

JUNE 2025

REQUEST FOR PROPOSALS (RFP)

SARATOGA COUNTY  
VILLAGE OF SOUTH GLENS FALLS  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY 2025 CDBG INFRASTRUCTURE GRANT AWARD

WATER MAIN REPLACEMENT PROJECT - FERRY BOULEVARD  
PROJECT # 1091 PW/122-24  
CONSULTING SERVICES

**INTRODUCTION**

The Village of South Glens Falls (“the Village”) has just received a Community Development Block Grant (“the Grant”) from the New York State Housing Trust Fund Corporation’s Office of Community Renewal under the Community Development Block Grant Program (“OCR”), which will be administered by the Village. The purpose of the grant is to assist with replacement of 2500 feet of water mains on Ferry Boulevard (“the Project”). Therefore, the Village is issuing this Request for Proposals to select a Consultant to assist the Village.

This request for proposals (the “RFP”) describes a scope of work that will require the technical planning services of a consulting team - whether individual consultant, joint venture, or prime with sub-consultants. The Awardee will be selected based upon a thorough analysis of each proposer’s ability to provide the Village and its collaborative team with the prescribed scope of services at the most cost-effective fees.

All proposals, without exception, must be received at South Glens Falls Village Hall, 46 Saratoga Avenue, South Glens Falls, New York, 12803 before the submission deadline, either by hand delivery, courier or by certified mail to the above office to be date-time stamped when received by the Village. The Village is under no obligation to return proposals. It is requested that any and all contact be made by fax or email. Questions about the RFP, and the submission and content of the proposal must be directed to the Clerk’s Office.

The Request for Proposal is being used to satisfy Federal, State and local procurement requirements. The Project will be completed within 12 months but this RFP may be used for related work that starts within 36 months. However, no future work is guaranteed.

## PROJECT DESCRIPTION

This Project will focus on addressing the issues raised by the New York State Department of Environmental Conservation in issuing a Consent Order, directing that improvements be made to the Village water system. To address these problems, +/- 2500 feet of water mains, are being replaced. The total cost of the project is \$1,025,000.00, and is to be funded by \$1,000,000.00 in CDBG funds.

### Project Budget

<b>Activity</b>	<b>CDBG Funds</b>
<b>Water Main Replacement</b>	\$
<b>Program Delivery</b>	\$
<b>Engineering</b>	\$
<b>Administration</b>	\$
<b>Total</b>	<b>\$ 1,000,000.00</b>

## SCOPE OF CONSULTANT WORK

1. Coordinate the work of this project for the Village with all outside parties on all aspects of this grant. This includes coordinating information and activities of all parties that are involved in the grant such as the Mayor, the Village Clerk, the Village Board, the New York State Housing Trust Fund Corporation, New York State Office of Community Renewal, project engineers and other interested State and Federal Agencies and local residents.
2. Complete the Environmental Review Record consisting of a State Environmental Quality Review and a National Environmental Protection Act review. The ERR has been prepared, but legal notices have not yet been published.
3. Prepare all resolutions and plans needed by the Village to ensure full compliance with CDBG regulations (Section 3, Drug Free Work Place Plan, Fair Housing, etc.).
4. Interface with the Village, OCR, and all parties involved in the completion of the Project to insure that the Project is undertaken in a manner consistent with HUD regulations, the regulations of HTFC and OCR, and that all required documentation is obtained and compiled to meet all the terms and conditions of the grant award and applicable State and Federal regulations.
6. Monitor the project, including construction, schedule, and budget to ensure that all work is on-time and on-budget. Take corrective action if necessary.



7. Assist the Village, the Mayor, the Village Attorney, and other interested parties in preparation of all necessary documents and procedures to carry out the Project, including hiring of engineers and contractors, bidding of Project, Project coordination, inspections and related activities to ensure that the Project is undertaken in full compliance with applicable regulations as required to establish program compliance.

8. Assist in compliance with Federal Labor Standards, including wage determinations, preconstruction activities, posting of signs and notices, inclusion of required information and documents in bidding and contract documents, payroll records, collection and monitoring of certified payrolls, job site interviews.

