

Request for Proposals
for
Grant Administration Services
for the
Village of Barker: Stormwater Infrastructure
Improvement Project

March 23, 2026

Deadline for Response: April 24, 2026, 11:00am

Village of Barker

8708 Main Street

PO Box 298

Barker, NY 14012

Telephone (716) 795-3777

Email: barkervillageCT@gmail.com

March 23, 2026

Request for Proposals
for
Grant Administration Services
for the
Village of Barker: Stormwater Infrastructure Improvement Project

LEGAL NOTICE ADVERTISEMENT

The Village of Barker was recently awarded a New York State Community Development Block Grant (CDBG) for Community Infrastructure. The Village is therefore seeking proposals to contract with an Individual or Firm that specializes in the management of the overall grant process, including reporting requirements, adhering to deadlines and can assist the Village to maximize the benefits of grant funding awarded.

Proposal packages shall be placed in a sealed envelope addressed to Amanda Detschner, Village Clerk-Treasurer, and be plainly marked on the outside of the envelope, "**PROPOSALS FOR GRANT ADMINISTRATION SERVICES FOR VILLAGE OF BARKER: STORMWATER INFRASTRUCTURE PROJECT-PHASE I**", and be delivered at the Village Clerk's Office at 8708 Main Street, PO Box 298, Barker, NY 14012 by 11:00 A. M., Eastern Daylight Savings Time, April 24, 2026. **Information received after that date and time will not be considered.**

The full Request for Proposals and informational documents are available to be sent by email, and may be obtained from the Village Clerk-Treasurer Monday through Friday from 9AM – NOON & 1PM-4PM. Minority and Women Business Enterprise firms are encouraged to submit. The Village of Barker reserves the right to reject any or all Proposals, the right to waive any informalities, the right to permit exceptions deemed not to be of substance, and the right to accept any Proposals which the Village deems to represent the prudent and economical expenditure of the public monies for the benefit of the Village's inhabitants by securing the maximum quality.

Amanda M. Detschner, CMC, RMC, CMFO
Village Clerk-Treasurer
Village of Barker, Niagara County New York

**Request for Proposals
for
Grant Administration Services
for the
Village of Barker: Stormwater Infrastructure Project**

The Village of Barker is soliciting proposals from qualified professionals to provide grant administration services for our 2025 CDBG award.

PROJECT DESCRIPTION

The Village of Barker was awarded a 2025 New York State Community Development Block Grant (CDBG) of \$1,500,000 for the Village's Stormwater Infrastructure Improvement Project. The Village Board of Trustees is seeking proposals from qualified consultants with demonstrated records of accomplishment in undertaking similar projects to assist the Village in meeting the program requirements as outlined by the Office of Community Renewal.

The Preliminary Engineering Report for the project and a copy of the successful CDBG application are available at the Village Hall should additional specific project information be required.

SCOPE OF SERVICES

Please provide the following in your response:

1. Please provide a general overview of the firm's experience in administering CDBG grants
2. Specifically address the firm's successful experience administering CDBG projects by providing references for at least three (3) CDBG funded projects, including project location, project name & contact information. If appropriate, include a list of additional task you feel may be needed to assist the Town in administering this grant.
3. Identify the person(s) you propose to be assigned to the project and provide a resume for each individual. State how this project would fit into your existing workload and schedule.
4. State your fee for completion of services below.
5. If partnering with a qualified MWBE or Section 3 firm, please include their applicable information, including resumes for key personnel, into your response.

KEY CONSIDERATIONS & SELECTION PROCESS

Submissions will be ranked based on qualifications. Firms will be evaluated based on the following:

- Relevant Project Experience
- Qualifications of Project Team
- Familiarity with the Project and Area
- References
- Cost

See scoring rubric and guidelines below.

