

REQUEST FOR PROPOSALS

For Consultant Services

In the

Town of Corinth, NY

Responses are due August 11, 2026 at 4:00pm

REQUEST FOR PROPOSALS

The Town of Corinth 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 Town staff, consultants and with a variety of community and neighborhood stakeholders when appropriate.

CONSULTANT SCOPE OF SERVICES

Task 1: Administration of community development project and programs including but not limited to Housing Rehabilitation and Mobile & Manufactured Home Replacement.

Task 2: Program delivery of community development project and programs, including but not limited to Housing Rehabilitation, Mobile & and Manufactured Home Replacement.

Task 3: Environmental Services, including but not limited to programmatic and site-specific environmental review records, asbestos, lead, mold, and radon testing, energy audits, desktop reviews, transaction screens, and Phase I ESAs, as required for funding source specific regulatory compliance.

PROPOSAL SUBMISSION

Proposals must be received by August 11, 2026, 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)

Town of Corinth 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 Town of Corinth is an equal opportunity employer. **Minority and Women Owned Businesses and Section 3 Businesses are strongly encouraged to respond.**

Emailed proposals will be accepted by the Corinth Town Clerk at: clerk@townofcorinthny.gov

SELECTION PROCESS

A Review Committee made up of Town staff and/or officials will review and rank proposals. The criteria for consultant selection are: (1) recent experience in program delivery and administration of 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 Town of Corinth Professional Service's contract. Work will begin immediately upon award of announcement.

QUESTIONS

Any questions regarding this proposal should be addressed to:

Town Clerk Brenda L Peris
Town of Corinth
600 Main Street
Corinth, NY 12885
(518) 654-9232 Ext. 104

Thank you for your submission.

