

**Legal Notice**  
**City of Port Jervis**  
**Request for Proposals – Administrative Services**  
**Trenchless Sewer Lining Project**

The City of Port Jervis is requesting proposals for Administrative Services for the Office of Community Renew (OCR) NYS CDBG Project #938PR138-14. Responses to the request will be accepted until **2:00 p.m., September 24, 2019** at the Port Jervis City Clerk-Treasurer’s office, 20 Hammond St., Port Jervis, NY 12771. Please mark on the outside of the envelope, “Response to Administrative Services RFP – Trenchless Sewer Lining Project.” Respondents are required to submit **1** original and **4** copies and one digital copy of their proposals.

This project includes all administrative and compliance aspects of this NYS HCR CDBG public infrastructure project that will re-line the City’s wastewater lines through a trenchless, cured in place process. The full Administrative Services RFP is available on the City’s website at [www.portjervisny.org](http://www.portjervisny.org).

The City intends to award the administrative services contract after a satisfactory interview process and proceed immediately with project implementation.

If there are any questions in regard to this proposal contact Robin Waizenegger, City Clerk Treasurer at 845-858-4012, email: [RobinWaizenegger@portjervisny.gov](mailto:RobinWaizenegger@portjervisny.gov).

Proposals shall include, and will be evaluated based upon, the following items/criteria and numerical point values:

Prior CDBG and economic development grant experience of the firm/company	40 points
Qualifications of staff that will be actively involved with the project	30 points
Availability – ability to provide access to qualified project team members on a continual basis	15 points
Competitiveness of fee proposal/Ability to maintain budgeted costs for <u>administrative services</u>	<u>15 points</u>
Total	100 points

The City of Port Jervis reserves the right to reject any and all proposals submitted. All costs related to preparation of the proposal shall be borne by the proposer. Minority and women business enterprises (MBE and WBE) and Section 3 business concerns are encouraged to respond.

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