

REQUEST FOR PROPOSALS

For Consultant Services

In the

Village of Victory, NY

Responses are due September 15, 2025 at 4:00pm

REQUEST FOR PROPOSALS

The Village of Victory is seeking proposals from consultants/ firms for administration program delivery, and/or rehabilitation specialist services for program including but not limited to NYS HCR and/or other federal or state funded housing rehabilitation and mobile home replacement programs. The selected consultant/firm will be expected to work with municipal staff, consultants and with a variety of community and neighborhood stakeholders when appropriate. The resulting contract will be for a 3-year period, with potential annual renewals as procurement regulations allow.

CONSULTANT SCOPE OF SERVICES

Task 1: Administration of community development projects and programs including but not limited to housing rehabilitation.

Task 2: Project delivery of community development projects and programs, including Rehabilitation Specialist services for programs including but not limited to housing rehabilitation.

Task 3: Environmental consulting services, including but not limited to asbestos, lead, mold, and radon testing, completion of programmatic and site-specific environmental reports, and site contamination reporting by a qualified environmental professional per the ASTM 1527-21 standard.

Task 4: Other activities as required to accomplish the above tasks, including but not limited to: Phase I ESAs, wetlands delineation, coordination with NYS DEC for permitting, and provision of comparative market analysis, upon request.

PROPOSAL SUBMISSION

Proposals must be received by September 15, 2025 at 4:00pm

Each proposal shall contain the following:

1. Cover Letter
2. Narrative reacting to this request for Proposals including consultant/firm's suggested scope of services
3. General qualifications of the consultant/firm and description of prior rehabilitation program delivery and administration experience
4. Personnel/staffing description
5. The proposed fee schedule for services
6. Appendices(at the discretion of the proposer)

The Village reserves the right to accept or reject any and all proposals on grounds that are deemed appropriate and bears no responsibility for the cost to prepare or submit the proposal response. The Village of Victory is an equal opportunity employer. **Minority and Women Owned Businesses and Section 3 Businesses are strongly encouraged to respond.**

Emailed proposals will be accepted at: clerktreasurer@villageofvictoryny.com

SELECTION PROCESS

The Mayor and Trustees will review and rank proposals. The criteria for consultant selection are: (1) recent experience in program delivery, administration, and environmental compliance for community development programs including but not limited to housing rehabilitation as described in the RFP, (2) the scope of services proposed and (3) the proposed cost services. Based on the ranking, the committee may short-list consultant for the purpose of conducting interviews. Notification of interview selection will be made at least one (1) week prior to the interview date. All travel cost associated with the interviews shall be the responsibility of the consultant/firm. Following interviews, the committee will make its recommendation to the supervisor. This proposal review and interview process is expected to take no longer than one (1) week. Once approved, the consultant/firm will enter into a standard Professional Service's contract. Work will begin immediately upon award of announcement.

QUESTIONS

Any questions regarding this proposal should be addressed to:

Gabrielle Hersey

clerktreasurer@villageofvictoryny.com

Thank you for your submission.