest@Geneva.ny.us. Questions must be received prior to February 12, 2024 at 5:00 PM to guarantee a response.

IV. TECHNICAL PROPOSAL

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to provide services in conformity with the requirements of this RFP. The Technical Proposal should also demonstrate the qualifications of the particular staff to be assigned to the engagement.

The firm should provide an affirmative statement that it is independent of the Entities as defined by the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

The proposer should state the proper legal name of the firm, the overall size of the firm, the size of its governmental audit staff, the location of the office where the engagement is to be performed and the specifics of the staff assigned to the account.

IV. SELECTION OF CONSULTANT

The Agency will select a firm after evaluation of technical and pricing components of the responses received.

Award notification is anticipated on or around March 15, 2024.

V. OTHER TERMS

The right is reserved to accept or reject any or all proposals and to waive informalities or irregularities in the selection process. The right is reserved to negotiate services to be provided and the accompanying fees. The Agency also reserves the right to amend, change or withdraw this RFP at any time

The Agency reserves the right to retain a proposer it determines to be the most qualified (whether such proposer has submitted a qualifications statement in response to this RFP or not) without competition if such action is deemed to be in the best interests of the Agency. The IDA reserves the right to award the contract to the bidder it deems most qualified regardless of whether that bidder is the lowest cost bidder.

There is no guarantee that any proposer deemed qualified through this RFP will in fact be awarded any auditing services by the IDA.

NON-COLUSION CERTIFICATION

By submission of this proposal, the Offeror _____certifies,
Name of Offeror

that (s)he is _____ of _____ and,
Title Name of Firm

under penalty of perjury, affirms:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, directly or indirectly, to any other Offeror or to any competitor; and
3. No attempt has been made or will be made by the Offeror to induce any other person, partnership or corporation to submit or not submit a proposal for the purpose of restricting competition.
4. The proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, organization or corporation.
5. Each person signing the proposal certifies that:
 - [a] He is the person in the Consultant's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (1-4) above; **Or**
 - [b] He is not the person in the Consultant's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to (1-4) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (1-4) above.

Sworn to before me this _____
Offeror Signature

Day of _____,

Notary Public

{SEAL / STAMP}