



REQUEST FOR PROPOSALS (RFP)

Town of Dryden

Grant Administration and Program Delivery

CDBG PY2023 Public Infrastructure Program

Introduction

The Town of Dryden is seeking a PY2023 Community Development Block Grant (CDBG) by application to the New York State Office of Homes and Community Renewal (NYSHCR) for public infrastructure project funding and desires consultant services to provide grant administration and program delivery services for this project.

Scope of Services

The Town is seeking NYS CDBG grant funding to support a public infrastructure project and requires the services of a consultant to assist in the grant administration and program delivery.

Please provide information on how your firm can provide one or more of these services as they may be required. The proposal should address personnel qualifications and experience providing these services to municipalities. The project includes:

The rehabilitation of the wastewater system serving the Hanshaw Village Mobile Home Park in the Town of Dryden. Improvements to the existing, inadequate wastewater system consist of a pump station replacement, construction of a gravity sewer main along Hanshaw Road connecting to the nearby district pump station, and the decommissioning of an existing wastewater treatment lagoon.

- A. General Administrative services to be provided include, but are not limited to, the following:
- Preparing program budgets and schedules, and amendments thereto;
 - Developing systems for assuring compliance with CDBG program requirements;
 - Financial management;

- Preparation of the Environmental Review Records and completion of the release of funds process;
- Program and project record-keeping;
- Preparation of required Performance and Project Status Reports;
- File maintenance;
- Procurement;
- Developing systems for assuring compliance with CDBG program requirements;
- Preparation of project revisions and amendments;
- Resolution of audit and monitoring findings;
- Citizen participation;
- Fair housing efforts;
- Compliance with national objectives;
- Monitoring and compliance with program regulations;
- Preparation of request for funds documents;
- Preparation of close-out documentation; and
- Meetings with NYS and local officials as necessary to complete program and/or funded projects.

B. Program Delivery services to be provided may include, but are not limited to, the following:

- Marketing grant activities;
- Payment processing;
- Services verifying client eligibility;
- Preparation of site-specific environmental review and environmental assessment such as SHPO determinations, well testing or phase 1 archaeology;
- Development of construction specifications bid preparation and contracting
- Construction monitoring and on-site monitoring
- Providing education or counseling to beneficiaries;
- Legal expenses related to construction such as temporary or permanent easements and filing fees;
- Filing fees and related legal expenses;
- Client/contractor troubleshooting
- Any required building or regulatory permit or fees associated with regulatory compliance;
- Labor standards compliance work including completion of required on-site employee interviews, verifying and reviewing certified payrolls;
- Development of construction specifications, bid preparation and contracting;
- Client/contractor troubleshooting; and/or
- Any other professional services required to deliver the program.

Compensation and Method of Payment

Compensation for all services must be related to actual performance. Compensation for administration services may be proposed on a fixed-fee basis and/or hourly rate basis and should be clearly explained in the proposal.

Work Time Frames

Project completion shall be achieved within the specific program's allowable time frame.

General Background Information

Your proposal should address/include information pursuant to the following:

- General background and experience of your firm, particularly as this relates to the NYS CDBG program and grant-in-aid experience;
- Technical expertise in providing administrative services, general advisory, and grant-in-aid assistance to client communities, including a listing of current and recent clients;
- Experience in administering community development programs; and
- Names of at least three references from current or recent client communities;

Selection

The Town will examine all proposals in accordance with the following evaluation factors:

- General background and expertise relative to CDBG administrative and/or program delivery services (60%)
- The nature and quality of the proposed administrative and/or program delivery services and how services will be provided (20%)
- References and experience in other communities (10%)
- Method of compensation and total compensation required (10%).

The Town will select the proposal deemed most advantageous given the above evaluation factors, which will be weighted according to the above percentages.

MBE/WBE and Section 3 businesses are encouraged to submit proposals.

Submission Procedures

If you wish to submit a proposal, please submit three (3) copies of all information to the Town no later than **noon on July 24, 2023**.

Town of Dryden
93 East Main Street
Dryden, NY 13053

If you have any questions, please contact the Town at 607-844-8888 or via email at townclerk@dryden.ny.us.