

# VILLAGE OF FORT EDWARD

Funding Years 2018, 2019, 2020

NYS Community Development Block Grant (CDBG) Program  
Other Applicable Federal / State Programs

## REQUEST FOR PROPOSALS

The Village of Fort Edward may consider applications for federal Community Development Block Grant (CDBG) Program funding through the New York State Office of Community Renewal (OCR), as well as other related or applicable federal and state funding resources provided through the State's Consolidated Funding Application (CFA) process or other application cycles during any of the next three years. We may consider project activities that are eligible for specific CDBG funding including affordable housing (such as housing rehabilitation, homeownership, or housing development), but we will primarily focus on infrastructure and public facility projects that could be co-funded with other State and federal infrastructure resources, including water system rehabilitation (distribution mains, storage tanks, valves and hydrants and storm water separation and drainage in compliance with State MS4 regulations). This is a Request for Proposals from qualified Consultants who can provide the following services:

### **A. Preliminary Planning and Grant Applications**

1. Analysis of local problems and needs and development of long-term goals and short-term objectives for community development and public facility and infrastructure needs.
2. Analysis of program options appropriate for CDBG and other related funding and review of local planning documents and needs assessments to strategize about viable funding options.
3. Preparation of materials required for the Village to submit complete grant applications, including supporting documentation, household and income surveys, and preliminary program designs and/or third party cost estimates and project budgets.

### **B. Program Setup and Development – (After Award)**

1. Assistance in establishing files, books, records, accounts and other materials as required to set up the local programs and assure adequate documentation of all community development and related grant-funded activities.
2. Completion of Environmental Reviews (NEPA and SEQRA) and other activities required to satisfy grant conditions and secure Grant Agreements, State Assistance Contracts, and the Release of Funds.
3. Preparation of detailed local program guidelines and other materials as required for implementation of the particular project activities.
4. Assistance in recruiting, procurement, and training for staff, program coordinators, and/or other consultants as required to handle routine administration of the programs or projects and support local Village staff in day-to-day administrative activities.

### **C. Grant Administration – (After Award)**

1. General advice and assistance during implementation of the projects as required to identify problems, analyze alternatives, and propose solutions to facilitate smooth operation of each project.
2. Work with local officials to establish a scope of services and qualifications to be used in selecting a Program Coordinator (if necessary), Project Engineers, or other technical Consultants who will provide day-to-day services for administration of the local projects.
3. Provide support services as required to assist local staff in performance of the functions required to administer the local projects (if necessary).
4. Progress monitoring to assure compliance with regulations and satisfactory progress against established

schedules.

5. Periodic Reports to local officials, OCR, and other federal and state agencies to document the status of infrastructure improvement activities and related project activities to satisfy the requirements of the CDBG Program and any other awarded grants.

The Consultant will be selected by the competitive negotiation method outlined in the Uniform Administrative Requirements (24 CFR Part 85.36) which details procurement standards applicable to federally-assisted projects. Proposals will be reviewed and ranked according to the following criteria:

1. Technical Capacity - Technical skills of the Consultant.
2. Experience - Relevant grant experience of the Consultant and individual staff members who will be assigned to the Village.
3. Familiarity with Programs - Familiarity of the Consultant with the CDBG Program, and related funding sources for infrastructure and public facilities.
4. Cost Proposal - Cost to the Village for the Services listed under **Section A**. Please provide a *general description* of the approach for compensation (fee-based, hourly rates, lump sums, etc.) for the Services under Sections B and C.

The Village reserves the right to waive any informalities in the selection process and to reject any or all proposals at its option. Additional information may be requested during the review and selection process. The Village reserves the right to conduct interviews with all or none of the proposing firms.

Consultants who wish to be considered for these services must submit the following materials and any other information they feel is relevant:

1. Company Introduction or Brochure describing the range of grant services that the Consultant is qualified to provide.
2. Outline of previous experience with similar municipal grant projects, including those with NYS-CDBG, EFC, DEC, and related infrastructure and related community development funding sources.
3. Track record with the CDBG and other related state and federal community development programs used primarily for infrastructure and related project activities.
4. Resume(s) of key staff members who will be involved in the types of projects being considered by the Village.
5. Fee Proposal for the Services outlined under Section A - (Planning and Grant Applications\*).

(\*Note that the Village will retain the right to negotiate the specific Scope of Services and Cost and Payment Terms specific to each grant-funded project for the Services under Sections B and C of this RFP, given that those Services may vary along with the applicable Project Budgets depending on the particular grant award and the availability of other local or federal and State co-funding sources.)

**Proposals from Minority and Women-Owned Enterprises (MBE/WBE) and "Section 3-eligible Firms" are encouraged to submit proposals.** The Village encourages compliance with the provision of employment and economic opportunities as a result of any awarded CDBG or other federal funding as applicable under Section 3 of the Housing and Urban Development Act of 1968.

Proposals must be submitted **NO LATER THAN 2:00 PM on Thursday, February 28, 2018.** All proposals will be evaluated based on the criteria listed above and one or more Consultants may be selected for interviews (if desired) and/or any necessary fee negotiations.

Please contact the Village Clerk-Treasurer at 518/747-4023 if you have any questions or need additional information about this RFP.

***The Village of Fort Edward is an Equal Opportunity Employer.***