

Town of Marshall – Request for Proposals

The Town of Marshall is soliciting proposals from qualified firms to provide program delivery and grant administration services for the Town of Marshall's Deansboro Water District improvements project.

Project Description

The Town of Marshall was awarded a 2025 New York State Community Development Block Grant (CDBG) in the amount of \$2,000,000 to make necessary improvements across the water system supplying water to the Deansboro Water District. The Town Board is seeking proposals from qualified consultants with demonstrated track records in undertaking similar projects to assist the Town in meeting the program requirements as outlined by the Office of Community Renewal.

Information About the Firm / Scoring Criteria

Please provide the following in your response:

1. Describe your firm's experience in administering CDBG projects,
2. Specifically address the firm's successful experience administering CDBG projects. Please provide references for at least three completed 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 Town in administering this grant.
3. Please provide a list of your firm's current projects and describe the firm's work load 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. Central location of your firm.
6. State your fee for completion of services below

Scope of Services

The Grant Administrator is expected to conduct the following activities in support of this project:

1. Assist the Town in setting up and following a grant reporting system in compliance with CDBG guidelines.
2. Prepare requests for funds as needed.
3. Prepare reports as required by the agency including Project Status, Labor Standards Activity, Section 3, Program Income Reports, MWBE and any others requested by CDBG.
4. Monitor program activities for progress and compliance with program requirements.

The selection committee will be the Town Board of the Town of Marshall. The Town expects to evaluate submissions within fourteen (14) days of receipt. If interviews are held, they will be scheduled within 2 weeks of short-list notification. Award is anticipated by April 14, 2026.

Submittal

Consultants responding to this request shall submit their cost estimate and a copy of their qualifications. The submission must be received no later than 3:00 p.m. on April 3, 2026 via US postal service at the Town of Marshall, 2651 State Route 12B PO Box 242, Deansboro New York 13328 or emailed to waterdistrict@townofmarshallny.gov. Submissions received after this deadline will not be considered.

All proposals must be clearly marked "**GRANT ADMINISTRATION SERVICES FOR CDBG GRANT**".

Scoring Chart

The Town anticipates utilizing the below chart and rating system to score your firm based on the information provided in your proposal.

Request for Proposals for Town of Marshall's Deansboro Water District Improvements Project:

Criteria	Firm #1	Firm #2	Firm #3	Firm #4
Experience				
Quality of Work				
Current Workload & Schedule				
Communication				
Location				
Fee				

Rating Criteria:

Rating	Score	Description of Rating
Exceptional	5	Performance greatly exceeds requirements. Exceptional value, innovative solutions, quality deliverables, quality of service above expectations, etc..
Exceeds Expectations	4	Performance above requirements. Exceeds expectations of value, innovative solutions, quality deliverables, quality of service, etc.
Meets Expectations	3	Performance meets requirements. May have been problems, but corrective actions resolved in satisfactory manner.
Needs Improvement	2	Performance does not meet some requirements or expectations. Multiple or significant problems, corrective action not effective or timely.
Poor	1	Performance does not meet requirements & recovery is not likely in a timely manner. Serious problems continue.

Equal Opportunity/ Affirmative Action Employer

All qualified firms will receive consideration without regard to race, color, religion, creed, sex, age, or national origin. The Town of Marshall strongly encourages M/WBE and Section 3 firms to submit proposals and may partner with qualified MWBE and/or Section 3 firms to submit a proposal.

Additional Information

Questions regarding this RFP may be directed to:

Dan Yoxall, Water Superintendent
Town of Marshall
2651 State Route 12B, PO Box 242
Deansboro, New York 13328
(315) 368-3217
waterdistrict@townofmarshallny.gov