

Request for Proposals

Village of Perry, NY Planning Services Economic Resiliency and Recovery Plan

The Village of Perry is requesting planning services for the following New York Main Street funded project:

The Village of Perry, along with the Perry Main Street Association, will prepare an Economic Resiliency and Recovery Plan to strengthen the long-term resiliency of the downtown business district. The intent of the plan would be to provide an economic development strategy for the Village, downtown property owners, and downtown businesses that helps maintain business continuity and revitalization momentum in the face of changing markets, shifts in the economy, and emergencies (natural, health-related, etc.)

The scope of the project is as follows:

- Community Engagement
 - Establishing a task force of municipal staff, property owners, and businesses to review the impacts of the recent pandemic on the downtown economy overall and specific business sectors
 - Surveying residents and businesses will provide key data to understand the effects of the pandemic on downtown and future preferences for businesses and business practices
 - Initial and final public meetings to engage the community
- Preparation of a Downtown Economic & Market Analysis – prepare a basic economic and market analysis including an assessment of the overall market and market for office, retail, housing, and restaurants. Modify any findings based on projected short and long-term economic impacts of the Covid-19 pandemic as well as resident and business preferences obtained via surveys.
- Infrastructure and Streetscape Assessment
 - General assessment of the condition of downtown streetscape and infrastructure. Identify gaps in streetscape and any significant infrastructure conditions that would preclude future downtown development.
 - Map out and identify potential uses of right-of-ways for dining, recreation, arts, and alternative transportation to address the anticipated impacts of Covid-19. Identify opportunities for installation of public art or sculptures.
 - Prepare a basic parking demand and supply analysis to determine any parking
- Recommended Zoning upgrades to address changes in the economy, market and user preferences
- Provide an Economic Development Action Plan of tasks, strategies, initiatives and timelines to make Downtown Perry's economy resilient for the future.
- Materials produced shall be clearly labeled with the Project Number and the following statement: "Developed with funding assistance from Housing Trust Fund Corporation and NYS Homes & Community Renewal. Document is property of Housing Trust Fund Corporation and the Village of Perry."

Budget: \$22,000

Proposal Format

Proposals should include a one-page cover letter, printed on official letterhead and signed by an authorized representative of the firm or institution. The proposal should include the following sections:

Part A: Project Understanding, Approach and Scope of Work- A narrative of the understanding of the project objectives, scope of work and timeline and the firm's approach to this scope.

Part B: Relevant Experience - A listing and/or project sheets of recent and relevant experience in similar projects that includes the firms function during those projects

Please provide three (3) professional references on recent and relevant projects.

Part C: Project Team - Organizational Chart and one-page resumes of key personnel of the Consultant and all subconsultants that will be committed to the project. Resumes shall indicate the individual's defined role on this project and examples of their relevant experience.

Part D: Cost Proposal - Provide a detailed budget broken down by task and estimated expenses Provide billing rates for all team members.

Submission Process

Proposals must be submitted no later than the date and time specified in the Schedule at the end of this RFP. No late submissions will be considered. Applicants must submit their proposals (one original and three copies) in paper form in a sealed envelope submitted to the Village offices by mail or hand delivered as well as in electronic form (PDF):

Administrator
Village of Perry
46 North Main Street
Perry, NY 14530

Requests for clarifications must be submitted in writing via email to:

administrator@villageofperry.com

Evaluation Process

The Village will screen all proposals to ensure they meet all requirements of this RFP. If a proposal is found to be incomplete, the proposal may be eliminated from the competition. Proposals will be evaluated on the applicant's demonstrated ability to

- (a) Responsiveness, thoroughness and overall quality of the proposal 15%;
- (b) Presentation of an understanding of project 10%
- (c) Cost of services 15%;
- (d) Professional reputation of team 10%;
- (e) Relevant qualifications and experience of personnel to be assigned to the project 10%;
- (f) Compliance with all RFP requirements 15%
- (g) Demonstration of adequate resources to supply said services 10%;
- (h) Demonstration of a history of supplying similar services 15%.

Notification of Awards

Prior to the award of the project, qualified applicants may be asked to participate in an interview, the date of which is to be determined. The award recipient may be asked to submit a revised work plan, timeline, and budget. Projects cannot start until the contract is signed by both parties. The Village will not pay for expenses incurred prior to a contract being in place.

Schedule of Events Date Location

RFP Release: May 25, 2021

Deadline for Questions: June 24, 2021

Sealed Proposals due to the Village: July 1, 2021, 12:00 PM

Interviews: Week of July 12, 2021

Notification of Consultant Selection: July 20, 2021

Approximate Project Start: July 21, 2021

Project Duration: The project must be completed by December 21, 2021.