

MAYOR
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**ADMINISTRATOR/
TREASURER**
Samantha Marcy

**VILLAGE CLERK/
DEPUTY TREASURER**
Christina Slusser

VILLAGE OF PERRY REQUEST FOR PROPOSALS FOR GRANT ADMINISTRATION SERVICES

I. Background

The Village of Perry was recently awarded a 2021 NYS Water Infrastructure Improvement (WIIA) Grant and a 2022 Bipartisan Infrastructure Law General Supplemental funding through the Drinking Water State Revolving Fund for upgrades to the Water Treatment Plant which was originally constructed in 1954. The Village of Perry received a Preliminary Engineering Report in November 2021 which identified a significant amount of work that needs to be performed. The preliminary engineering report includes the recommendation to install a redundant upflow clarifier and rehab the existing clarifier, upgrades to raw water pump, replacement of the clear well tank, and improvements to the elevated storage tank.

II. Scope of Services

Scope shall include, but not limited to, developing and administering the program, assisting with bidding documents, conducting environmental reviews, coordinating with all funding agencies, developing and administering contracts, tracking and managing program funds in compliance with program guidelines, assuring contractor compliance with applicable regulations, and providing reports and technical assistance.

III. Evaluation Process

Completeness and thoroughness of proposal – 25%
Experience grant administration, (preferably WIIA grants) – 25%
Cost of services – 20%
Experience and knowledge of the Village – 15%
Availability of staff resources – 10%
References – 5%

IV. Award of Contract

The Village of Perry Board of Trustees will make the final decision and award the contract. The Village reserves the right to reject any and all proposals submitted, to request clarification or additional information.

VILLAGE OF PERRY

The Village reserves the right to award a contract to the Consultant that presents the proposal which, in the sole judgment of the Village best demonstrates the expertise desired by the Village. This Request for Proposals does not represent a commitment on the part of the Village to award a contract.

V. Instructions to Respondents

All responses to this RFP shall be sent to Village Administrator, Samantha Marcy, at spierce@villageofperry.com or mailed to:

Village of Perry
Attn: Samantha Marcy
46 North Main Street
Perry, NY 14530

All responses must be received by 5:00pm on Friday, August 11, 2023.

Any questions shall be directed to the Village Administrator at spierce@villageofperry.com or 585-237-2216 x126.

Minority and Women Owned Business Enterprises and Section 3 firms are encouraged to submit a proposal.