9. Assist in establishing record keeping, filing, and accounting systems to successfully administer the grant program.

10. Oversee the closeout process to ensure that all documents are complete and in place.

11. Prepare draw-down documents and compile supporting documentation to access CDBG funds on behalf of the Village.

12. Other work as necessary to complete the Project in a manner compliant with CDBG and OCR regulations.

13. Prepare an administrative plan and a Section 3 Plan pursuant to HUD and OCR requirements.

14. The Consultant must be available for both during the daytime and evening for meetings and other activities.

### **SELECTION OF CONSULTANT**

The Agency will select the most qualified Consultant, based on the selection system described in this section. Cost is not the only factor in selection of the Consultant.

1. Qualifications - 30 points  
Respondent must be a well-qualified individual or firm with extensive experience in Community Development Block Grants administered by the New York Office of Community Renewal.
2. Experience with Local Governments - 20 points  
Respondent must demonstrate extensive experience working with communities of similar size and character.

3. Public Works Program Experience - 15 points  
Respondent must demonstrate experience working with HUD funded public works projects, particularly the Community Development Block grant program.
4. Availability - 10 points  
Respondent must be available for both day and evening meetings.
5. Leadership and Team Building - 10 points  
Respondent must demonstrate the ability to foster group discussions and solicit information from group members.
6. Cost - 10 points  
The respondent's cost per hour for all positions will be considered.
7. Writing and Communication Skills - 5 points  
Respondent must be able to prepare written information in a clear and concise manner.

### **FORM OF SUBMISSION**

Respondents are requested to provide the following information so that we can evaluate all responses:

1. Cover letter containing any information the respondent wishes to include.
2. Listing of key personnel and their qualifications. Include the location of the office where the work will be performed and identify the person who will be responsible for each item.
3. Listing of community development project which the consultant has undertaken including grant preparation, grant administration, planning activities, and technical writing. Describe the consultant's role in each project.
4. Describe any items that might impede the Consultant from completing the project in a timely manner.
5. Detail a cost per hour or other pricing structure for the scope of work identified in the RFP.
6. Listing of references, including name, address, and telephone number.

7. Any other information which the Respondent wishes to include.

Responses must be received at Village Hall by July 17 , 2025, by 4:00 P.M. Responses are to be hand delivered, courier or certified mailed to:

Samantha Berg, Clerk/Treasurer  
Village of South Glens Falls  
46 Saratoga Avenue  
South Glens Falls, New York 12803

Faxed or emailed submissions will not be accepted.

### **ORAL PRESENTATIONS**

Proposers may be required to provide oral presentations. Those proposers selected to make oral presentations will be notified to arrange for specific dates and times, likely during the week of July 21-25, 2025.

### **LONGEVITY OF PROPOSALS**

A proposal may be withdrawn at any time prior to the submission deadline. However, a proposal may not be withdrawn, cancelled or modified for a period of 45 days following the submission deadline, except at the request of the Village or with the Village's written consent.

### **METHOD OF SELECTION OF AWARDEE**

The Village and its representatives will evaluate each proposal with an emphasis on the quality and completeness of the response, understanding of the proposed scope of work, cost-effectiveness of the proposal, qualifications and relevant experience with respect to the tasks to be performed, representation among previous clients, etc. The contract shall be awarded to the proposer that best meets the selection criteria, and according to the procurement policies and procedures of the Village, pursuant to Section 104-b of the General Municipal Law.

### **RIGHT OF REJECTION BY THE VILLAGE**

Notwithstanding any other provisions of this RFP, the Village reserves the right to select the proposer that best meets the requirements of the RFP, and not necessarily award to the lowest bidder. Further, the Village reserves the right, for any or no reason, and in its sole and absolute discretion, to (1) amend, in whole or in part, this RFP, (2) withdraw or cancel this RFP, or (3) accept or reject any and all proposals prior to execution of the contract for any or no reason and with no penalty to the Village.

