

REQUEST FOR PROPOSALS / QUALIFICATIONS

Request:

The City of Oneida is seeking proposals from qualified Consultants to provide services in conjunction with a recently awarded NYS Downtown Revitalization Initiative (DRI) grant for a Downtown Business Assistance Fund (BAF). Minority and women-owned businesses are strongly encouraged to respond.

Services to be Provided / Scope of Services:

Consultant for Administrative Services

- Provide administrative assistance for the Downtown Business Assistance Fund (BAF) grant. Services to be provided, including but not limited to:
 - Coordination of execution of the grant agreement/contract;
 - Develop a marketing / overview program and disseminate widely to target local property and business owners;
 - Create an application and suggested scoring criteria (all final decisions will be made by the local committee);
 - Coordinate the application and project selection process;
 - Conduct preliminary review of all applications submitted for completeness and appropriateness;
 - Discuss the proposed BAF grant agreements with the selected participants;
 - Review of and submission of funding commitment paperwork, with payment requests submitted to the LPA for final review;
 - Coordinate site environmental reviews and inspections;
 - Communicate regularly with property and business owners to ensure program compliance; and
 - Collaborate with the City of Oneida and HCR staff for project activities.

This is seen as a review and consultation service as the City of Oneida continues to build capacity for grant administration.

Environmental Services Assistance

- Prepare individual project Environmental Review paperwork.
- Compile documentation, including maps, relevant records and findings, for project site(s) specific environmental review.
- Submit final scopes/designs that follow the 2017 Oneida City Center Design Guidelines,

and have been reviewed by the City Department of Planning & Development, for approval through the State Historic Preservation Office's Cultural Resource Information System (CRIS).

- Coordinate Environmental Assessment of project site(s) to determine the level of investigation required to complete the site contamination review, following program requirements and using ASTM guidelines. This would include assistance with identifying qualified environmental firms, or completion of the reviews if the consultant has capacity in-house. Requirements are available online. See <http://www.nyshcr.org/Forms/EnvironmentalComplianceHandbook.pdf>

RFP / RFQ Submission Requirements:

- **Contact information:** Provide the complete name, address, email(s) and telephone numbers for the firm and for the person(s) who would be the primary contacts.
- **Services Capability:** Provide any relevant evidence that demonstrates the capabilities of the firm to complete all requested services. If any outside sub-consultants are being proposed as part of the program, they must be identified.
- **Timeline:** Please provide a proposed timeline for the work to be completed, including estimated start and completion dates, and milestones of the program.
- **Written Description of Work and Cost Estimates:** Provide a detailed breakdown of all services to be provided along with cost estimates. The Description of Work should outline the firm's proposed approach for the activities and demonstrate a strong understanding of the program rules and requirements. Cost estimates should also be provided per building or review actions.
- **Experience and Capacity:** Please indicate the firm's prior experience in working with the NYS HCR DRI program or any similar programs.
- **Organizational Information:** Provide an overview of the firm.

Review / Evaluation Criteria:

Evaluation Criteria includes, but is not limited to:

- Management and Availability – Ability to begin activities by proposed start date of 9/1/2023.
- Cost – Demonstrate reasonable and efficient cost of services.
- Capability - Ability of the firm to perform all necessary related services.
- Experience - The extent and quality of prior relevant experience.
- Qualifications and References - Individual qualifications and a list of proposed personnel for this project as presented by the firm.

RFP / RFQ Selection Process

The City of Oneida will review qualifications in accordance with the submission requirements and review/evaluation criteria. Proposals that are submitted by consultants in a timely fashion and comply with the mandatory requirements of the RFP / RFQ will be evaluated in accordance with those terms. The City of Oneida will begin reviews after the deadline date of July 14, 2023. The selected firm will be notified upon a decision being approved by the City of Oneida.

Deadline:

All required documentation must be received on or before July 14, 2023 at 3:00 pm to be considered for the project. Hard Copies should be delivered to:

Barbara Henderson
Department of Planning & Development
City of Oneida
109 N. Main Street
Oneida, NY 13421

Questions:

Questions regarding this RFP should be submitted in writing via email to Barbara Henderson (bhenderson@oneidacityny.gov).

Additional Information Included in Attachments

Map of target area
Oneida City Center Design Guidelines