***Village of Port Chester***

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**PORT CHESTER INDUSTRIAL DEVELOPMENT AGENCY**

**Village of Port Chester, Westchester County, New York**

**REQUEST FOR PROPOSALS**

**ECONOMIC DEVELOPMENT MARKET ANALYSIS**

**RFP# 2023-01**

***SECTION 1: GENERAL INFORMATION***

**Intent**

The Port Chester Industrial Development Agency (PCIDA) is seeking proposals from qualified consultants to conduct an analysis of local and regional socioeconomic factors to support the Village of Port Chester’s planning and economic development efforts. The resulting data analyses will help identify potential strategies to leverage expected residential and commercial growth. Objectives include maintaining an equitable and diverse tax base, promoting a sustainable economy, creating quality employment opportunities, and facilitating business attraction and retention.

**Overview**

Over the past five years, the Village of Port Chester has devoted significant resources to revamping its zoning regulations to spur economic development and investment in the community. This effort, entitled "Plan the Port", involved community engagement, visioning, drafting of a form-based code, preparing a [build-out analysis](https://www.portchesterny.gov/DocumentCenter/View/261/FGEIS-Volume-2-Appendix-C-Build-Out-Analysis-Report-PDF), and [evaluation of impacts and proposed mitigation measures through the New York State Environmental Quality Review Act (SEQRA) process.](https://www.portchesterny.gov/DocumentCenter/View/273/SEQRA-Findings-Statement-PDF) On May 20, 2020, the Village Board of Trustees adopted the new Village-Wide Form-Based Code. Further information is available on the Village website:

<https://www.portchesterny.gov/208/Form-Based-CodeGEIS>

Due in part to the rezoning effort, the PCIDA is actively evaluating proposals from several real estate developers for projects on the Village’s waterfront, within its central business district and near its transit nodes. The projects are generally of mixed use (residential and retail), and of significant scale. Information about recently approved and proposed investments is available on the PCIDA website:

<https://www.portchesternyida.org/projects>

The proposed economic development market analysis will help the PCIDA to better understand current trends and emerging opportunities within the residential, retail and commercial office sectors in the Village of Port Chester and the region. Consideration of the Village’s sustainability profile, prior studies ([mobility](https://www.portchesterny.gov/DocumentCenter/View/348/Village-of-Port-Chester-Mobility-and-Parking-Management-Study-and-Appendices-September-2017-PDF), [displacement](https://www.portchesterny.gov/DocumentCenter/View/376/August-2020-Commercial-Displacement-Mitigation-Strategies-for-Port-Chester-Report-PDF), affordability (ownership and rental), [traffic](https://www.portchesterny.gov/DocumentCenter/View/279/FGEIS-Volume-2-Appendix-D-Traffic-Study-and-Fair-Share-Contribution-Traffic-Mitigation-PDF), infrastructure, [streetscaping](https://www.portchesterny.gov/DocumentCenter/View/382/Village-of-Port-Chester-Streetscape-and-Waterfront-Promenade-Plan-March-8-2019-PDF), zoning, etc.) are important factors to be evaluated in the analysis.

**Scope of Services**

The primary purpose of the proposed study is to collect and analyze economic data that can inform future decision-making regarding public and private investment in the Village. The consultant will also seek input from local stakeholders, including residents, business owners, and investors, on local development needs and opportunities. An explanation of the outreach methodology meant to ensure broad participation and stakeholder input i.e., surveys workshops/public meetings, etc. will be expected including a listing of targeted community groups who will be consulted, along with details of how many residents/business owners/investors, are necessary to ensure an acceptable mix of each.

The analyses will need to examine the following specific topics of interest:

* **Economic Profile:** an in-depth examination of industry trends by employment, wages, concentration, and gross regional product to create a baseline of data informing the following questions: What drives the local economy? Does destination commerce (such as Costco, Home Depot, Restaurant Depot, and the Capitol Theatre) provide a robust and stable economic base or should the Village pursue other types of businesses? What is the composition and size of the local workforce? Do employers in Port Chester have trouble filling positions?
* **Demographic and Socioeconomic Trends:** anexamination of historic and projected trends relating to population, households (household make up, ownership vs rentals), commercial and residential rents (rent burdens), age, incomes, work force, and other demographic factors in a post-COVID environment. I.e., are recenttrends related to work from home, young adults living with parents, and expanded living options for seniors, expected to continue? Are special amenities such as parking, workspaces, communal spaces, etc. driving forces for occupants? What are the typical wages earned and percentages therein? Are there other trends, such as electric vehicle adoption or the growth in home delivery services, that should be considered for planning purposes?
* **Positioning/Competitive Assessment:** examination of the diversity and availability of options within the retail, residential, office, and industrial markets including leakage, gaps, and opportunities to assist in understanding the Village’s role and standing in the regional economy (is the Village at a competitive advantage or disadvantage in comparison to other similar municipalities within the region). Port Chester attracts visitors from the across the region to its restaurants and entertainment venues. Are there opportunities for the Village to leverage that role in the regional economy? Are there any goods or services that are difficult for resident to obtain in the Village?
* **Report:** creation of a baseline, trends, challenges, and opportunities report (in English and Spanish), which outlines the major themes and serves as the foundation for an Action Plan.

It is anticipated that the primary deliverable will be a written report and a public meeting presentation. The final scope of work and budget will be negotiated with the selected consultant.

**Qualifications**

Consultants submitting qualifications will have a minimum experience of 10 years of experience in providing economic development or market analyses for municipal entities including demographic studies, economic development and planning, socioeconomics, municipal infrastructure and amenities. In addition, respondents must have a working knowledge of the regional and state economic development priorities and trends.

