**Village of New York Mills**

**SOLICITATION OF PROFESSIONAL SERVICE CONTRACT FOR CDBG CONSULTANT**

The Village of New York Mills is soliciting a request for Proposal (“RFP”) to provide **CDBG CONSULTANT** for a contract period beginning on September 14, 2021, and ending at the completion of closeout of the CDBG project known as the Elm Street Storm Sewer Project.

**S**ubmissions will be received by the Village Clerk, or designated representative for the Village of New York Mills, 1 Maple Street, New York Mills, N.Y. 13417, via US Mail, or by email: clerk@nymills.com no later than August 27, 2021.

All proposals must contain:

1. Name, qualifications and experience of principal who will oversee the Village relationship.

2. Name and qualifications of any other individual who may assist the principal in #1 above.

3. Fee schedule.

4. Statement of Availability to perform work outlined in the Scope of Services available on request from the Village Clerk.

Selection will be based on the following criteria:

1. Qualifications of the primary principal and support staff.

2. General experience of the firm.

3. Experience with communities the size and complexity of New York Mills.

4. Fee.

The Mayor and Board of Trustees reserves the right to reject any or all submissions due to any defects or waive formalities and accept any submissions that in their judgment will be in the best interest of the Village. The Mayor and Village Board of Trustees shall award the contract or reject all submissions no later than 30 days from receipt of same.

By authorization of the Mayor and Village Board of the Village of New York Mills, N.Y. 13417