

County of Greene, New York Request for Qualifications (RFQ) Professional Consultant Services

Background and Description:

The County of Greene is seeking proposals to establish a roster of qualified consultants to provide assistance to the Department of Economic Development, Tourism and Planning (GCEDTP) and other County Departments as may be designated. The GCEDTP is a multi-disciplinary economic development, tourism and planning agency that implements a wide variety of programs and activities for community and economic development, planning, transportation, capital facility planning, and grant writing.

GCEDTP administers the Economic Development Revolving Loan Fund (Quantum Fund); the Business Retention and Expansion Program; the Microenterprise Assistance Program; the Main Street Revitalization Program; the Community Development Block Grant Program; the Buy in Greene/Invest In Greene Business Attraction Campaign; Capital Facility and Construction Management; Greene County Transit; and Multi-Media Services for Greene County for the Greene Government Website, including Paid and Social Media Advertising.

GCEDTP is now accepting proposals from qualified firms in the multi-disciplinary areas of: planning, engineering, architecture, surveying, community development, economic development, environmental services, and media services.

Project Scope:

Under the direction of the Department of Economic Development, Tourism & Planning the consultant(s) will assist the county with one or more of the following services and may respond to one or more of the following categories:

- Preparation of grants in accordance with specified requirements of various public agencies, including but not limited to: Community Development Block Grant Program administered through the NYS Office of Community Renewal; US Department of Commerce, Economic Development Administration; US Department of Agriculture, Rural Development; NYS Department of State; NYS Hudson Valley Greenway; NYS Parks, Recreation and Historic Preservation; NYS Department of Environmental Conservation; NYS Department of Transportation; NYS Empire State Development; Capital Region Economic Development Council; and
- Program Delivery and Administration for Community Development Block Grant (CDBG) Program, Microenterprise Assistance Program (MAP), Greene County Revolving Loan Program (Quantum Fund), including performing loan packaging, commercial credit analysis, loan origination and underwriting, loan portfolio management, and commercial credit activities; technical assistance for the CDBG competitive and direct grants; and other CDBG related services as necessary; and

- General Promotion of Industry and Community and Economic Development Services, which may also include, but not be limited to such projects as: downtown and community development, workforce, housing, public transportation, public facilities, infrastructure planning, business development, strategic planning, fiscal impact analysis, and feasibility or market studies; and
- Planning Services, which may include, but not be limited to such projects as: land use and comprehensive plans, affordable housing projects, public transportation, broadband telecommunications projects, non-motorized transportation planning, such as rails to trails projects, waterfront development plans; and
- Engineering and Architectural Services, which may include, but not be limited to such projects as: site design, renderings, engineered drawings, construction and bid document preparation, land surveying, and site and project analysis and estimating. Generally, engineering and architectural services in support of capital facilities, planning and economic development projects (Many engineering firms also maintain a planning division, engineering firms responding to this RFP for potential engineering projects, shall also indicate if they are responding in more than one category); and
- Environmental Services for Site Assessments and Archeological Surveys, which may include, but not be limited to such projects as: Phase 1 environmental site assessments to identify recognized environmental conditions (REC's) in accordance with ASTM D-1527; Phase 2 ESA's, including Brownfield Opportunity Assessments, in accordance with ASTM E1903-97 (2002), as amended. Environmental Services for Archeological Surveys, including Phase I: Reconnaissance, Phase II: Site Evaluation, and Phase III: Data Recovery. (Firms shall indicate if they are responding for Environmental Services for REC's, or Archeological Surveys, or both); and
- Land Surveying, to include the preparation of legal boundaries, maps and metes and bounds descriptions; and
- Communication and Media Services for the County's "Buy In Greene/Invest In Greene" business campaigns and the management of the County's website, digital paid and social media campaigns, acting as the Counties Agency of Record (AOR) for these business and government services.

It is anticipated that Greene County will enter into contracts with one or more consultants. GCEDTP typically releases Requests for Qualifications in three year intervals to establish a roster of consulting firms which it may select from to perform said consultant services. All assignments shall be on an as needed basis, and the scope and fee associated with each assignment will be based on an approved contract remuneration schedule. The GCEDTP is currently under contract with an Agency of Record (AOR) for tourism services (public relations, marketing, and communications) which is not part of this RFQ.

Form of Proposal:

Three copies of the following shall be provided:

- Letter of proposal indicating the consultant's interest;
- Respondents shall specify the categories in which they are proposing to provide services;
- Brief description of the firm's qualifications, principals, and areas of particular expertise;
- A list of clients and relevant projects;
- A remuneration schedule showing hourly rates for project team members and any other supplemental expenses typically incurred for the described services, which will become the fee schedule for the contract period. Contracts will be extended on a yearly basis affording an update to the remuneration schedule.
- NYS Vendor Certification(s), as applicable, on the NYS Contract System for any vendor that is certified as a Minority or Women-Owned Business Enterprise (MWBE) or Service Disabled Veteran Owned Business Enterprise. If applicable, provide the Vendor DBA, Certification Types, and Certification numbers.

Consultant Selection:

Staff of the Department of Economic Development, Tourism & Planning will review consultant proposals. Greene County may conduct interviews with one or more respondents. The Greene County Legislature will authorize the GCEDTP to enter into contracts with one or more consulting firms. All respondents will be notified of the selection as soon as possible after the submission deadline.

Special Conditions:

- The selection of a consultant shall not guarantee any minimum amount of services under the contract;
- Greene County reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors outside of the scope of this RFQ;
- Greene County assumes no responsibility or liability for costs incurred by respondents to this RFQ, including any requests for additional information, interviews, or negotiations; and
- All applicable State and Federal rules and regulations must be adhered to by the consultant including stipulations on equal opportunity employment, affirmative action, nondiscrimination, civil rights, Americans with disabilities, and record keeping.
- Greene County anticipates that this RFQ will meet its needs for consultants to complete the aforementioned professional services, and is conducting this process in accordance with the procurement rules and procedures established and known at the time of the release of this RFQ. Contract language with the successful consultant (s) shall include the appropriate State and Federal language regarding the provision of services to the County.

- Greene County, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d-d4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for an award.
- Greene County requires its consultants working on New York State funded projects to meet any employment and business goals imposed on grant awards through Executive Law 15-A for the State's Minority and Women Business Owned Enterprise contracting program (MWBE). Greene County also requires its consultants working on New York State funded projects to meet any employment and business goals imposed on grant awards through Executive Article 17-B for participation by Service Disabled Veteran Owned Businesses.

Evaluation Criteria:

Greene County shall at its sole discretion, the most qualified firm(s), based on the best value evaluation of the following criteria:

- Relevance of previous experience;
- Prior experience with the County of Greene or comparable municipal entities;
- Prior experience working with State or Federal agencies, especially: US Department of Housing and Urban Development, NYS Office of Community Renewal, NYS Department of State; and Empire State Development;
- Demonstrated capacity to complete assignments and manage complex projects;
- Established track record for successful client grant awards;
- Minority and/or women owned business enterprise or service disabled veteran business certification; and
- Cost effectiveness of proposed remuneration schedule.

Release Date:

January 12, 2018

Deadline for Submission

Proposals are due no later than 4:00 p.m. on February 9, 2018, and shall be directed to Warren Hart, Director, Greene County Department of Economic Development, Tourism & Planning, 411 Main Street, Suite 419, Catskill, New York 12414. Inquiries may be addressed to business@discovergreene.com, (518) 719-3290.