



Mohawk Valley Economic Development District, Inc.

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

Request for Qualifications

Schoharie County Site Assessment & Cooperative Marketing Planning Project

May 2021

ISSUED BY

Mohawk Valley Economic Development District, INC. (MVEDD)

REPRESENTATIVE

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Introduction & Background

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

The MVEDD 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 marketing materials and perform site evaluations on featured sites throughout Schoharie County in order to create a more resilient economic region. This project is part of a larger regional effort between Schoharie, Fulton, and Montgomery Counties to market sites across the Mohawk Valley region, attract new investment, create jobs, and become a more resilient and connection regional economy.

MVEDD is accepting qualifications in response to this Request for Qualifications (RFQ) in order to find a qualified source to provide a variety of services. Our goals are to:

1. Create marketing materials for a select number of key sites throughout Schoharie County.
2. Create site concepts for a number of sites to be determined (approximately 1-3). Development of each site concept should include at a minimum:
 - a. Community engagement that considers restrictions and challenges imposed by COVID-19
 - b. Collecting and collating relevant data
 - c. Creating data and concept visualizations (e.g., bubble drawings)
3. Estimate concept cost for each site, determining costs associated with further development and infrastructure needs.
4. Define frameworks for co-investment and shared returns across the County, including county, town, and village participation beyond the locations in which each site is located.

5. Help develop plans and materials for an investors'/developers' forum.
6. A summary report that details the steps taken throughout the process of developing these materials and plans. The summary report should also include information about prospective funding sources and grant opportunities relevant to the selected sites, with information about necessary steps and information needed to apply competitively.

The objective of this request for qualifications is to identify a firm or team that will achieve the project objectives within the budget and timeline provided, a source that will provide the best overall value to MVEDD. 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/Scoring Criteria section of this request for qualifications below. Demonstrated collaboration with other reputable firms to supplement technical services and/or to achieve M/WBE contract requirements is encouraged. The ability and capacity to add on additional scope of work items in Montgomery County will also be a determining factor, to be discussed in more detail as the project progresses.

Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this request for qualifications:

1. Bidders' intent on submitting a proposal should notify the representative identified on the cover page no later than 05/24/2021.
2. Bidders must list at least 3 projects that are substantially similar to this project as part of their response, including references for each.
3. A technical proposal must be provided that is not more than 2 pages. This technical proposal must provide an overview of the proposed project plan, with a high-level outline of key details.
4. Resumes of all key personnel performing the work.

5. A price proposal must be provided that is not more than 2 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, should MVEDD decide to award a contract on an hourly rate basis.
6. Proposals must be signed by a representative that is authorized to commit bidder's company.
7. 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.
8. Proposals must be received by 5pm on 06/02/2021 to be considered.
9. Proposals must remain valid for a minimum period of 30 days.
10. MVEDD reserves the right to reject all proposals.

RFQ & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	05/05/2021
RFQ DUE DATE	06/02/2021
Selection of Top Bidders	06/11/2021
Interview Top Bidders, Start of Negotiation (6/14 – 6/25)	06/14/2021
Contract Award / Notification to Unsuccessful Bidders	06/28/2021

The need-date for project completion is, at the latest, 05/01/2022.

Budget

The budget for this project is expected to be \$50,000.

An additional budget and scope of work, to be determined, to include a site assessment and marketing project in Montgomery County focusing on brownfield development is expected to be \$20,000.

Evaluation Factors

MVEDD will evaluate submissions based on the following factors and scoring criteria:

RFQ evaluation scoring:

1. The overall capacity of the consultant or firm and the range of services the project team may provide; experience with planning, site selection, site development and defining public-private deal structures.	35%
2. The technical skills and experience of the designated project manager and other individuals assigned to the project; engineering cost estimating etc.	30%
3. Communication skills, the respondent must be able to prepare written information in a clear and concise manner and must also be willing to provide timely accurate information in response to inquiries from the MVEDD team.	15%
4. Demonstrated collaboration with other reputable firms to supplement technical services and/or to achieve M/WBE contract requirements.	10%
5. References	10%
Total	100%

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