

REQUEST FOR PROPOSAL

TO: Economic Consultants

FROM: Lancaster Industrial Development Agency

DATE: September 12, 2022

SUBJECT: Request for Proposal – Economy Assessment/Feasibility Study

Project Description and Purpose

The Town of Lancaster and the Villages of Lancaster and Depew are located in eastern Erie County, approximately 10 miles east of downtown Buffalo. In 2020, the U.S. Census Bureau calculated the population of the Town of Lancaster at approximately 45,110 residents, including the residents of the Villages living in the Town. The community is supported by a strong industrial and manufacturing corridor. The Town of Lancaster, Village of Lancaster, and Village of Depew completed its Comprehensive Plan in 2018.

Historically, the Village of Lancaster was the nucleus of the Town. The community grew from a small settlement around a grist mill to a market town for surrounding agricultural uses. The Town of Lancaster was established in 1833 and the Village of Lancaster was incorporated in 1849. The Village of Depew was incorporated shortly after, in 1894, and named for its largest landowner. The arrival of the rail lines allowed easy access to markets and direct connections to the City of Buffalo and transformed the local economy. Over the years, growth increased, and Lancaster became a popular suburban community.

The two villages, along with the western portion of the Town near the Villages, are largely developed and are defined in the Erie-Niagara Framework for Regional Growth as “Developed Areas,” which designates lands served by public sewer, water, and transportation infrastructure. The southeastern portion of the Town is designated as “Rural”, while the remainder of the Town is classified as “Developing,” which denotes transition areas experiencing development pressure and demand for extensions of public sewer, water, and transportation. Today, all three communities effectively serve as suburbs of the City of Buffalo. The Town is a center of residential growth, and the Villages function as important retail, commercial, and community centers. The Village of Lancaster has recently undertaken a major revitalization effort.

The Lancaster Industrial Agency is seeking qualified consultants to perform a Market Analysis Study to help lay the groundwork for zoning, wayfinding needs, streetscapes and identify potential businesses to support community investment in placemaking with emphasis on natural resources that are important to the Town and region. The successful economic consultant would be tasked to accurately characterize the current economy of the Town of Lancaster, Village of Lancaster, and Village of Depew, and consider its position with respect to contemporary economic development trends and those that will shape growth in Lancaster over the near term (5-10 years) and longer term (10-20 year) future. To ensure that future development in the Town is sustainable, the study will examine the potential for, and barriers to, growth in existing residential districts and hamlets, activity centers and business corridors.

The 2018 Comprehensive Plan can be accessed at the following link:

<https://www.lancastervillage.org/uploads/1/1/8/2/118246222/lancaster-depewjointcomplan-3-1-2018.pdf>

Scope of Services

The scope of work to be accomplished by this study can be separated into two categories: data collection, analysis, and projections; and reconnaissance and policy recommendation. Each of these is described as a separate work activity and require a stand-alone product and fee proposal.

It is anticipated that the effects of COVID-19 will have a long-term impact on current and future land use and the successful consultant will need to demonstrate an approach to factor the current post-pandemic times into the work activities.

Activity 1: Data Collection, Projections and Analysis

This activity provides the objective information that forms the basis for characterizing Lancaster's current economy (eco/agri-tourism, light-industrial, mixed use residential/retail), and discussing its position relative to contemporary regional and national economic development trends. To facilitate comparisons between communities, basic economic data related to retail, residential and industrial inventories, growth, and absorption rates should also be provided. The deliverable for this task will be a stand-alone report including updated statistical tables, analysis, and projections.

Activity 2: Reconnaissance and Trends

This activity involves interviews with major developers, property owners, realtors, and investors in order to assess the current state of development in Lancaster. In addition, State, Regional and private sector economic development organizations should be interviewed to determine statewide trends. These contacts will be focused on determining the exact nature of the current eco/agri-tourism and other commercial markets and the factors leading to any changes that are not reflected in the current Comprehensive Plan and associated policies. The purpose of these interviews is to identify the nature of changes and to solicit ideas for policy shifts, amendments to land use regulations, and actions designed to assist in accommodating changes to Lancaster's current zoning as it relates to transitioning from conventional zoning to form-based zoning.

Based on the information gathered from stakeholder interviews, identify communities similar to Lancaster that have successfully accommodated changes in their economic sectors. Specifically, identify and characterize land use policy changes, code amendments and economic development practices that were necessary to respond to the changing economy with emphasis on sustainable development. The deliverable for this activity will be a stand-alone report characterizing the economy of Lancaster and presenting the key issues raised by development and business stakeholders, identification of communities that have successfully addressed similar issues and recommendations for changes to Lancaster's economic development plans and policies.

