

Cornell Cooperative Extension Association of Erie County

Request for Proposals (RFP) for Capital Project Plan

April 1, 2016

Introduction:

Cornell Cooperative Extension Association of Erie County (CCE Erie) is a subordinate governmental agency with an educational mission that operates under a form of organization and administration approved by Cornell University as agent for the State of New York. It is tax-exempt under section 501(c)(3) of the Internal Revenue Code. The association is part of the national cooperative extension system, an educational partnership between County, State, and Federal governments. As New York's land grant university Cornell administers the system in this state. Each Cornell Cooperative Extension association is an independent employer that is governed by an elected Board of Directors with general oversight from Cornell. All associations work to meet the needs of the counties in which they are located as well as state and national goals.

CCE Erie's main office is located on the Roycroft Campus at 21 S. Grove Street, East Aurora, New York. CCE Erie puts knowledge to work to build stronger communities providing educational programs in Agriculture, 4-H Youth Development, Nutrition, and Consumer Horticulture. Currently, 20 staff deliver training and educational programs to thousands of Erie County youth and adults annually, with the assistance of hundreds of dedicated volunteers.

CCE Erie, with the support of many local donors, purchased the Print Shop building on the historic Roycroft Campus over 60 years ago. The building, known for those many years as the Farm and Home Center, was an ideal facility in which to offer Cooperative Extension programming. In 2015, the Roycroft Campus Corporation purchased the Print Shop to further their mission. CCE Erie is currently leasing office space in the Print Shop. CCE Erie plans to honor the commitment of the original donors by investing in a new facility to offer current, educational programming to county residents, farmers, and youth.

Proposal requirements:

CCE Erie is seeking a consultant to develop a written Capital Project Plan that will:

- Identify stakeholders of the project to include:
 - CCE Erie Board of Directors
 - CCE Erie Committee Members
 - CCE Erie Staff
 - CCE Erie Volunteers
 - 4-H Youth and Parents
 - County Residents
 - Town and County Officials
 - Partner Organizations
 - Farmers
 - Urban Program Partners

- Be a public process, including at least two facilitated meetings of stakeholders (proposer should include written notes from the meetings in the Plan).
- Establish site criteria for a facility (new build or existing structure) to meet the current and future educational programming needs of CCE Erie to include (but not limited to):
 - Central location in county
 - Distance from expressways
 - Distance from Buffalo
 - Possibly on Metro bus line
 - Building(s) square footage
 - Building expansion as needed
 - Conference room space for up to 100 people
 - Parking needs
 - Broadband access
 - Zoning that allows agricultural use of property
 - Public water
- Identify and compare potential locations for the facility.
- Outline a timeline for the project, with phased in project stages.
- Develop a project budget.
- Develop a capital campaign framework.
- Identify opportunities for project and facility sustainability.

Proposals should include:

- Planning team list including resumes for each individual and experience developing similar Plans.
- Narrative describing the planning approach and scope of services based on the proposal requirements for the Capital Project Plan.
- Plan timetable with cost by task, including identification of key personnel for each task and a schedule of their billable rates.

The cost to develop the Capital Project Plan should not exceed \$25,000. Once hired, the consultant will work closely with the CCE Erie Executive Director and Board of Directors to develop the Plan.

Proposal timeline:

The **sole** contact for RFP questions and clarifications will be the Executive Director, Diane Held, via email only: dbh24@cornell.edu. All questions will be answered on the CCE Erie website erie.cce.cornell.edu per the timeline below.

The anticipated schedule for this process is:

- Questions or clarifications about the RFP submitted to Diane Held at dbh24@cornell.edu by 3 pm Thursday, April 28, 2016.
- Questions and answers posted on the website: erie.cce.cornell.edu by 3 pm on Wednesday, May 4, 2016.

- Any RFP changes posted on the website: erie.cce.cornell.edu by 3 pm on Wednesday, May 4, 2016.
- One (1) original and seven (7) copies of the SIGNED proposal submitted to Diane Held by 3 pm on Tuesday, May 31, 2016 via hand delivery, or mail to: Attn: Diane Held, CCE Erie County, 21 S. Grove St., East Aurora, NY 14052.
- Proposer may be asked to meet with a selection committee to answer questions about the proposal.
- Anticipated Board approval to hire consultant: Tuesday, June 21, 2016.
- Anticipated contract execution date: by Friday, July 8, 2016.
- Expected Plan completion date: by Friday, December 30, 2016.

After selection of a successful proposer, a formal written contract will be prepared to be executed by both parties. Insurance requirements that will be included in the contract are attached.

All proposals prepared in response to this RFP are at the sole expense of the proposer, with no claim for reimbursement from CCE Erie for any expenses of the preparation. This RFP is not a bid.

It is CCE Erie's intent to select the consultant that provides the best solution for the Association's needs. CCE Erie reserves the right to amend this RFP. CCE Erie reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the Association.

OUTSIDE VENDOR CONTRACT (NO CONSTRUCTION)

These specifications must be submitted by the Vendor to its insurance agent/broker for verification of coverage prior to execution of any contract or work or services provided.

**Agreement between CORNELL COOPERATIVE EXTENSION OF _____ (EXTENSION) and
(VENDOR) for
Dated _____, 20__.**

The following paragraphs are added to the contract and incorporated therein by reference.

I. To the fullest extent permitted by law the VENDOR shall indemnify, hold harmless and defend the EXTENSION, its officers, directors, employees, agents and volunteers from and against any and all claims, demands or causes of action brought against any or all of them 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 VENDOR, its employees, agents or subcontractors and/or arising from any work or services performed on behalf of the EXTENSION by VENDOR.

A. VENDOR shall provide a Certificate of Insurance, with CORNELL COOPERATIVE EXTENSION OF _____ as the certificate holder, showing proof of the following minimum limits of insurance, or as required by law, whichever is greater: CORNELL COOPERATIVE EXTENSION OF _____ shall be added as an “additional insured” on the General Liability. Certificates must be originals signed by authorized representative of insurance company.

1. General Liability, including contractual, independent contractors, products/completed operations and Workers Compensation

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Business Auto	\$1,000,000 (if vehicles used by Vendor)
Workers Compensation	Statutory

2. All insurance shall be placed with insurance companies licensed to do business in the State of New York, with a "Best's" rating of "A-" or better. Vendor's Insurance shall be primary and noncontributory in all respects to any insurance carried by Extension.

3. Certificates of Insurance shall contain a provision for at least thirty (30) days notice to the certificate holder of cancellation or non-renewal of the insurance indicated in the certificate. The certificate shall be sent to the EXTENSION and a copy to P. W. Wood and Son, Inc. within five business days of the execution of this contract and on each subsequent renewal of said insurance. No work or services shall be commenced until these conditions are met.

EXECUTED AT _____, this _____ day of _____, 20__.

CCE OF

VENDOR

BY: _____

BY: _____

EXEC. DIRECTOR OR PRESIDENT

AUTHORIZED SIGNATURE

PRINT NAME