

January 17, 2020

**RE: Request for Proposals
Administrative Services
2020 New York Main Street Grant**

To Whom it May Concern,

The City of Batavia has been awarded a New York Main Street grant of \$300,000 to implement a program to assist mixed - use building owners with needed repairs and improvements to their buildings. The program intends to use New York Main Street funding as a grant to match private investments to undertake proposed improvements. The City and Batavia Development Corporation have been working closely with property owners to participate in the program.

The specific activities for which administrative services are being requested include: execution of the New York Main Street administrative plan for the program; outreach to property owners in the Batavia Improvement District; preparation of forms and contract documents; monitoring and supervising of the New York Main Street program; scheduling of activities; compliance with environmental and historic preservation requirements; compliance with other New York Main Street regulations; fiscal monitoring; and coordination with field representatives of the New York State Office of Community Renewal.

It is anticipated the consultant will work closely with staff from the Batavia Development Corporation. The consultant will assist the corporation's staff in delivery of the program.

If you are interested in providing the administrative services specified above, please provide me with information which details your firm's experience in developing successful New York Main Street Programs and in managing and effectively closing out the implementation of such activities. You are also requested to provide specific information to describe your experience in managing the rehabilitation of privately owned properties with New York Main Street grants. Please provide me with the names and telephone numbers of contact persons for projects currently in progress or recently completed.

The proposal should detail a scope of work to describe the level of effort and a cost proposal that you determine to be necessary to provide the program delivery and administrative services to ensure the successful management of the City's program. The scope should adequately document your familiarity with the rules, regulations and requirements of the New York Main Street Program.

Office of the City Manager
One Batavia City Centre
Batavia, New York 14020

Phone: 585-345-6330
Fax: 585-343-8182
www.batavianewyork.com

The staff person to be assigned as project manager should be identified in your proposal. This individual will be expected to be on site in Batavia at all times that are deemed necessary by the City and corporation to ensure effective project management. Resumes of key staff to be assigned to our project should also be enclosed with your proposal. **Please limit proposals to no more than 20 pages.**

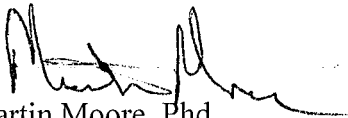
The City of Batavia will make its selection based on the following criteria: successful performance in managing New York Main Street Program or similar programs; the extent of New York Main Street Program experience attained by the project manager and other staff persons to be assigned to the project; the demonstrated technical resources available within the firm to carry out the assignments; the availability of these resources to Batavia; and, the proposed cost for the services. The City is not obligated to select the organization with the lowest price proposal. The criteria to be used by the City in evaluating proposals will be as follows:

- Successful experience (past performance) 10
- Technical capability and financial resources (qualifications of personnel and financial stability of respondent organization) 8
- Availability of staff resources (commitment of personnel to the project) 7
- Cost 5

Four (4) hard copies of your proposal and one electronic proposal must be received at the City office no later than 3:00 p.m. on February 5th, 2020. Please call me at (585) 345-6330 if you have any questions about our grant or this request for qualifications/proposal. Please mail and e-mail the proposals to:

Rachael Tabelski
Assistant City Manager
1 City Centre
Batavia, NY 14020
E-Mail: rtabelski@batavianewyork.com

Sincerely,



Dr. Martin Moore, Phd.
City Manager