

Town of Victor
REQUEST FOR PROPOSALS
CONSULTANT SERVICES FOR CARES ACT
CDBG FUNDS
January 28, 2022

Background

The Town of Victor will be the recipient of Community Development Block Grant funding originating from a grant awarded by the New York State Office of Community Renewal (OCR) utilizing funds made available through the CARES Act to prevent, prepare for and respond to the effects of the coronavirus pandemic. OCR has made CDBG-CV funding available to help communities throughout the state safely reopen and restart their local economies in the wake of the coronavirus pandemic.

The CDBG grant funds in the amount of \$500,000 will be used to establish a Small Business Assistance Program modeled after existing CDBG programs while providing flexibility with business size, financing levels and other criteria. The funds will be dispersed as grants by the Town of Victor in cooperation with the Victor Local Development Corporation to support the expansion of small businesses in the Town of Victor, create employment opportunities and generate economic activity. The program will provide up to \$35,000 in funding to qualifying businesses who will be able to utilize the funds for working capital, inventory and equipment.

The Town of Victor is seeking consultant services to assist in the administration of the CDBG funds and the disbursement within the Small Business Assistance Program that is the result of this grant. The consultant would provide general counsel and assistance with Community Development Block Grant funding guidelines and reporting requirements.

Scope of Services

The selected consultant will be required to provide the following services:

1. The provision of technical assistance necessary for the administration of the OCR programs including, but not limited to;
 - Assisting the Town of Victor in the establishment and maintenance of account records
 - Developing and implementing management systems to provide appropriate recordkeeping

- Assistance in the procurement, selection, and award of contracts as necessary
- Preparation of required environmental review records
- Assurance of consistency with all Federal requirements regarding procurement, labor standards, fair housing, etc.
- Preparation of required reports, oversight of audit activities, preparation of grant closeout materials, and all other activities of a general administrative nature.
- Assistance regarding the development of an administration plan as outlined in the grant manual
- Monitoring of employment and financial information, and other related assistance as required.

The selected consultant will work in coordination with the Town of Victor and Victor LDC staff in completing the grant administration and implementation activities. Separate billing will be required for the projects.

Proposals

Proposals should include the following:

1. Background information that describes the nature and history of the firm or individual, including client listings and references.
2. Specific information regarding the firm or individual's experience and technical expertise respecting the scope of services, including particular experience with OCR and commercial financing programs.
3. Identification and resumes of the persons who will provide the services.
4. A schedule of costs for the services to be provided, including hourly rates for labor and the method for calculating all other costs. The elements of each hourly rate must be broken out to include labor, overhead and profit. NCDC will award a cost reimbursement rather than a fixed price contract.

PROFESSIONAL LIABILITY INSURANCE

The Consultant shall, at its sole expense, acquire, continuously maintain during the period in which the Consultant is performing services, and provide the Town with acceptable proof of professional liability insurance coverage covering acts, errors, or omissions of a professional nature committed or alleged to be committed by the consultant. The Consultant shall agree to maintain Workers Compensation Insurance in full force and effect during the term of the contract.

In addition, the Consultant agrees to indemnify and hold harmless the Town against all liabilities, claims and demands for personal injury or property damages or other expenses

suffered or arising out of or caused by any negligent acts or omissions of the Consultant, its subcontractors, agents, or employees incurred in the performance of its services.

Selection

The Town of Victor will rank the proposals received based on an evaluation of technical skills (50%), experience (30%), and cost (20%). The Town of Victor will select one contractor with which to enter into an agreement for services, subject to the negotiation of fair and reasonable profit.

Submission Procedures

1. One copy of the proposal should be mailed to or delivered in person:

Kathy Rayburn
Town of Victor Economic Development/VLDC
85 East Main Street
Victor NY, 14564

2. Proposals should be received no later than 4:00 pm, February 22, 2022

Miscellaneous

1. It is contemplated that the remuneration for contracted services will be funded in whole or in part by Federal funds made available through the OCR program. Contracts will therefore be subject to all applicable provisions of the OCR program.
2. Town of Victor 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 for the program outside of the scope of this RFP.
3. Town of Victor assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.
4. All services requested in the RFP will be expected to be completed by October 28, 2022.
5. Minority- and Woman-owned Business Enterprises (M/WBE) are encouraged to respond to the RFP, either as prime or subcontractors.
6. Additional information regarding this RFP may be obtained by calling (585) 742-5073, or by e-mail krayburn@town-victor-ny.us.