**Submittal Requirements**

Respondents shall submit the following:

1. A brief description of the entity submitting the proposal, including the full business name and type of organization (e.g., corporation, partnership, sole proprietorship), number of years in business, services provided, and the name, telephone number and e-mail address of the person the PCIDA should contact if there are questions about the proposal or changes to the RFP.
2. Resumes for the primary individuals that will be committed to work with the PCIDA, including their anticipated roles, relevant expertise, and any professional licenses or certifications.
3. Demonstration of firm’s experiences including detailed descriptions of three (3) prior or current engagements that are similar in scope to the services requested in this RFP. Please provide a reference for each client, including a name, telephone number and e-mail address.
4. A proposed work plan and schedule / timeline for the services to be provided.
5. A list of the firm’s current clients and projects in Westchester County. Please comment on the possibility of a conflict of interest or appearance of impropriety being created if your firm is selected to work with the PCIDA.
6. A description of any material litigation over the past three (3) years that involved the firm or any of its affiliates, a parent company, or any officer or principal.
7. Representations of professional liability insurance in the amount identified below in Section 2 General Requirements.
8. A proposed fee, inclusive of all labor and expenses. It is not expected that travel or other incidentals will be incurred by the consultant and such expenses will be contained within its proposed retainer estimate. All assumptions must be stated clearly and describe the proposed invoicing process. Proposers are encouraged to include alternate compensation structures that take into account project-based compensation and/or transaction-based compensation that would offset fees.

PCIDA will not be liable for any costs incurred by any respondent in the preparation, submittal, presentation or revision of its submission; PCIDA will not be obligated to pay and will not pay any costs in connection with the preparation of such submissions. All submissions shall become the property of PCIDA and will not be returned.

**Proposal Due Date**

Please submit an electronic copy BY E-MAIL to Rosalind Cimino at [RCimino-IDA@portchesternyida.org](mailto:RCimino-IDA@portchesternyida.org)no later than **3:00 pm Eastern on Friday May 12, 2023.** Please put “PCIDA Market Study Consultant RFP” in the e-mail subject line.

Proposals received after the deadline will not be accepted. It is the sole responsibility of the firm to assure that its proposal is received at the location specified by the due date and time.

**Evaluation Criteria**

The primary criteria to be considered in evaluating the proposals will be:

* The completeness, clarity, and accuracy of the information requested.
* The expertise of the staff committed to work with PCIDA and the Village.
* The depth of the firm’s relevant experience with market and economic development analyses.
* The competitiveness and cost efficacy of the proposal.

PCIDA reserves the right to interview some, none or all of the respondents, as it deems appropriate.

**Questions**

Please do not telephone PCIDA board members or staff or visit the Village offices to discuss the RFP. Any questions regarding the RFP should be submitted to Rosalind Cimino, the Secretary of the PCIDA by e-mail: [RCimino-IDA@portchesternyida.org](mailto:RCimino-IDA@portchesternyida.org) by no later than April 28, 2023. Please put “PCIDA Market Study Consultant RFP” in the e-mail subject line.

***SECTION 2: GENERAL REQUIREMENTS***

**Labor Laws**

The awarded firm will be required to comply with all applicable laws, including but not limited to labor laws, prevailing wage rates and workers compensation.

**Liability Requirements**

The selected consultant shall supply and maintain insurance which indemnifies and holds harmless the Village of Port Chester and the PCIDA, its officers, employees and agents from and against any and all liability, damages, claims, demands, costs, judgments, fees, attorney’s fees or loss to the extent caused by negligent acts, errors or omissions by the consultant or by a third party under the direction or control of the consultant or third party under the direction or control of the consultant in an amount not less than $1,000,000.

Certificates of insurance must be submitted to the Village Attorney and/or the Attorney for the PCIDA for approval prior to the signing of the professional services agreement.

Other required insurances that must be furnished prior to commencement of work:

Workers Compensation Statutory Requirements

New York State Disability Coverage Statutory Requirements

General Liability/Property Damage $2,000,000 combined single limit

Automobile Liability $2,000,000 per occurrence

Insurance certificates shall name the PCIDA and the Village as Additional Insured Party and shall be primary over any insurance held by the PCIDA and/or the Village.

**New York Law and Venue**

This contract shall be construed under the laws of the State of New York. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of this contract shall be brought in the Supreme Court of the State of New York, Westchester County. In addition, PCIDA contractors which are not incorporated in the State of New York shall produce a Certificate to Do Business in the State of New York from the New York Secretary of State prior to executing their contract with the IDA.

**Proprietary Information**

The New York State Freedom of Information Law, Public Officers Law, Article 6, provides for public access to information. Public Officers Law, Section 87(d)(2) provides for exceptions to disclosure for records or portions thereof that are ‘trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise”. Information that the proposer wishes to have treated as proprietary and confidential trade information should be identified and labeled “Confidential” or “Proprietary” on each page at the time of submittal. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be excepted.

**Right to Reject Proposals**

This RFP does not commit the PCIDA to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP or to procure or contract for services. The PCIDA intends to award a contract on the basis of the best interest and advantage to the PCIDA, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers or to cancel this RFP in part or in its entirety, if it is in the best interest of the PCIDA to do so.

This RFP and any contract or agreements resulting herein are subject to all applicable Federal, State and local laws, rules, regulations and executive orders.

**Cancellation Clauses**

Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFP shall result in immediate cancellation. The agreement may be cancelled by the PCIDA for any other reason(s) upon 30 days written notice.