



PECK MEMORIAL LIBRARY

REQUEST FOR PROPOSALS

September 22, 2026

ISSUING AGENCY

Peck Memorial Library Association
24 Main Street
Marathon, NY 13803
<https://peckmemoriallibrary.org>

TITLE

Request for Proposals: Grant Administrator Peck Memorial Library
Transformation Project

PROJECT GRANT ADMINISTRATOR SPECIFICATION

Peck Memorial Library Association (PML) is seeking proposals from qualified Administrative Consultants to provide services in conjunction with recently awarded and future construction grants. Minority and women-owned businesses are strongly encouraged to respond

PROPOSAL REQUIREMENTS

One (1) unbound original, one (1) email original, and three (3) bound copies of the proposal must be submitted to the attention of James Kruser (below). All proposals must be signed by an authorized corporate officer capable of legally binding the vendor. Unsigned submissions will not be considered.

INQUIRIES DEADLINE

Date by Time (inquiries/responses will be posted to the PML website within 5 days).

DUE DATE

Date @ Time PM. Late submissions will not be considered.

SUBMISSIONS AND INQUIRIES DIRECTED TO

James Kruser, Board of Trustees
Peck Memorial Library Association
24 Main Street
PO Box 3245
Marathon, NY 13803
Email: jimkruser@gmail.com

PROJECT DESCRIPTION

The Peck Memorial Library (PML) has been awarded grants totaling \$2,000,000 from the New York State Council on the Arts' Capital Projects (NYSCA) and the Homes and Community Renewal's New York Forward (HCR-NYF) programs. In addition, PML has pending grant applications for another \$1,900,000 from several other state and federal agencies as well as matching funds. These monies will be used to renovate the historic building and return the second floor to active public use. Multi-phase improvements include restoring the second floor, repairing external masonry and windows, implementing new accessibility access, providing a new HVAC system, installing a new roof and making environmental improvements to the basement.

SERVICES REQUIRED

Services must include the following:

1. Provide general administrative assistance for multiple grants as required.
2. Coordinate Architectural and Environmental services.
3. Prepare and submit Environmental Review documents including forms, documentation, maps, relevant records and findings.
4. Compile required state schedules, expenditure budgets, and work plans for grant submissions.
5. Monitor schedule to ensure all required information is delivered to funding agencies on time.
6. Track deliverables, milestones, and performance metrics specified in multiple grants to ensure dates.
7. Review of and submission of funding commitment and disbursement paperwork.
8. Prepare and submit payment vouchers, expense claims, and supporting proof-of-payment documentation for entry into SFS.
9. Process formal budget amendments or scope changes through the funding agencies.
10. Coordinate contractor selection, construction monitoring, and site inspections.
11. Coordinate with Architect, General Contractor and PML to ensure that sub-contractors and MWBE (Minority and Women-Owned Business Enterprises) / SDVOB (Service-Disabled Veteran-Owned Businesses) compliance targets are met according to NYS and grants requirements.
12. Collaborate with PML and staff of funding agencies on grant compliance.
13. All services and work must comply with federal and state program requirements.

PROPOSAL CONTENT

Proposals must include the following information:

1. Provide an overview of the firm.
2. Provide the complete name, address and telephone numbers of the firm and for the persons who would be the primary contacts.
3. Resumes (or other written statements of qualifications) that clearly and concisely identify the experience of all individuals that will be working on the project.

4. Provide any relevant evidence that demonstrates the capabilities of the firm to complete all requested services. If any outside sub-consultants are being proposed as part of program, they must be identified.
5. Provide a written Description of Work that:
 - a. Demonstrates the Consultant's understanding of the project,
 - b. Outlines the firm's proposed approach for the activity(ies) and
 - c. Demonstrates a strong understanding of NYS and Federal program rules and requirements.
 - d. Details how the Consultant will meet the deliverables.
6. Provide a detailed breakdown of all services to be provided along with cost estimates.
7. Consultant is expected to conduct an on-site visit to view the library to provide an accurate proposal and budget.

EVALUATION CRITERIA

The Peck Memorial Library Association Board of Trustees shall evaluate the proposals received and select a consultant based on all the following criteria:

1. Ability of the firm to perform all related services.
2. Experience, qualifications and technical expertise of the firm and its staff to be assigned to this project;
3. Experience in dealing with historic structures;
4. Experience in providing documentation needed for NYS Office of Parks, Recreation and Historic Preservation design approval and cultural resources clearance as well as for the NYS EPF;
5. Experience in successfully interacting with funding agencies including but not limited to U.S. Department of Housing and Urban Development, Homes and Community Renewal, New York State Education Department, and New York State Council on the Arts;
6. References provided; minimum of three references required;
7. Ability to start the project within timeframe provided on page 4 of this RFP;
8. Proposed costs/fees for the project.

The consultant is expected to address all these selection criteria in their submitted proposal.

TENTATIVE PROJECT SCHEDULE

Date [xxx]

ATTACHMENT

NYF Project Profile