Submittal Requirements

The proposal must be clearly written, concise and include sufficient detail for effective evaluation. It must not restate the RFP requirements but provide the rationale as to how the consultant intends to meet the activity requirements. Each activity and related fee proposal must be presented as a separate work item capable of independent evaluation and, if required, undertaken under a separate contract. All submittals will become the property of the Lancaster Industrial Development Agency which retains the right, if appropriate, to authorize separate contracts with separate firms. The following information is required for a complete submission:

1. The names and contact information for each firm involved in the proposal and designation of a lead consultant.
2. A detailed description of the study methods proposed to accomplish the scope of work.
3. Each firm's experience in successfully undertaking similar assignments and including the project tasks they will be assigned.
4. Names and resumes of the partner, manager and staff persons that will be assigned to this study.
5. Samples of similar studies undertaken by the firm.
6. A description of the firm's approach to the project and a discussion of the process used to communicate with the client.
7. A separate fee proposal in spreadsheet form documenting all proposed expenditures inclusive of all expenses. Separate fee proposals for Activity 1 and Activity 2 must be provided. Depending on the proposed fees that are received, the LIDA may complete this work in phases and award Task 1 only as a first phase
8. Only those proposals that contain complete information will be considered.

Evaluation Criteria

All proposals will be evaluated by the board members of the Lancaster Industrial Development Agency (LIDA), who will approve a consultant contract. Proposals will be evaluated based on a demonstrated understanding of the scope of work and objectives **(20%)**, methodologies **(20%)**, completeness **(10%)**, experience with similar projects **(20%)** and cost **(30%)**. Percentages shown indicate the level of emphasis for each evaluation criteria. LIDA reserves the right to select different consultants to provide services for each task contingent upon experience, timing, and the availability of funding.

If required, interviews will be scheduled with select responders. The Lancaster Industrial Development Agency reserves the right to accept or reject any and all proposals.

Additional Information or Questions

No verbal interpretations as to the requirements of this request for proposal will be made to any prospective responder. *Request for clarification or interpretation shall only be made in writing to the designated contact person, Member Lynne Ruda, Lancaster Industrial Development Agency, Village of Lancaster, 5423 Broadway, Lancaster, NY 14086, lruda@lancastervillage.org no later than 10 days before the established proposal submission date. Inquiries will not be considered after that date.*

Any interpretation deemed necessary will be in the form of an addendum to the request for proposal and, when issued, will be delivered to all firms receiving the initial solicitation. All addenda will become part of the request for proposal.

Proposal Due Date

Submit one (1) signed original of the proposal, eleven (11) copies and one (1) electronic copy on a USB drive in a sealed envelope clearly marked with the name of the proposal and name, address and email address of the proposer **no later than 4 P.M. on Friday, October 14, 2022** to:

**The Lancaster Industrial Development Agency
Administrative Secretary
21 Central Avenue
Lancaster, NY 14086**

Submission Conditions

Those submitting proposals do so entirely at their expense. There is no expressed or implied obligation by the Lancaster Industrial Development Agency to reimburse any firm or individual for any costs incurred in preparing or submitting proposals, preparing, or submitting additional information as may be requested by LIDA or for participating in any selection interviews.

Verbal, faxed, emailed, or telephoned submittals or modifications thereof will not be accepted. The Lancaster Industrial Development Agency reserves the right to waive any and all requirements of this proposal and to reject any and all proposals. The Lancaster Industrial Development Agency may at any time, and by written notification, change any portion of this request for proposal.

CONSULTANT REVIEW RATING SHEET
LANCASTER INDUSTRIAL DEVELOPMENT AGENCY
PROPOSAL & INTERVIEW REVIEW RATING SHEET

Items		Consultant Assessment	
	%	Score	Notes:
A. <u>Qualifications</u>			
1. Conflict of Interest	NNR		
2. Size of Firm vs. Project Size	5		
3. Location of Team(s) / Travel Req.	5		
4. Percent Minority within Firm/ Project Team	5		
5. Current Obligations (Effect on Project Described)	5		
B. <u>Expertise/Experience</u>			
1. Special Expertise – Personnel	30		
2. Professional/Technical Subcontractors In-House	10		
3. Similar Projects	25		
4. Experience with other Communities	NNR		
5. Past Lancaster Employees	NNR		
C. <u>Fee Structure and Direct Wage Rates</u>			
1. Multiplier and Direct Wage Rate(s)	15		
D. <u>Proposer Certification</u>		NNR	
TOTAL SCORE	100		

NNR – No Numerical Rating; however, response is required from Proposer