

Village of Groton

Tompkins County, New York

REQUEST FOR PROPOSALS (RFP)

Administrative Consulting Services

NY Forward Grant Administration

Request

The Village of Groton is seeking proposals from qualified Administrative Consultants to provide professional services in conjunction with recently awarded NY Forward funding. The selected consultant will assist the Village with administration and implementation of awarded projects, of the small project fund activities and revitalization efforts within the downtown district.

Minority and women-owned business enterprises (M/WBE) are strongly encouraged to respond.

Services to be Provided / Scope of Services

Administrative Services

The selected consultant shall provide administrative services related to the Village's NY Forward Small Project Fund, including but not limited to:

- Assistance with implementation and administration of NY Forward funded projects;
 - Coordination with business owners, property owners, developers, and project partners;
 - Participation in the development and coordination of marketing, outreach, applications, and project selection processes for small project funds;
 - Review and submission of funding commitment and disbursement documentation;
 - Coordination of project reporting and compliance requirements;
 - Assistance with procurement and contractor documentation as required;
 - Coordination of construction monitoring and site inspections;
 - Collaboration with Village staff, state agencies, and program representatives regarding project activities;
 - Preparation and maintenance of project files and records;
 - Assistance with environmental review coordination and regulatory compliance;
 - The selected consultant may be required to attend meetings, site visits, and project coordination activities in person as needed throughout the duration of the project.
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Architectural and Environmental Services (If Applicable)

The consultant team may also provide or coordinate architectural and environmental review services, including:

- Assisting property owners with development of project scopes of work consistent with local and state codes, historic preservation requirements, and design guidelines;
 - Preparation of bid and procurement documents as applicable;
 - Preparation and coordination of environmental review documentation and related materials;
 - Coordination with the State Historic Preservation Office (SHPO) and other reviewing agencies;
 - Assistance with site assessments and environmental compliance activities as required under applicable state and federal regulations.
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Proposal Requirements

Proposals should include the following information:

1. **Firm Information**
 - Name, address, telephone number, and email address of the firm;
 - Primary contact person and key personnel assigned to the project.
 2. **Experience and Qualifications**
 - Description of the firm's experience administering DRI, NY Forward, CDBG, or similar municipal revitalization programs;
 - Relevant experience with downtown redevelopment, grant administration, environmental review, and construction coordination;
 - Resumes of key staff.
 3. **Project Approach**
 - Description of the proposed approach to providing services to the Village of Groton;
 - Estimated timeline and availability.
 4. **References**
 - Provide at least three municipal references for similar projects completed within the last five years.
 5. **Fee Proposal**
 - Detailed cost proposal outlining hourly rates, administrative fees, and reimbursable expenses. Grant total budget for project is \$334,000, Administrative portion no more than 10% of budget.
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Time Frame

- Contract to be executed by Village and Consultant immediately following award announcement.
- Marketing and application process begins July 6, 2026.
- Goal to have all projects to be completed by December 31, 2027.

Submission Requirements

Proposals must be submitted no later than 12pm on June 19, 2026, to:

Village of Groton

Attn: Nancy Niswender, Clerk/Treasurer
308 Main Street, PO Box 100
Groton, NY 13073

Email submissions may be sent to: clerk@grotonny.gov

Questions regarding this RFP should be directed to Nancy Niswender at (607) 898-3966.

Selection Criteria

Proposals will be evaluated based on:

- Experience with municipal grant administration;
- Familiarity with NYS DRI, NY Forward, and related programs;
- Qualifications of assigned personnel;
- Ability to meet project schedules and reporting requirements;
- Cost effectiveness;
- Quality and completeness of proposal.

The Village of Groton reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed to be in the best interest of the Village.

Proposals will be reviewed immediately upon receipt. Selection will be made within one week of deadline date.

Equal Opportunity

The Village of Groton is an Equal Opportunity Employer and encourages participation by Minority and Women-Owned Business Enterprises (M/WBE) and Service-Disabled Veteran-Owned Businesses (SDVOB).