

Request for Proposals (RFP)

Economic Development Consultant - General Services

RFP Solicitation Date: October 26th, 2026

Background

The City of North Tonawanda and Lumber City Development Corporation (LCDC) implement a variety of community and economic development activities using multiple funding sources, with the majority of funding being provided through the federal Community Development Block Grant (CDBG) program.

The LCDC, on behalf of the City of North Tonawanda, is seeking the services of a firm or individual to assist in the planning, administration, management, and implementation of these and other economic and community development strategies.

Scope of Services

The firm or individual will be expected to provide the following services to the LCDC and the City:

1. The provision of technical assistance necessary for the administration of CDBG projects including assistance in the areas of bookkeeping, record keeping, procurement, environmental review, labor standards, fair housing, reporting, audit, acquisition and relocation, grant closeout, and all other activities of a general administrative nature.
2. Assistance in the development, administration, and implementation of economic development projects, including requirements and systems necessary for compliance associated with the use of federal Community Development Block Grant (CDBG) funds; technical assistance regarding the financing of commercial and industrial projects; provision of credit analysis and loan portfolio management services; and all other factors associated with the provision of public financing for economic development activities.
3. Assistance relating to the planning and implementation of community development projects including municipal infrastructure, community facilities, housing, and public services.
4. General administrative and program delivery assistance relating to the implementation of future CDBG projects.
5. Other general planning and community development activities as may be required including municipal planning, appropriate land use, applications for financial assistance, etc.

Term of Contract

The LCDC intends to award a contract for a period of three (3) years.

Proposals

Proposals should include the following:

1. Background information that describes the nature and history of the firm or individual, including client listings and references.
2. Specific information regarding the firm or individual's experience and technical expertise respecting the scope of services, including particular experience with CDBG programs.
3. Identification and resumes of the persons who will provide the services.
4. A schedule of costs for the services to be provided, including hourly rates for labor and the method of calculating all other costs. The elements of each hourly rate must be broken out to

include labor, overhead, and profit. The LCDC will award a cost reimbursement rather than a fixed price contract.

Selection

The LCDC will rank the proposals received based on an evaluation of technical skills, staffing, experience, and price. The LCDC will select, at its option, one or more contractors with which to enter into an agreement for services, subject to the negotiation of fair and reasonable profit. The selection of a contractor or contractors will be made in rank order. All respondents to this RFP will be graded and scored based on the scoring rubric found in attachment A.

Submission Procedures

1. One copy of the proposal should be addressed to:

Laura Wilson
Executive Director
Lumber City Development Corporation
500 Wheatfield Street
North Tonawanda, NY 14120

2. Proposals should be received by the LCDC no later than: **4:00 PM on Monday, November 23rd 2026.**
3. Proposals may be sent to Ms. Wilson in a .pdf format via e-mail to: LWilson@Lumbercitydc.com

Miscellaneous

1. It is contemplated that the remuneration for contracted services will be funded in whole or in part by Federal funds made available through the CDBG program. Contracts will therefore be subject to all applicable provisions of the CDBG program.
2. The LCDC reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside of the scope of this RFP.
3. The LCDC assumes no responsibility or liability for costs incurred by respondents to this Request for Proposals, including any requests for additional information, interviews, or negotiations.
4. Minority and Women Owned Enterprise firms are strongly encouraged to apply.
5. Additional information regarding this Request for Proposals may be obtained at the address shown above or by calling Laura Wilson at 716-695-8580.

Attachment A: Scoring Rubric

**LCDC on behalf of the City of North Tonawanda
RFP Scoring Rubric for Economic Development- General Services Consultant**

Reviewer Name: _____

Date of Review: _____

Firm Name	Experience with CDBG Programs (1-5)	Staffing (1-5)	Cost (1-5)	MWBE (1-5)	Technical Skills (1-5)	Total Score	Rank

Comments:

Ranking Scale:

- 1- Poor
- 2- Below Average
- 3- Average
- 4- Above Average
- 5- Excellent