

August 23, 2021

[www.otsegonow.com](http://www.otsegonow.com)  
Telephone: (518)267-4010

## **Request for Proposals Grant Administrative Services**

The Otsego County Industrial Development Agency (IDA) has been awarded an Economic Development Administration Grant for Richfield Springs Public Infrastructure Improvements (EDA 01-01-14979) in the amount of \$1,200,000 for extension of water, sewer, and natural gas. The IDA received notice of the award on August 28, 2020 and is in the process of assembling and submitting the required documentation to execute the Grant Agreement. The purpose of the EDA funds is to extend water, sewer, and natural gas from the Village of Richfield Springs to property owned by the IDA in the Town of Richfield for a new industrial/business park.

The project consists of the development of the Richfield Springs Eco-Industrial Business Park in the Town of Richfield, totaling 55.057 acres of land owned by the IDA. The property is identified in general as Tax Map No. 24-00-18.32). The proposed access road intersects NYS Route 28 approximately 525 feet southwest of the intersection of Union Street and NYS Route 28.

EDA funding will be combined with local funds committed by the IDA and its affiliated agency the Capital Resource Corporation for the construction of the project.

The IDA is interested in retaining a consultant to provide Grant Administration Services only, to be performed in conjunction with the implementation of the EDA program.

### **General Scope**

The IDA is interested in retaining a consultant to provide Grant Administration Services for the Agency's EDA funded project in accordance with the Department of Administration's guidelines. The IDA intends to provide administrative oversight and review, and approval of all expenditures of the EDA program. The consultant will perform all other administrative functions. All administration will be required to be in conformance with the most current federal guidelines and contract administration requirements when signed. General administrative tasks will include:

- Contract Amendments
- Financial Management
- Labor Standards
- EDA Reporting/Monitoring
- Record Keeping
- Equal Opportunity
- Liaison with Department of Administration
- Project Completion

It is anticipated that one contract amendment will be prepared (time extension), five quarterly reports, three semi-annual reports, and five financial reports will be prepared.

The Environmental Review is completed and is not part of the General Scope. Land acquisition has been completed. For consideration in response to this RFP, the consultant shall assume record keeping and monitoring associated with land acquisition is not part of the General Scope.

The above described EDA project is anticipated to be advertised for bids in September 2021, with an anticipated construction start date in November 2021 (or sooner) is cleared. It is anticipated work will take place off and on throughout the remainder of 2021 and well into 2022. Anticipated completion date is September 2022.

### **Basis of Evaluation**

In deciding to which consultant the IDA will award the contract, the IDA will take into consideration experience, qualifications, references, cost and who the City feels will perform the duties in the best interests of the community.

The IDA will evaluate proposals as follows:

- |                                               |           |
|-----------------------------------------------|-----------|
| 1. Qualifications and experience of personnel | 40 points |
| 2. Firm's experience:                         | 35 points |
| 3. References:                                | 20 points |
| 4. Cost:                                      | 5 points  |

**Qualifications and experience of personnel** – The consultant shall describe relevant qualifications and experience of all personnel who will be working on the project.

**Firm's experience** – Please include the firm's name, brief history of the firm, size, office locations and business addresses. Provide the name, address and telephone number of the primary contact and/or project manager for the project. Indicate the firm's experience and qualifications of providing Grant Administration Services for EDA funding. Indicate the firm's ability to provide personnel to this project in relation to other jobs the firm currently has.

**References** – Provide 3 references of past Grant Administration for different communities. Include year, contact name, phone number and grant amount.

**Cost** – Provide an hourly rate schedule and estimated number of hours for each of the personnel anticipated to be assigned to this project. Mileage and other ancillary costs shall be included in the final cost estimate. The consultant will submit a fixed priced proposal. The firm must provide a fee breakdown based upon specific milestones (project management, financial management, project closeout, etc.)

The IDA will award the contract to the most responsive and responsible consultant after all factors are considered through scoring the proposals according to the above evaluation criteria. The IDA reserves the right to waive any informalities or to reject any or all proposals and to

award the contract to the consultant, who in the judgement of the IDA, will best serve the interests of the Community and the EDA program. The IDA reserves the right to reject any and all bids.

### **Submission of Proposals**

Proposals are due to:

County of Otsego Industrial Development Agency  
Attention: Director of Finance and Administration  
189 Main Street - Suite 500, Oneonta, NY 13815

by **September 27, 2021 at 3:30 p.m.** Please indicate “EDA Grant Administration” on the outside of the envelope. Please provide four (4) hard copies of the proposal and one electronic version. Please submit the following forms, completed and signed as required, with your proposal:

- Conflict of Interest Disclosure Form
- Conflict of Interest Clause
- 

The selection committee will review the proposals and it is anticipated the results will be shared with the Projects Committee on October 14, 2021 with a recommendation sent to the Board of Directors on October 28, 2021 for their approval. It is the City’s intent to have a signed contract with a consultant as soon as possible in order for the consultant to help the IDA meet reporting requirements that need to be submitted to the Department of Administration.