## **NOTICE OF AWARD**

The Village shall inform the Awardee that they have been selected by means of a “Notice of Award” issued pursuant to a resolution adopted by the Village Board. Neither the selection of a proposer as the Awardee nor the issuance of a Notice of Award shall constitute a binding commitment on behalf of the Village to enter into any contract with the Awardee, as any binding arrangement must be set forth in definitive documentation negotiated between and signed by the Awardee and the Village.

## **CONTRACTING WITH AWARDEE**

The Village shall enter into contract negotiations with the Awardee. Contract negotiations will include the scope of services as described herein. A fully-burdened hourly rate schedule shall be included in the proposal, in addition to the proposer’s not-to-exceed lump sum total. The final contract may contain provisions not identified or described herein.

## **WRITTEN PROPOSAL SUBMISSION ELEMENTS**

A narrative response or cover letter should be included in the proposal document summarizing key elements of the proposal. Standard proposal elements shall include qualifications and background information including but not limited to a business overview, the age of the business, summary of relevant accomplishments involving services similar to those required herein, and other information that will permit the Village to determine the capability of the proposer to meet all contractual requirements. Provide references and any additional information that you believe pertinent to the Village’s requirements. Disclose any material financial or family relationships that your firm or any firm employee has that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Village.

## **ADDITIONAL CONDITIONS AND INFORMATION**

- (a) All materials submitted in response to this RFP will become the property of the Village.
- (b) The Village reserves the right to conduct discussions with, and to request additional information from, one or more respondents. Not proposer shall have any rights against the Village as a result of such discussions.
- (c) The Village reserves the right to negotiate separately with any source whatsoever.
- (d) The Village reserves the right to waive any irregularity in any proposal received or any other aspect of this procurement.
- (e) Each proposal prepared in response to this RFP will be prepared solely at the cost and expense of the proposer with the express understanding that there will be no claim whatsoever for reimbursement from the Village.

- (f) Submission of a proposal in response to this RFP shall constitute an offer on the part of the successful proposer to become the Awardee and to enter into a contract to undertake or complete the work.
- (g) The Village and its respective officials and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this RFP.
- (h) Proposals submitted to the Village in response to this RFP may be disclosed in accordance with the standards specified in the Freedom of Information Law.

### **DURATION OF WORK**

This RFP solicits qualification packages for Consultants for work to be performed under the Scope of Work.

No other work has been identified at this point nor is any additional work guaranteed. However, it is possible that additional assistance (including the preparation of grant applications) will be needed in the future. Therefore, respondents have been requested to provide a pricing structure for any future work. If additional services are needed in the future, the scope of work and the cost will be subject to mutual agreement, at a future date.

### **W/MBE PARTICIPATION**

The contract with the Consultant will not contain any W/MBE set-aside or preference. However, woman-owned and minority-owned businesses are encouraged to submit responses to the RFP. Identified W/MBE firms will receive emails informing them of this opportunity.

### **SECTION 3 PARTICIPATION**

The Village of South Glens Falls has a Section 3 Participation Plan, to encourage Section 3 businesses to participate in CDBG funded projects.

### **CONTRACTOR STATUS**

The relationship between the Village and the Consultant will be a contract for professional services.

### **DISTRIBUTION LIST**

The following public notice is to be published in the Village's official newspaper and posted on the New York State Contract Reporter, to provide widespread exposure:

#### **REQUEST FOR PROPOSALS**

##### *Public Works*

*The Village of South Glens Falls has issued a Request for Proposals for a Community Development Block Grant consultant to assist with the administration of a public works project.*

*The deadline to submit a response is July 17, 2025. A complete copy of the RFP can be obtained from the Village of South Glens Falls by contacting Samantha Berg, Clerk Treasurer, 46 Saratoga Avenue, South Glens Falls, New York 12804. The phone number is (518)-793-1455. The email address is [clerktreasurer@sgfny.com](mailto:clerktreasurer@sgfny.com). Women-owned and minority-owned businesses are encouraged to submit responses to the RFP. Section 3 businesses are also encouraged to respond to this RFP.*