The selection committee will be the Village Board of Trustees. The Village expects to evaluate submissions within two (2) days of receipt of proposals. If interviews are held, they will be scheduled within one (1) week of short-list notification. Awards are anticipated on or before May 4, 2026.

MWBE/Section 3

The Village of Barker is an equal opportunity employer and supports the use of Section 3, Minority Business Enterprise, Women's Business Enterprise firms as part of your proposal. The Village of Barker, in compliance with Section 3 of the Housing and Urban Development Act of 1968, as amended, will, to the greatest extent feasible, give preference to qualified low and very low-income persons, particularly those that are recipients of government assistance (HUD) housing, and to business concerns that provide economic opportunities to low and very low-income persons.

Two (2) copies of your proposal must be received at the Village Hall Office, 8708 Main Street, P.O. Box 298, Barker, NY 14012 by 11:00am p.m. on Friday, April 24, 2026. Electronic submission is acceptable if requested prior to submission deadline. Please mark your response, **Attention: Amanda M. Detschner, Village Clerk-Treasurer: Grant Admin RFP Enclosed.**

Questions regarding this Request for Proposal may be directed to the Village Clerk-Treasurer, at the address listed above, telephone 716-795-3777 or email: barkervillageCT@gmail.com

Minority and Women Owned Business Enterprise and Section 3 firms are strongly encouraged to apply.

EVALUATION CRITERIA

Proposals which fail to meet the minimum qualifications or which, in the judgment of the Village of Barker fail to meet the requirements of the Request for Proposals or are incomplete, conditional, obscure, or contain errors or deletions, shall be rejected. All others will be reviewed according to the selection criteria. A short list will be developed, and those firms will be invited for an interview and presentation. The successful respondent will be selected from the short list. Late Responses to the RFP will not be considered and will be returned.

MINIMUM QUALIFICATIONS

Each respondent shall indicate his/her agreement with each of the following questions. To merit further consideration of a proposal by the Village, respondent must indicate "yes" and provide evidence, where appropriate, with each statement below:

	<u>QUESTION</u>	<u>YES</u>	<u>NO</u>
1)	Has the respondent conformed in all material respects to the submission requirements as set forth in the RFP?		
2)	Does the respondent have a minimum of five years of successful experience in CDBG grant administration, including projects of similar scale and scope?		
3)	Has the respondent completed previous CDBG grant projects on time without extensions or budget amendments?		
4)	Does the respondent show evidence of suitable insurance coverage for the proposed services?		

SELECTION CRITERIA

All documents prepared for the project shall remain the property of the Village of Barker subject to the specific requirements of the grant. Selection shall be subject to additional discussions and/or negotiations based on proposals received.

The following will be used to measure the relative merits of each proposal that has met the Minimum Qualifications, for each criterion:

<u>RATING</u>	<u>EXPLANATION</u>	<u>POINTS AWARDED</u>
Highly Advantageous	Proposal excels on specific criteria	3
Advantageous	Proposal fully meets the evaluation standard that has been specified	2
Not Advantageous	Proposal does not fully meet the evaluation standard, is incomplete or unclear, or Proposal fully meets the evaluation standard that has been specified both.	1
Unacceptable	Proposal does not meet the specification criteria.	0

Following the individual ranking for each of the individual comparative criterion, proposals shall receive a composite rating corresponding to the above-listed scale.

1. KEY STAFF AND THEIR QUALIFICATIONS, and SIMILAR EXPERIENCE

Proposals submitted should list key staff members to be assigned, provide a resume of their qualifications.

The Village places a premium on the experience of the firm in providing grant administration services for projects funded under the NYS Department of Homes and Community Renewal CDBG or similar program. In evaluating proposals, the Village will consider the experience of firm personnel in this area. Please describe your background and experience with CDBG or similar grant administration, a list of CDBG grants written and funded and provide the resumes of all personnel to be directly assigned to this project.

Please provide your background in administering Stormwater Infrastructure improvement projects. Please list all audit findings that resulted from the administration of these programs.

