

## REQUEST FOR PROPOSALS

Livingston County Development Corporation  
Livingston County Commercial District Assessment

The Livingston County Development Corporation (LCDC) is seeking proposals from a qualified consultant to provide retail strategy development services through a commercial district assessment for its Downtown Partnership Program.

### **Background**

The LCDC, through its Downtown Partnership Program, employs a full-time Downtown Coordinator to spearhead and manage downtown revitalization efforts county-wide. Livingston County's nine villages lack the density and business mix seen in larger cities, and are often bypassed due to highways routing traffic around the village and downtown. The creation of the Downtown Partnership has leveraged resources making revitalization programming possible in these small villages.

The program combines grant funding for physical improvements with educational resources for business owners. The Downtown Coordinator works directly with community groups, building and business owners, elected officials and community stakeholders to enhance the success and sustainability of Livingston County's downtowns.

As a result of this innovative program, over \$7 million has been invested in 194 downtown projects. This investment has improved 119 commercial units and 97 residential units on the upper floors of the central business districts throughout the county.

At this time, the LCDC sees a need to further explore the strengths and opportunities of the County's nine downtown districts in order to create a retail strategy for targeted investment and development moving forward. A foundation for this work has been laid through several recent projects which included significant public participation through focus groups and surveys. These documents, listed below, can be made available by request. It is our hope that this work will be utilized and incorporated, therefore lessening some of the needed groundwork and related time and cost.

- Downtown building and business inventories including vacancy rates (updated regularly)
- Five Year Strategic Plan for Economic Development (completed October 2016)
- America's Best Communities Revitalization Plan (completed November 2015)

### **Services to be Provided**

- Evaluate the overall business landscape and consumer characteristics in Livingston County, taking into consideration specific points of interest and the potential for downtown development tied to their presence (Letchworth and Stony Brook State Parks, SUNY Geneseo, 5&20 Corridor, Conesus and Hemlock Lakes, Noyes Memorial Hospital)
- Conduct a commercial market study including an analysis of retail leakage and surplus
- Review documents listed above and determine the need to conduct a series of surveys, interviews and/or focus groups with developers, brokers, business owners, customers and other key informants
- Identify the commercial corridors where new retail options may be the most successful
- Identify key opportunities to help the LCDC prioritize downtown investment and development efforts

## **Timeline**

- Proposals due – May 31, 2017
- Board review of proposals and consultant selection – June 2, 2017
- Submission of New York Main Street Technical Assistance application – June 9, 2017
- Expected notification of funding – July 13, 2017
- Contract for services – by July 31, 2017
- Completion of Commercial District Assessment – by December 31, 2017

## **Submission Requirements:**

- Project approach – describe any elements in the proposed approach or the firm's project team that provide added value or uniquely qualify the firm for the project.
- Timeline of project milestones, with a start date of August 1, 2017 and substantial completion by December 31, 2017.
- Statement of qualifications – include at least two similar projects that have been completed.
- Relevant references – minimum of three that are aware of work experience.
- Fee proposal, including all travel and reimbursable expenses.
- Any correction or modification to a proposal must be submitted in writing prior to the May 31, 2017 deadline.

## **Evaluation Factors:**

- Understanding of the project
- Approach and method
- Added Value
- Management and availability
- Appropriateness of timeline
- Qualifications and references

**Submission of Proposals:** The Livingston County Development Corporation will accept proposals from qualified consultants until 4pm on Wednesday, May 31, 2017. One electronic and one hard copy of your proposal should be mailed or hand delivered to:

Louise Wadsworth, Downtown Coordinator  
Livingston County Development Corporation  
6 Court Street, Room 306 | Geneseo, New York 14454

**Selection and Award of Contract:** Selection will be made on Friday, June 2, 2017, but will be contingent on the funding of a New York Main Street Technical Assistance grant.

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**For further information contact Louise Wadsworth at 585-243-7124  
or [wadsworth@livingstoncountydevelopment.com](mailto:wadsworth@livingstoncountydevelopment.com)**