### **Contact Person**

Questions about the RFP should be directed to Jody Zakrevsky, CEO, phone 2607-267-4010 ext. 102 or [JZakrevsky@otsegonow.com](mailto:JZakrevsky@otsegonow.com).

**Applicable Law** The following regulations should still be taken into account:

Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which provides that no person shall be excluded from participation, denied the benefits, or subjected to discrimination on the basis of race, color, or national origin under any program or activity receiving federal financial assistance.

Public Works and Economic Development Act of 1965, As Amended (“PWEDA”), Including the Comprehensive Amendments Made by the Economic Development Administration Reauthorization Act of 2004

Title 13 of the Code of Federal Regulations, Chapter III—Economic Development Administration, Department of Commerce

In addition to the above regulations, the contract will include all provision found in 2 CFR Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards,

The selected consultant must be registered with Sam.gov, have an active registration, must not appear on an excluded party list, and not subject to debt offset.

**Enclosures:**

- ^ Conflict of Interest Disclosure Form
- ^ Non Collusion Statement
- ^

## POTENTIAL CONFLICT OF INTEREST DISCLOSURE

Richfield Springs Industrial Park  
Richfield NY

Do you have family or business ties to any of the people listed below?

Yes ☐

No ☐

If yes, please check the box next to the name(s) of the individual(s) and describe the relationship in the space provided below:

### ELECTED OFFICIALS:

☐ Jeffery Joyner, Board Member

☐ David Rowley, Board Member

☐ Jeffrey Lord, Board Member

☐ Craig Gelbsman, Board Member

☐ Cheryl Robinson, Board Member

☐ Patricia Kennedy, Board Member

☐ Andrew Marietta, Board Member

☐ Josh,Edmonds, Board Member

### Staff:

☐ Jody Zakrevsky, CEO

☐ Meaghan Marino, Director of Finance

☐ Kurt Shulte, IDA Attorney

### Description of Relationship(s):

**Please Note: The name of any bidder with a potential conflict of interest will be disclosed at the City of Whitewater City Council meeting in which bids are discussed. Potential conflicts of interest will be reviewed in accordance with 24 CFR 570.489(h).**

\_\_\_\_\_  
Printed Name of Individual

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Business/Firm/Company

\_\_\_\_\_  
Date Signed [MM/DD/YYYY]

STATE OF New York Non Collusion Form

NON-COLLUSIVE BIDDING CERTIFICATION

Required by Section 139-D of the State Finance Law

By submission of this bid, bidder and each person signing on behalf of bidder certifies, and in the case of joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

[1] The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder 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 bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

[3] No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A BID SHALL NOT BE CONSIDERED FOR AWARD NOR SHALL ANY AWARD BE MADE WHERE [1], [2], [3] ABOVE HAVE NOT BEEN COMPLIED WITH; PROVIDED HOWEVER, THAT IF IN ANY CASE THE BIDDER(S) CANNOT MAKE THE FORGOING CERTIFICATION, THE BIDDER SHALL SO STATE AND SHALL FURNISH BELOW A SIGNED STATEMENT WHICH SETS FORTH IN DETAIL THE REASONS THEREFORE: [AFFIX ADDENDUM TO THIS PAGE IF SPACE IS REQUIRED FOR STATEMENT.]

Subscribed to under penalty of perjury under the laws of the State of New York, this \_\_\_ day of \_\_\_\_\_, 20\_\_ as the act and deed of said corporation or partnership.

IF BIDDER(S) (ARE) A PARTNERSHIP, COMPLETE THE FOLLOWING:

NAMES OF PARTNERS OR PRINCIPALS LEGAL RESIDENCE


IF BIDDER(S) (ARE) A CORPORATION, COMPLETE THE FOLLOWING:

NAMES LEGAL RESIDENCE

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

Identifying Data:

Potential Contractor:

Street Address:

City, Town, etc.

Telephone: \_\_\_\_\_ Title:

If applicable, Responsible Corporate Officer Name

Title

Signature

Joint or combined bids by companies or firms must be certified on behalf of each participant:

Legal name of person, firm or corporation Legal name of person, firm or corporation

By \_\_\_\_\_ By

(Name) (Name)

Title

Street Address Street Address

City and State City and State