

## **The Town of Lodi**

### **REQUEST FOR PROPOSAL**

The Town of Lodi is soliciting qualifications from qualified professionals to provide grant administration services for the town hall and food pantry construction project.

#### **Project Description - CDBG Grant Administration for Construction/Rehabilitation Project**

The Town of Lodi is in need of a larger, more functional facility and the Lodi Food4All Pantry is in great need for a larger space. At present, the Town Hall is in an old 3-story Mason's building that is in extreme disrepair allowing only the use of the ground (1st) floor providing space for only an office and a meeting small meeting space. The building is not ADA compliant, does not offer any privacy or security, does not have conference rooms or holding cells for inmates, and cannot properly support the two Town courts (Town of Lodi and Town of Ovid) that uses the current Town Hall building. The Food4All Pantry has also experienced a growing demand for its services due to food insecurity caused by the COVID-19 pandemic. In 2018, 958 households or 1,822 individuals were served through the pantry. This is a Town Hall rehabilitation/construction project.

#### **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. Please provide references for at least three CDBG funded projects, including project location, project name & contact information. If appropriate, include a list of additional tasks you feel may be needed to assist the Village in administering this grant.
3. Please provide a list of your firm's current projects and describe the firm's workload and how this project would fit into your schedule.
4. Identify the person(s) you propose to be assigned to the project and include a resume(s) for each one.
5. State your fee for completion of services below.
6. If partnering with a qualified MWBE or Section 3 firm, please include their applicable information, including resumes for key personnel, into your response.

#### **Selection Process**

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

- Experience with the Town of Lodi
- Relevant Project Experience
- Qualifications of Project Team
- Familiarity with Area and Project

- References

The selection committee will be the Lodi town board. The town expects to evaluate submissions within **f o u r t e e n ( 1 4 )** days of receipt. If interviews are held, they will be scheduled within 2 weeks of short-list notification. Award is anticipated by August 11, 2022.

**MWE/WBE/Section 3**

The Town of Lodi 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 Town of Lodi is 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 Town Offices, 8440 Main Street Lodi, NY 14860 by 4:00p.m. on Tuesday July 31, 2022. Please mark your response Attention: Kyle Barnhart – CDBG RFP Enclosed.

Questions concerning this Request for Proposal may be directed to Kyle Barnhart, Town Supervisor at the address above.

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