

REQUEST FOR QUALIFICATIONS

**Development of a 2024 CREG Grant, Consolidation Agreement,
and Implementation Assistance
for the Village and Town of New Paltz, New York
Issued:
February 14, 2024**

The Town and Village of New Paltz, New York are seeking qualifications from individuals, consulting firms, or teams to provide technical assistance in the preparation of a Consolidation Agreement in accordance with a Board Initiated consolidation under Article 17-A of the General Municipal Law. In addition, the selected consultant shall assist with the development of 1) a CREG-supported report and re-organization plan, and should a referendum be held and approved, 2) a grant-supported implementation plan to guide New Paltz to form a single governmental entity.

Background:

[New Paltz's Government Efficiency Study \(the Fairweather Report\)](#) was finalized in 2011 and its follow-up document, [Re-Inventing Local Government for The Town and Village of New Paltz](#), was presented September 2013. (Please contact projectmanager@villageofnewpaltz.org if PDFs of these documents that are linked need to be sent.)

On January 24, 2024, the existing New Paltz Town and Village governmental boards resolved to seek funding via the New York State Local Government Efficiency Citizens Re-Organization Empowerment Grant ("CREG") Program to update information from the aforesaid study and presentation, and develop a re-organization plan for electorates of both municipalities to review before they vote on whether to consolidate.

Selection Criteria:

Proposals will be evaluated based on their quality, clarity, and demonstrated understanding of the Village and Town of New Paltz and project objectives. Proposals will be evaluated according to the following criteria:

1. Relevant experience in the realm of shared municipal services, consolidation, and government reorganization studies (25%)
2. Relevant experience in the implementation of government reorganization post referendum (25%)
3. Qualifications of personnel to be assigned to this project (25%)
4. Experience and success with public meeting facilitation and public participation strategies (15%)
5. Success with the development and administration of CREG grants (10%)
6. Projected overall project cost and fee range

Other Conditions and Payment:

Acceptance of this position shall bar the consultant from subsequent employment by the municipalities related to municipal consolidation or sharing of services between the communities for a period of at least two years after the contract is concluded.

The proposed consulting fee submitted shall include attendance at all relevant meetings, regardless of the number, and other meetings as the consultant can attend. The consultant will be expected to start work in Q1-2024 once a contract is signed.

The Village and Town shall assign a staff member or elected official as liaison to the consultant who shall provide guidance and advice regarding the assignment and assist in coordinating activities with other relevant agencies.

The consultant is responsible for all transportation and meal costs; no reimbursement shall be made for these items. Incidental expenses may be reimbursed with prior approval of the Town and Village. Payment vouchers shall be submitted at the end of each month. Consultants who are individuals shall receive an IRS Form 1099 at the end of each year.

References:

The consultant must submit three (3) references from projects of similar scope and nature.

Proposal Submission:

Interested consultants should submit their digital copy (PDF) of their proposal by 3:00 P.M. on Monday, February 26, 2024. Proposals submitted after the scheduled time and date will not be accepted. The Village and Town of New Paltz reserve the right to accept or reject any or all submissions associated with this work.

Submit proposal to:

Neil Bettez (supervisor@townofnewpaltz.org) and Timothy Rogers (mayor@villageofnewpaltz.org)