

CITY OF ROCHESTER, NEW HAMPSHIRE

INVITATION TO BID



REQUEST FOR PROPOSALS

City of Rochester, New Hampshire
Office of Economic Development

The City of Rochester is accepting sealed Proposals. The project is for Consulting Services related to the Economic Development Strategic Master Plan. All Proposals must be submitted in a sealed package plainly marked:

Economic Development Strategic Master Plan RFP
Office of Economic Development
RFQ # 17-21

City of Rochester, New Hampshire, Purchasing Office
31 Wakefield St.
Rochester, NH 03867
Attn: Purchasing Agent

Submittals Due: All Qualifications proposals must be received no later than 2:15 pm EST October 27, 2016. The RFP bid opening will be at 2:30 pm EST.

RFP specifications may be obtained by visiting: www.rochesternh.net
To request a copy, email: purchasing@rochesternh.net

Contact: Purchasing Agent, City Hall, 31 Wakefield Street, Rochester, NH 03867, (603) 335-7602. All questions must be submitted in writing (email preferred) to the Purchasing Agent. All submittals must be made on the forms supplied and must be fully completed when submitted.

All bidders should check the City of Rochester, NH website
(<http://www.rochesternh.net/purchasing>) for any addendums or Q& A's that pertain to the bid.

Late Qualification Proposals: Documents received after the scheduled closing time of filing will not be accepted.

Rochester Comprehensive Economic Development Planning Bid Package

INSTRUCTION TO BIDDERS

I. Preparation of Bid Proposal

- A. The Bidder shall submit her/his proposal using the form furnished by the City (attached) as the cover page. The bidder shall specify a unit price, both in words and figures, for each pay item for which a quantity is given and shall also show the products of the respective unit prices and quantities written in figures in the column provided for that purpose and the total amount of the proposal obtained by adding the amount of several items. All words and figures shall be in ink or typed. A single copy of the Bid Proposal with Cover Sheet is required.
- B. If a unit price or lump sum bid already entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
- C. The bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture; by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown, by a partnership the name and post office address if each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.
- D. Any questions regarding this proposal must be in writing to the purchasing agent at the listed address. All questions and responses will be forwarded to all potential bidders.

II. Irregular Proposals

Bid proposals will be considered irregular and may be rejected for any of the following reasons:

- A. If the proposal is on a form other than that furnished by the City, or if the form-is altered or any thereof is detached.
- B. If there are unauthorized additions, conditional or alternated bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- C. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- D. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alter pay items.

Rochester Comprehensive Economic Development Planning Bid Package

III. Delivery of Bid Proposals

All hard copy proposals shall be filed prior to the time and at the place specified in the invitation for bids. When sent by mail, the sealed proposal shall be addressed to the Purchasing Office at the address on the cover page and with the Bid number clearly marked. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. E-mail or faxed bid proposals are not acceptable. A single copy of the Bid Proposal with Cover Sheet is required.

IV. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

V. Public Opening of Bid Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

VI. Disqualification of Bidders

Either of the following reason may be considered as being sufficient for the disqualification of a bidder and the rejection of his proposal of proposals:

- A. More than one proposal for the same work from an individual, firm, or corporation under the same or different name.
- B. Evidence of collusion among bidders.
- C. Failure to supply complete information as requested by the bid specifications.

VII. Obtaining Bid Results

Bid results will be posted after 48 hours on the City of Rochester's web site at: www.rochesternh.net or will be available by request via e-mail at the following address: angie.gray@rochesternh.net.

AWARD AND EXECUTION OF CONTRACT

I. Consideration of Proposals

- A. After the proposals are opened and read, they will be compared on the basis of the selection criteria. Bid results will be available to the public. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern, In case of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and unit bid prices, the latter shall govern.

Rochester Comprehensive Economic Development Planning Bid Package

- B. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.

II. Award of Contract

Within 30 calendar days after the opening of proposals, if a contract is to be awarded, the award will be made to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified, by the form mailed to the address on his proposal, that his bid has been accepted and that he has been awarded the contract.

III. Cancellation of Award

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.

BID EVALUATION

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process, including, but not limited to:

- A. the bidder's ability, capacity, and skill to perform within the specified time limits
- B. the bidder's experience, reputation, efficiency, judgment, and integrity
- C. the quality, availability and adaptability of the supplies and materials sold
- D. bidder's last performance
- E. sufficiency of bidder's financial resources to fulfill the contract
- F. bidder's ability to provide future maintenance and/or services
- G. other applicable factors as the City determines necessary of appropriate (such as compatibility with existing equipment.)

CITY OF ROCHESTER, NEW HAMPSHIRE

BID #17-21

Economic Development Strategic Master Plan RFP

BID SPECIFICATIONS

The City of Rochester is requesting qualifications, pricing information and availability to create an update to the existing Economic Development Strategic Master Plan for the City of Rochester. This would be completed and available to be adopted as Chapter of the Rochester Master Plan adopted during Fiscal Year 2017.

1. Identifying Economic Opportunity

Prepare an analysis of Rochester's current state of competitiveness as one of the largest cities in New Hampshire, and its position in New England. Prepare recommendations for actions needed to strengthen the competitive position and opportunities for economic enhancement.

- A. S.W.O.T. analysis (strengths, weaknesses, opportunities, threats) matrix.
- B. A report on the state of the regional economy, trends and external forces.
- C. An analysis on business and industry, comparing Rochester to New Hampshire, and Rochester to New England.
- D. A location quotient analysis of business and industry in Rochester, to focus on opportunities for further cluster development and attraction strategies.
- E. A final report detailing Rochester's current condition and the economic data supporting the findings.

2. Implementation Strategy

Define a vision for economic development in Rochester using the information in Section 1 to provide a basis for the suggested economic strategy. Available resources and the present condition of the economy, along with trends and our potential for development are to be used in an integrative process to establish priorities and implementation plans that are realistic and achievable.

- A. Collaborate with the Rochester Economic Development Commission to determine local priorities for economic development
- B. Strategies and activities in an implementation plan matrix
 - To retain & expand existing business
 - To recruit business & industry
 - To encourage entrepreneurship

- To build community capacity & leadership
- C. For planning purposes, proposed action steps can be divided into time frames: short-term (1-2 years), mid-term (3-6 years), and long-term (7-10 years).
- D. Outlines for evaluating progress and outcomes against stated goals and objectives. (Benchmarking)
- E. The final report will look at Rochester's future and how the city will implement local priorities and objectives to maximize our potential for economic enhancement.

The proposal is to include an anticipated timeline for completion, including start date, progress meetings, and draft reports in advance of a final presentation prior to the end of the Rochester Fiscal Year 2017. The final report must be presented in electronic and printed format for dissemination to the widest audience possible.

CITY OF ROCHESTER, NEW HAMPSHIRE

PROPOSAL FORM

Economic Development Strategic Master Plan RFP

Office of Economic Development

RFQ # 17-21

(To be filled out completely and attached to qualifications packet)

Legal Business Name: _____

Address: _____

Phone: _____

E-Mail: _____

Proposal Amount \$ _____ (In Figures)

_____ (In Words)

Print Name and Title: _____

Authorized Signature: _____

Date: _____

Are you proposing to use other companies or firms in this project as a partnership? If yes, please list the firm along with contact names below: