***Village of Port Chester***

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***Port Chester, New York 10573***

**Frank Ferrara**

***Chairman***

**PORT CHESTER INDUSTRIAL DEVELOPMENT AGENCY**

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

**REQUEST FOR PROPOSALS**

**PORT CHESTER SCHOOL CHILD MITIGATION STUDY UPDATE**

**RFP# 2023-02**

***SECTION 1: GENERAL INFORMATION***

**Intent**

In 2014, the Port Chester Industrial Development Agency (“PCIDA”) retained a consultant to develop a tool to assess the potential number of school-age children that might be generated by proposed residential developments seeking financial assistance from the PCIDA. The analysis was updated in February 2019 and an analytical tool known as a Public School Child Generation Tool (PSCGT) was incorporated into the Village of Port Chester’s Form Based Zoning Code SEQRA Findings Statement adopted in May 2020. Links to the 2019 report and other relevant information are available at <https://www.portchesternyida.org/school-concerns-addressed>.

The PCIDA is seeking professional services from qualified consultants to review and update the PSCGT. The selected consultant will report to the PCIDA Administrative Director Christopher Steers.

**Scope of Services**

Pursuant to a Professional Services Agreement with the PCIDA, the selected consultant will update the PSCGT. The scope of work will include the review and analysis of the following:

* Assessment and analysis of the PSCGT mechanism and multipliers.
* Assessment of site-specific occupancies and related demographics.
* Assessment and analysis of existing “Enrollment Studies”, schoolchild enrollment projections, and related data from the Port Chester School Board, the New York City Department of Education, and the New York State Department of Education; including but not limited to migration ratio’s developed through the use of the standard cohort survival method.
* Assessment and analysis of existing planning studies, documents, and related data from the Village of Port Chester and Westchester County, and utilization of an approach that combines both the housing unit method and the cohort component model.
* Review available financial and budget data for the Port Chester Public Schools to assess the potential hard and soft costs attributable to additional students. The information will be used to update the required per student fair share contributions developers pay to mitigate the financial impact of future residential development on the school district.
* Review of the codified measures to mitigate the costs of educating additional school aged children generated as a result of future residential development in the Village mitigation formula and/or calculation.

* Attending, upon request, PCIDA board meetings and other public meetings to discuss work in progress or to present findings and recommendations on completed tasks.

**Qualifications**

Consultants submitting qualifications will have a minimum experience of 10 years of relevant experience in providing services to economic development agencies and school districts including demographic studies, enrollment projections, attendance- zone analysis and redistricting, and facility utilization studies. In addition, respondents must have working knowledge of the New York State Public School System and have knowledge and experience in dealing with capital planning as it relates to satisfying student enrollment, migration, and facility’s needs.

**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 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.orgno later than **3:00 pm Eastern on Friday May 12, 2023.** Please put “PCIDA Port Chester School Child Mitigation Study Update 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 school enrollment and economic development fiscal impact 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 by no later than April 28, 2023. Please put “PCIDA Port Chester School Child Mitigation Study Update 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.