

**REQUEST FOR PROPOSALS
TO PROVIDE URBAN RENEWAL CONSULTANT SERVICES FOR THE CITY
OF OLEAN URBAN RENEWAL AGENCY (OURA)**

Section 1. Summary of Request

Purpose – Olean Urban Renewal Agency is accepting proposals from qualified contractors to provide Urban Renewal consultant services in connection with the scope of work as defined below.

One copy of the proposal should be addressed to:

Mary George
Community Development Program Coordinator
City of Olean
101 East State Street
Olean, NY 14760

Questions regarding the proposal may be directed to Ms. George at:

716-376-5647
716-376-5644 (fax)
mgeorge@cityofolean.org

Proposals should be received by the City no later than 4:00 p.m., on September 13, 2010.

Section 2. Background

The OURA is a public benefit corporation established under Section 628 of Article 15 (Urban Renewal Law) of the General Municipal Law. The OURA represents the City in carrying out the provisions of Urban Renewal Law. It is the mission of the Agency to eliminate slum and blight in municipally designated distressed area; to promote redevelopment, revitalization and stabilization of these areas with economically and environmentally viable commercial, industrial and/or mixed use development; and to build the City's property tax base and create sustainable job opportunities for the citizens of Olean.

Section 3. Scope of Work

Using urban renewal authority and in accordance with the requirements set forth in Article 15 of the General Municipal Law, the OURA is desirous of developing a plan to promote and regulate development within a designated urban renewal area.

The Consultant will provide professional services to assist the OURA in the process of site designation, preparation and approval of an Urban Renewal Plan and other Urban Renewal related activities that may be authorized by the Olean Urban Renewal Agency.

The Scope of Work shall include but is not limited to the following:

- Assisting in the establishment of an appropriate project boundary area that will serve as the designated urban renewal area.
- Developing goals and objectives that will assist the OURA in its plan to eliminate blight and substandard conditions within the project area; to redevelop deteriorating vacant and underutilized properties in accordance with the OURA's vision, the City's Comprehensive Development Plan 2005-2025 and other plans and policies; and to spur economic development.
- Coordinating activities and approval procedures, i.e., public notices, filings, resolutions and hearings, with other involved local, State and Federal Agencies, including the New York State Division of Housing Renewal, the City Council and Planning Board.
- Preparing and presenting a variety of reports to OURA Board and others as needed or requested.

Section 4. Required Submittals

Proposals should include the following:

- Background information that describes the nature and history of the firm or individual, including client listings and references.
- Specific information regarding the firm or individual's experience and technical expertise respecting the scope of services, including particular experience with developing Urban Renewal Plans in New York State.
- Identification and resumes of the persons who will provide the services.
- References for your work, including if applicable, the names and contact persons for any New York Urban Renewal Agencies, redevelopment agencies or similar entities for which services have been provided within the last five years.
- A fee schedule for the types of services and personnel expected to be included in this scope of work. List travel costs and any other direct or indirect costs associated with performing the required services. Provide a cost estimate formatted such that labor hours for each individual and other direct cost are readily apparent for each major task. The project cost shall reflect a not-to-exceed amount.

Section 5. Selection Criteria

The OURA will rank the proposals received based on an evaluation of technical skills (50%), experience (30%), and cost (20%). The OURA will select, at its option, one or more contractors with which to enter into an agreement for services, subject to the negotiation of fair and reasonable profit. The selection of a contractor or contractors will be made in rank order.

Section 6. Miscellaneous

The City reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside the scope of this RFP.

The OURA assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.

The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the OURA. The contractor shall be an independent contractor of the OURA. The independent contractor will be required to maintain its own workers compensation, liability and automobile insurance coverage, and provide proof of same to the City, all in the manner provided in the contract required to be signed.

Additional information regarding this Request for Proposals may be obtained at the address shown above or by calling 716-376-5647.