Highly Advantageous	more than five years of experience	3
Advantageous	more than three but less than five years	2
Not Advantageous	three years' experience	1
Unacceptable	Even if the firm itself has five years' similar experience, if project personnel possess less than three years of experience in CDBG or similar grant administration	0

2. EVALUATION OF SCOPE OF SERVICES

The Village places a premium on the respondent's approach to the project and the ability to present a scope of services. The narrative should be clear, concise and complete.

Highly Advantageous	Proposals that excel in all respects clearly and concisely address all required elements of the scope of services	3
Advantageous	Proposals which address all required items in an adequate manner but are unclear in some respects which leave questions on the part of the Village as to key aspects of the way tasks will be performed	2
Not Advantageous	Proposals that address required items, but only in general or vague terms that do not adequately represent tasks to be performed	1
Unacceptable	Proposals don't address required items	0

3. FAMILIARITY OF PROJECT AND AREA

Highly Advantageous	Proposals that excel in all aspects will have reviewed the stormwater plan developed in 2024 and develop an understanding of the stormwater needs/concerns of the Village	3
Advantageous	Proposals which address all required items in an adequate manner but are unclear in some respects which leave questions on the part of the Village as to how well the Village known in regard to stormwater needs/concerns	2
Not Advantageous	Proposals that address required items, but only in general or vague terms that do not adequately represent an understanding of the stormwater needs/concerns that exist in the Village	1
Unacceptable	Proposals don't address the firm's knowledge of the Village of Barker's stormwater needs/concerns that exist	0

4. AVAILABILITY TO MEET WITH VILLAGE REPRESENTATIVES

The Village places a premium on its ability to have access to the Grant Administrator throughout the life of the project. Please describe your availability to meet or confer with the Village's designated representative for grant administration.

Highly Advantageous	usual availability for five (5) business days per week during normal business hours	3
Advantageous	usual availability for five (5) business days per week but during limited hours	2
Not Advantageous	Usual availability for less than five (5) business days per week	1
Unacceptable	unable to meet with the Village's designated representative	0

5. CDBG or SIMILAR GRANT ADMINISTRATION CLIENTS

Proposals should list references for current and recently similar projects. Contact information should be supplied. Provide the dates for each project and whether an extension of time was requested and/or approved. The Village will follow up on as many references as possible.

Experience and regular use of the grant administration software is also highly valued.

The Village places a premium on the number of successful projects that the respondent has undertaken which are like the Village's current project. Please provide a list of clients for which you currently provide CDBG or similar grant administration services, for which you have 10 completed projects within the past two-year period. Please list any and all audit findings that resulted from the administration of these programs.

Village of Barker, Niagara County, NY
Request for Proposals: Grant Administration Stormwater Infrastructure Improvement
CDBG Project #77PR154-25

CLIENTS:

Highly Advantageous	more than three clients who consider your services satisfactory or better	3
Advantageous	three clients who consider your services satisfactory or better	2
Not Advantageous	three or more clients not all of whom consider your services satisfactory or better	1
Unacceptable	having fewer than three clients, or three or more clients who consider your services unsatisfactory	0

EXPERIENCE:

Even if the firm itself has five years' similar experience, the Village shall find it:

Highly Advantageous	more than five years of experience	3
Advantageous	more than three but less than five years	2
Not Advantageous	three years' experience	1
Unacceptable	if project personnel possess less than three years of experience in CDBG or similar grant administration	0

REFERENCES:

Highly Advantageous	10 or more references	3
Advantageous	More than 5 but less than 9 references	2
Not Advantageous	More than 3 but less than 5 references	1
Unacceptable	Zero to three references	0

COST:

Highly Advantageous	At or under budget amount for services	3
Advantageous	Slightly above budgeted amount for services	2
Not Advantageous	Exceeds budget amount and unreachable	1
Unacceptable	Didn't include cost	0