

CITY OF ROCHESTER, NEW HAMPSHIRE
INVITATION TO BID

The City of Rochester, New Hampshire, will accept sealed bids for "Economic Development Feasibility Study". Bids must be submitted in a sealed envelope plainly marked:

"Sealed Bid, Economic Development Feasibility Study"

Bid # 11-07

City of Rochester, New Hampshire
31 Wakefield Street
Rochester, NH 03867
Attn: Purchasing Agent

All bids must be received no later than **“August 26, 2010”** at **“2:15”** p.m. Actual bid opening will begin at 2:30 p.m. Bid proposals and specifications may be obtained from the City of Rochester’s website, www.rochesternh.net, contacting the purchasing agent via email at purchasing@rochesternh.net, calling the Purchasing Agent at 603-335-7602, or visiting the City Hall Business Office, 31 Wakefield Street, Rochester, NH 03867. All bids must be made on the bid form(s) supplied, and the bid form(s) must be fully completed when submitted.

**CITY OF ROCHESTER, NEW HAMPSHIRE
DEPARTMENT OF ECONOMIC DEVELOPMENT**

**BID #11-07
Economic Development Feasibility Study**

**REQUEST FOR PROPOSALS
BID SPECIFICATIONS**

The City of Rochester is requesting pricing information and availability to perform an Economic Development Feasibility Study for a Small Business Incubator in the City of Rochester. The City of Rochester, New Hampshire is seeking technical assistance to conduct a Feasibility Study for a small business incubator facility that would support business development and serve as a resource for workforce education and training needs.

Our starting concept is to develop a multi-purpose facility that will provide necessary space, tools and services needed for several small businesses to generate products or sales under one roof: incubator functions would include such things as manufacturing, retail sales, home-based business sales, local made item sales and information technologies.

Specifically, we seek a qualified outside service provider to address the following:

I. Economic Feasibility

- Investigate the financial elements related to capitalizing the cost of building renovation
- Include identification of possible funding sources for improvements, energy efficiency, LEED certification
- Review economic impact of the project
- Establish a break-even for investment
- Identify the need and demand for affordable business start-up space

II. Market Feasibility

- Assess market demand for entrepreneurial incubator space
- Assess any special needs or gaps in service
- Determine demand for elements such as a commercial kitchen or retail space for locally made food and artisan products
- Define the focus of the incubator and recommended tenant mix

III. Technical Feasibility

- Assess the interior and exterior of the subject property for suitability for the project's intended use
- The feasibility study will not include a complete environmental impact analysis, however it will include an Environmental Transaction Screen to address any environmental concerns or potential hazardous materials

Rochester Economic Development Feasibility Study Bid Package

- Evaluate site sketches of interior and exterior improvements
- Evaluate appropriateness and ROI of incorporating energy saving technology into facility
- Develop a list of recommended building features

IV. Financial Feasibility

- Develop cash flow statements for the first 12 months, P &L and Balance Sheet projections to demonstrate the financial feasibility of the project, oriented towards independent sustainability of the operating costs
- Estimate cost for establishing the incubator facility and to operate it annually

V. Management Feasibility

- Outline of project management
- Identify potential partners for support and assistance
- Create a management chart
- Identify gaps in skill or capacity
- Identify equipment needs costs
- Evaluate education components, including Creteau Tech Center and possible partnerships with higher ed and entrepreneurial components
- Evaluate the project length and propose exit strategies
- Develop a recommended range of services

VI. Identify who should run/operate the incubator facility and what their responsibilities will be

Specific issues we wish to explore include:

- Potential for the incubator to attract interest, support and use by entrepreneurs
- How the incubator could be used to encourage small business development
- Potential demand and usage by arts and technology entrepreneurs
- Potential demand and usage by local made retail entrepreneurs
- Potential demand for a commercial kitchen
- Training and education needs that could be met by the incubator
- Opportunities for collaborations with Rochester Schools, SCORE, NH SBDC, MicroCredit-NH, Rochester Main Street, universities and other partners

Specific services we wish to explore include:

- Technical support services needed by entrepreneurs
- Loan and grant support programs that could be linked to the facility
- Information technology needs of entrepreneurs
- Media center and sales support services needed by entrepreneurs

Specific space needs we wish to explore include:

- Office and assembly space, Conference room

Rochester Economic Development Feasibility Study Bid Package

- Raw materials storage
- Professional office area – toll-free phone lines, voice mail, package and delivery support, bookkeeping, etc.
- Commercial Kitchen
- e-Learning and training room
- Internet technologies

Please include the following in your response:

- Qualifications and experience as they relate to the above activities
- Fee range and payment options
- Your level of interest, commitment and availability for this project
- Approach you would follow in conducting the Feasibility Study
- Time Frame and major milestones for conducting the Feasibility Study

The City Economic Development Department has applied for and been awarded a USDA Rural Business Enterprise Grant for the amount of \$15,000 to complete this feasibility study. All USDA reporting requirements apply to this project.

The final report must be presented in electronic and printed format for dissemination to the widest audience possible.

The City of Rochester prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status.

The City of Rochester is an equal opportunity employer.

INSTRUCTION TO BIDDERS

I. Preparation of Bid Proposal

- A. The Bidder shall submit her/his proposal using the form furnished by the City (attached). The Bidder shall specify the unit price or lump sum bid, both in words and figures for each pay item listed. All words and figures shall be in ink or typed.
- B. If an amount 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 a 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

Rochester Economic Development Feasibility Study Bid Package

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; 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 address of the President, Secretary, Treasurer.

- D. All questions shall be submitted in writing to the Purchasing Agent, no less than seven (7) days prior to the bid opening date. The Purchasing Agent will then forward both the question and the City's response to the question to all prospective 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 furnished by the Owner, 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.

III. Interpretations

No oral interpretations will be made to any vendor as to the meaning of the specifications or terms and conditions of this sealed proposal invitation.

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.

No bid may be withdrawn, for a period of (60) sixty days subsequent to the opening of bids, without express written consent of the City of Rochester, NH.

V. Public Opening of 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.

Rochester Economic Development Feasibility Study Bid Package

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. Evidence of collusion among bidders.
- B. Failure to supply complete information as requested by bid specifications.

AWARD AND EXECUTION OF CONTRACT

I. Consideration of Proposals

- A. Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written figures, the written in words shall govern. In case of discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and bid prices, the latter shall govern.
- 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

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 as soon as practical after the bid opening. No bid shall be withdrawn for a period of (60) sixty days subsequent to the opening of bids, without the consent of the city of Rochester. The successful bidder will be notified, by the form being 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

Rochester Economic Development Feasibility Study Bid Package

- 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.)

The City Economic Development Department has applied for and been awarded a USDA Rural Business Enterprise Grant for the amount of \$15,000 to complete this feasibility study. All USDA reporting requirements apply to this project.

The City of Rochester prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, and disability, marital or family status.

The City of Rochester is an equal opportunity employer.

Rochester Economic Development Feasibility Study Bid Package

**CITY OF ROCHESTER, NEW HAMPSHIRE
DEPARTMENT OF ECONOMIC DEVELOPMENT**

**BID #11-07
Economic Development Feasibility Study**

**REQUEST FOR PROPOSALS
BID PROPOSAL FORM**

TOTAL BID:_____

Delivery Date:_____

The undersigned agrees that for extra work, if any, performed in accordance with the terms and provisions of the Contract Documents, he will accept compensation as stipulated therein.

Date

Bidder

Phone

By:_____

Title:_____

Business Address

City, State, Zip Code

All Bids are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Project name as it appears at the top of the Proposal Form.