



City of Watervliet, New York

REQUEST FOR PROPOSALS 2020

**Planning, administrative and program delivery services
for various State and Federal grant programs**

**Mayor Charles V. Patricelli
Councilman Peter M. Torncello Councilperson Barbara A. Diamond**

General Manager Joseph LaCivita

**City of Watervliet, City Hall, 2 Fifteenth Street. Watervliet, NY
12189 Phone: (518) 270-3800**

NOTICE TO PROPOSERS

Notice is hereby given that the City of Watervliet is issuing this Request for Proposals (RFP) for the purpose of soliciting proposals from qualified individuals or firms to provide consulting services and management support to the City of Watervliet for planning, administrative and program delivery of economic development grant programs, competitive Community Development Block Grant programs including Housing Rehabilitation and HOME programs, and NYS Main Street Programs, HOME Program, RESTORE and Access to Home Program and other programs that include AHC, DHCR, NYS DEC, NYS EFC and federal grant programs.

Proposals shall be received no later than Tuesday, **July 14, 2020 at 10:00 AM** at the City of Watervliet, Office of the General Manager, City Hall, Watervliet, New York 12189. The RFP will be available electronically on the City of Watervliet's website at www.watervliet.com. The RFP will be on file, publicly exhibited and available as of Monday, June 22, 2020 at the City of Watervliet, Office of the City Clerk, City Hall, Watervliet, New York 12189. The RFP may be obtained in electronic format by contacting General Manager Joseph LaCivita at (518) 270-3800 Ext 122 or by email at jlacivita@watervliet.com. The City of Watervliet reserves the right to amend or terminate this RFP, accept all or any part of a proposal, reject all proposals, or waive any informalities or non-material deficiencies in a proposal.

INTRODUCTION

The City of Watervliet is issuing this Request for Proposals (RFP) for the purpose of soliciting proposals from qualified individuals or firms to provide consulting services and management support to the City of Watervliet for planning, administrative and program delivery of economic development grant programs, competitive Community Development Block Grant programs including Housing Rehabilitation and HOME programs, and NYS Main Street Programs, HOME Program, RESTORE and Access to Home Program and other programs that include AHC, DHCR, NYS DEC, NYS EFC and federal grant programs.

RECEIPT OF PROPOSALS

To be considered, three (3) separate proposals must be received in sealed envelopes and one (1) PDF copy of each proposal must be submitted to the City of Watervliet no later than **10:00 AM on July 14, 2020** and should be addressed to the following:

**City of Watervliet
Office of the General Manager
City Hall
2 15th Street
Watervliet, New York 12189**

The three (3) separate proposals must be received in sealed envelopes and marked as follows:

Proposal Enclosed – Planning, administrative and program delivery of economic development grant programs.

Proposal Enclosed – Competitive Community Development Block Grant programs including Housing Rehabilitation and HOME programs.

Proposal Enclosed – NYS Main Street Programs, HOME Program, RESTORE and Access to Home Program and other programs that include AHC, DHR, NYS DEC, NYS EFC and federal grant programs.

A PDF copy of each proposal shall be submitted to the following email address:

jlacivita@watervliet.com

Inquiries are to be directed to General Manager Joseph LaCivita via at

jlacivita@watervliet.com

Phone contact is (518) 270-3800 Ext 122.

Proposals may also be hand delivered to the following address: City of Watervliet, Office of the General Manager, City Hall, 2 15th Street, Watervliet, New York 12189. It is the responsibility of the Proposer to deliver the proposals in accordance with these instructions contained above and/or elsewhere in the RFP. Proposals dispatched, but not received by the City of Watervliet by 10:00 AM on July 14, 2020 will be kept by the City of Watervliet, unopened. Proposals received after the above date and time will not be considered.

Those submitting proposals do so entirely at their own expense. There is no express or implied obligation by the City to reimburse any entity, firm or individual for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested by the City or participating in any selection interviews, if any.

Submission of any proposal indicates an acceptance of the conditions contained in this RFP unless the submitted proposal clearly and specifically states otherwise.

The City reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities, require supplemental statements or information from any responsible party, negotiate potential contract terms with any respondent to this RFP, have discussions with any respondent to this RFP to correct and/or clarify responses which do not confirm to the instructions contained herein and to disregard all non-conforming, non-responsive or conditional proposals.

Any award of the services shall be conditioned on the later execution of a formal written contract. The City of Watervliet reserves the right to revoke or rescind any award at any time prior to the fully execution of a formal written contract.

All information submitted in response to this RFP is subject to the Freedom of Information Law (FOIL), which generally mandates the disclosure of documents in the possession of the City upon the request of any person unless the content of the document falls under a specific exemption to disclosure.

SCOPE OF SERVICES

The City is soliciting (3) separate proposals from qualified individuals or firms to assist the City of Watervliet with planning and program delivery of the following:

- Planning, administrative and program delivery of economic development grant programs
- Competitive Community Development Block Grant programs including Housing Rehabilitation and HOME programs
- NYS Main Street Programs, HOME Program, RESTORE and Access to Home Program and other programs that include AHC, DHCR, NYS DEC, NYS EFC and federal grant programs.

An Illustrative list of services may include, but is not limited to:

- Assist with regulatory approvals and compliance issues
- Assist with grant administration and program delivery tasks
- Assist with environmental reviews required by regulations
- Assist with developing strategies for CDBG grants
- Assist with work with department heads to develop & scope capital project lists for alternative funding
- Consult with senior staff in developing action plans and timetables for comprehensive grant funding program

COMPONENTS OF RFP

At a minimum, the proposals submitted in connection with this RFP must include the following components:

A brief description of the business/firm. Include information regarding qualifications, years and types of experience, education, licensure, certifications, accomplishments, etc.

