

REQUEST FOR PROPOSALS
COMMUNITY DEVELOPMENT BLOCK GRANT
CONSULTANT

CITY OF GLOVERSVILLE

GLOVERSVILLE SENIOR CENTER

November 30, 2024

INTRODUCTION

The City of Gloversville has 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"). The purpose of the grant to provide assistance to the Gloversville Senior Center to undertake a comprehensive renovation of the facility at 53 Church Street in Gloversville. Therefore, the City is issuing this Request for Proposals to select a Consultant to assist in the administration of the Grant for this Project.

This Request for Proposals is being used to satisfy Federal, State and local procurement requirements. The Project will be completed within 24 months but this RFP may be used for related work that starts within 36 months, however no future work is guaranteed.

PROJECT DESCRIPTION

The project is the rehabilitation the Gloversville Senior Center, located at 53 Church Street in Gloversville. A detailed engineering study, funded with CDBG funds, was completed in January of 2023, which documented the conditions of the building, and prepared a comprehensive plan to renovate the building, to address building deficiencies, and improve the building to better suit the needs of the Gloversville Center. Work includes a new roof, new HVAC system, electrical upgrades, improvements to the building layout, and upgrades to interior and exterior finished. The expected outcome will be a long term improvement to the building, a more efficient and useable facility, improvement to the building's appearance, and improved energy efficiency.

PROJECT BUDGET

Building and Site Improvements	\$950,000
Engineering & Construction Inspection Fees	\$50,000
Program Delivery	\$25,000
Administration	\$25,000
Total Cost	\$1,050,000

Summary of Funding:

CDBG Funds	\$1,000,000
DASNY Funds	\$50,000
Total Funding	\$1,050,000

SCOPE OF CONSULTANT WORK

1. Coordinate the work of this project for the City with 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, City officials, the New York State Housing Trust Fund Corporation, New York State Office of Community Renewal, and other interested State and Federal Agencies.
2. Complete an Environmental Review Record consisting of a State Environmental Quality Review and a National Environmental Protection Act review.
3. Prepare all resolutions and plans needed by the City to ensure full compliance with CDBG

regulations (Citizen Participation, Section 3 Participation Plan Drug Free Work Place Plan, Fair Housing, etc.).

4. Prepare a Request for Release of Funds.
5. Interface with the City, OCR, and all parties involved in the completion of the Project. to ensure 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 schedule, and budget to ensure that all work in on-time and on-budget. Take corrective action as necessary.
7. Assist the City and project professionals in preparation of all necessary documents and procedures to carry out the project, to ensure that the project is undertaken in full compliance with applicable regulations as required to establish program compliance.
8. Assist in establishing record keeping, filing, and accounting systems to successfully administer grant program.
9. Oversee the closeout process to ensure that all documents are complete and in- place.
11. Assist with preparation of drawdown documents and compilation of supporting documentation to access CDBG funds on the behalf of the City.
12. Other work as necessary to complete the project in a manner compliant with CDBG and OCR regulations.
13. Monitor compliance with Federal Labor Standards, including Davis Bacon.
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
Respondents must be a well-qualified individual for firm with extensive experience in Community Development Block Grants administered by the New York Housing Trust Fund Corporation.
2. Experience with Local Governments - 20 points
Respondents must demonstrate extensive experience working with working with communities of

similar size and character.

3. Economic Development Program Experience - 15 points
Respondents must demonstrate experience working with HUD funded economic development, 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 work with various groups and organizations in order to accomplish program goals.
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 in order to 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 projects which the consultant has undertaken including grant preparation, grant administration, planning activities, and technical writing. Indicate the consultant's role in each project.
4. Describe any items that might impede the Consultant from completing the project in a time manner.
5. Detail a cost per hour or other pricing structure for the scope of work identified in the RFP.
6. Detail a cost per hour or other pricing structure for any other future work as Consultant, if needed.
7. Listing of references, including names, addresses, and telephone numbers.
8. Any other information which the Respondent wishes to include.

Responses must be received at City by January 10, 2025 by 2:00 PM. Responses are to be mailed to:

Jennifer Mazur
City Clerk
City of Gloversville
City Hall, 3 Frontage Road
Gloversville, New York 12078

Faxed submissions will not be accepted. Emailed submissions will be accepted, as long as the submission is in the form of a single pdf document of a file size of less than 10 megs. The email address for submissions is: cityclerk@cityofgloversville.com

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.

CONTRACTOR STATUS

The relationship between the City and the Consultant will be a contract for professional services. The Consultant will not become an employee of the City.

DISTRIBUTION LIST

The following public notice is to be published in the Leader Herald and the Gazette:

REQUEST FOR PROPOSALS

The City of Gloversville has issued a Request for Proposals for a Community Development Block Grant consultant to assist with the administration of a Community Development Block Grant for a Senior Center renovation project. The deadline to submit a response is January 10, 2025. A complete copy of the RFP can be obtained by writing to the Gloversville City Clerk, City Hall, 3 Frontage Road, Gloversville, New York 12078 or by calling is 518-773-4542, or by email at cityclerk@cityofgloversville.com. Women-owned and minority-owned businesses and Section 3 businesses are encouraged to submit responses to the RFP.

W/MBE PARTICIPATION - NYS ESD CERTIFIED WBE/MBE FIRMS

The contract with the Consultant will not contain W/MBE set-aside. However, woman-owned and minority-owned businesses are encouraged to submit responses to the RFP. A complete copy of the RFP is to be mailed to all firms classified as "Community Development" and serving Upstate New York at:

<https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

The following firms consist of the complete list as of 11/30/2024:

Company Name	Owner First	Owner Last	Mailing Address	City	State	Zip	Phone	Email
Ascend Collaborative Development	Amanda	Rodriguez	95 Steel Street	Auburn	NY	13021	352-870-3251	amanda.rodriquez.demaria@gmail.com
Flatley Read, Inc.	Michelle	DeGarmo	PO Box 104	Schuylerville	NY	12871	518-577-5681	michelle@flatleyread.com
Kara Page	Kara	Page	763 Springfield Road	Wilmington	NY	12997	518-946-7557	karapage85@gmail.com
Roxanne Kise Consulting, LLC	Roxanne	Kise	44 Caroline Street	Clyde	NY	14433	315-923-9225	kiseconsulting.roxanne@gmail.com
VITAMIN PLANNING, LLC	NICOLETTE	WAGONER	160 Reynolds Ave	Corning	NY	14830	917-991-0575	vitaminplanning@gmail.com