



**Mohawk Valley Economic Development District, Inc.**

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*Serving Counties of: Fulton, Herkimer, Montgomery, Oneida, Otsego, Schoharie*

# Request for Proposal

## Fulton County Site Inventory and Assessment

FEBRUARY 2021

### **ISSUED BY**

Mohawk Valley Economic Development District, INC. (MVEDD)

### **REPRESENTATIVE**

Stephen Smith

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## Introduction & Background

In New York State, The Mohawk Valley Economic Development District, Inc. (MVEDDD) is one of nine economic development districts (EDDs) of the United States Department of Commerce Economic Development Administration (EDA). Since 1966, MVEDDD has forged collaboration and cultivated funding for the shared interests of Fulton, Herkimer, Montgomery, Oneida, Otsego and Schoharie counties.

The MVEDDD office was awarded a CARES Act COVID-19 Recovery and Resiliency Planning Grant. The driving goal of this grant is to prevent, prepare for, and respond to the effects of COVID-19 or the economic impacts of COVID-19 in the Mohawk Valley. A portion of these funds will be used to complete a Site Inventory Evaluation for Fulton County, with the aims of identifying available sites for development and redevelopment.

MVEDDD is accepting proposals in response to this Request for Proposal (RFP) in order to find a qualified source to provide a master list of sites within the county. Our goals are to have the successful bidder:

1. Create a master list of greenfield, vacant lots, and potential building sites available for development and redevelopment that can be marketed to site selectors to bring investors to Fulton County. The list should be a maximum of 25 Greenfield Sites, up to 10 vacant sites (urban) and up to 10 buildings.
2. Diversify the options for site development, by including various types of site categories within the list.
3. Assess what infrastructure is available to each site on the master list.
4. Determine what needs to be done to the sites selected in order to make them shovel-ready.
5. Create a map of the sites.
6. Develop spec sheets for each site or a number of sites to be negotiated.

The objective of this Request for Proposal is to locate a source that will provide the best overall value to MVEDDD. While price is a significant factor, other criteria will also form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

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# Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. Only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should notify the representative identified on the cover page no later than February 28th, 2021.
3. Bidders must list at least 3 projects that are substantially similar to this project as part of their response, including references for each.
4. A technical proposal must be provided that is not more than 10 pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
5. A price proposal must be provided that is not more than 5 pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours.
6. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
7. Proposals must be received prior to March 10th, 2021 to be considered. In light of the COVID-19 pandemic, all proposals should be sent via e-mail to [ssmith@mvedd.org](mailto:ssmith@mvedd.org) and confirmed via telephone at 315-866-4671.
8. Proposals must remain valid for a period of 30 days.

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# Project Scope

The scope of the project entails a variety of tasks related to the creation of a comprehensive site inventory list for the county and an evaluation of these sites to better understand what sites should be given highest priority.

## **The successful bidder will be responsible for:**

1. The creation of a master list of greenfield, vacant lots, and potential buildings available for development and redevelopment.
2. The creation of a scoring evaluation for the buildings and sites on the master list to determine the sites which should be given highest priority.
3. Selection of a set of sites/buildings that upon agreement with relevant parties is of highest priority for development.
4. An assessment of the highest priority sites to determine what needs to be done in order for them to be marketed as shovel ready.
5. For the top five sites in the greenfield, vacant lots, and buildings, the consultant shall provide:
  - a. Potential funding for development sites (i.e. grants and other sources of funding options)
  - b. Develop spec sheets, site specific criteria and facts
  - c. Deliver completed spec sheets for defined sites
6. A summary report that includes: a final report of the priority sites and their needs; the details of how they were assessed; the initial master list; the scoring evaluation metric; GIS mapping of the sites.

## **Additional requirements include:**

1. The consultant will be responsible for working with Fulton County representatives and MVEDD to determine the scoring criteria for site evaluation.
2. The consultant will be required to meet with MVEDD once every 30 days to update on project progress via web conferencing.

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## RFP & Project Timelines

**The Request for Proposal timeline is as follows:**

|   |                   |
|---|-------------------|
| Request for Proposal Issuance                             | 02/10/2021        |
| Proposal's due to MVEDD                                   | 03/10/2021        |
| Unsuccessful bidders notified/discussion with top bidders | 3/10/21 - 3/17/21 |
| Contract finalized with selected bidder                   | 3/22/2021         |

The need-date for project completion is August 1, 2021. Bidders may propose a date earlier or later, and will be evaluated accordingly.

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## Budget

The budget for this proposed project is negotiable and will depend on the final determination of services provided. We encourage bidders to contact the MVEDD office to discuss the budget.

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## Evaluation Factors

MVEDD will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work
4. Cost
5. Technical expertise/experience of bidder and bidder's staff

MVEDD reserves the right to award to the bidder that presents the best value to MVEDD as determined solely by MVEDD in its absolute discretion.