A signed cover letter from a person within the entity/firm who is authorized to make representations of behalf of the entity/firm and to bind the entity/firm.

Location of the business- geographic site of offices. Attach resume of firm primary representative(s).

Description of your firm’s knowledge and experience with administration and program delivery of CDBG and Main Street grants and all other NYS and Federal programs over the last five years.

Provide description of your firms knowledge and expertise in consulting regarding administrative policy development, various program development and consulting on public sector program strategy and developing municipal management processes.

Description of your firm’s knowledge and expertise of the City of Watervliet or other similar municipal clients. (Include any previous services provided to the City of Watervliet).

Proposed hourly rate for services.

SCHEDULE DATES

The following is a tentative schedule for the RFP process. The City of Watervliet reserves the right to modify any part of this schedule:

Advertise RFP	June 22, 2020
RFP Proposal Due	July 14, 2020 at 10:00 AM local time
Consultant Selected	August 6, 2020
Consultant Contract	August 14, 2020

TERM OF CONTRACT

The contract period for the services contemplated by this RFP will be for three (3) years. The selected proposer will be required to execute a contract with the City of Watervliet. A sample City of Watervliet Professional Services Agreement is available upon request. The City of Watervliet will have the right to terminate at any time, with or without cause.

PROPOSAL EVALUATION AND SELECTION

The City will evaluate all responses to the RFP solicitation and will select the most highly qualified individual/entity/firm.

Evaluation Factors	
A. Previous Experience	20%
B. Location and Facilities – working office proximity	5%
C. Knowledge of the City of Watervliet	25%
D. Knowledge and Experience with administration and program delivery of Federal and State grant programs	25%
E. Fee – Hourly Rate (Ranking in this section based on solely hourly rate. Overhead or margin references will not be considered.)	25%
	100%

The proposals will be evaluated and scored. The selection committee, which shall consist of the General Manager, Director of Finance, and Deputy City Clerk, will evaluate the RFP submittals and make recommendation to the City of Watervliet who will make the final selection. Evaluation of the proposals will be completed within 14 days after the deadline date. Interviews will be held at the discretion of the City of Watervliet and all persons submitting proposals will be informed of the outcome in writing.

The City of Watervliet will negotiate a contract for services based on this RFP. The City will identify the scope of work, task hours and schedule of any work to be done. Final approval to contract with the consultant will be made by Resolution of the Council of the City of Watervliet.

INDEMNIFICATION

To the fullest extent permitted by law, the selected proposer shall indemnify, defend and hold harmless the City of Watervliet and its officers, boards, directors, employees and agents from and against any and all claims, damages, losses and expenses, including but not limited to attorney's fees, for any actual or alleged injury to any person or persons including death or damage to or destruction of property arising out of any act or omission on the part of the selected proposer, its employees or agents for any work or services performed on behalf of the City of Watervliet.

LAWS AND REGULATIONS

All applicable State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over this matter shall apply to the contract throughout, they will be deemed to be included in the contract the same as though herein written out in full. The laws of the State of New York shall govern this RFP and any resulting agreement.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

All qualified persons and firms will receive consideration without regard to race, color, creed, religion, sexual preference, gender, age, or national origin. The City of Watervliet strongly encourages Women and Minority Businesses to submit a proposal. Outreach to W/MBE firms will be through direct mail or email solicitation. Contact lists have also been provided from New York State.

NON APPROPRIATION CLAUSE

Notwithstanding anything contained in this RFP to the contrary, the City of Watervliet shall not be deemed in default under the RFP in the event no funds or insufficient funds are appropriated and budgeted for or are otherwise unavailable by any means whatsoever in any fiscal period for the implementation of this RFP. The City of Watervliet will immediately notify the Proposer of such occurrence and this RFP shall terminate on the last day of the fiscal period for which appropriations were received as to the portions of expenditures herein agreed upon for which funds shall have been appropriated and budgeted or are otherwise available.

NON COLLUSIVE PROPOSAL CERTIFICATE

Each proposer shall submit an executed Non Collusive Proposal Certificate attached to this RFP.

IRANIAN ENERGY SECTOR DIVESTMENT

Each proposer shall submit an executed Iranian Energy Sector Divestment Certification attached to this RFP

ADDITIONAL INFORMATION

Questions regarding this RFP may be directed to the City of Watervliet General Manager.

City of Watervliet
Joseph LaCivita
General Manager
City Hall
2 Fifteenth Street
Watervliet, NY 12189
(518) 270-3800 Ext 122
Email: jlacivita@watervliet.com

**NON COLLUSIVE PROPOSAL CERTIFICATE
PURSUANT TO NEW YORK STATE GENERAL MUNICIPAL LAW SECTION 103-D**

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in the proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
3. No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Dated: _____

(signature)

(print name and title)

(name of firm)

IRANIAN ENERGY SECTOR DIVESTMENT
Certification Pursuant to Section 103-g
of the New York State
General Municipal Law

- A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid, each party thereto certifies as to its own' organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case where the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.
- C. By submitting a bid/proposal in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ocis.nv.clov/about/reqs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or awarded. During the term of the Contract, should the City of Watervliet receive information that a person (as defined in State Finance Law Section 165-a) is in violation of the above-referenced certifications, the City of Watervliet will review such information and offer the person

an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the City of Watervliet shall take such action as may be appropriate

and provided bylaw, rule or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default. The City of Watervliet reserves the right to reject any bid/proposal, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities List after contract award.

Signature

Printed Name

Title

Date _____

Company Name