

REQUEST FOR QUALIFICATIONS
FOR
SPECIAL PROJECTS COORDINATOR



Prepared By:

Village of Hamburg
100 Main Street
Hamburg, New York 14075

**VILLAGE OF HAMBURG
REQUEST FOR QUALIFICATIONS FOR
SPECIAL PROJECTS COORDINATOR**

The Village of Hamburg is issuing a Request for Qualifications from qualified individuals and/or firms for a Special Projects Coordinator.

The Special Projects Coordinator position is an independent contractor for the Village of Hamburg. The Coordinator serves as a project manager for Village Comprehensive Plan projects, seeks grant funding and related opportunities, and represents the Village as a liaison to community members, businesses, and local officials.

To obtain a Request of Qualifications and for more information, please visit. <https://www.villagehamburg.com/employmentopportunities>

Proposals will be accepted via mail and email and must be submitted to Village of Hamburg, Attn: Jason Cozza, 100 Main Street, Hamburg, New York 14075, jcozza@villagehamburg.com. Proposals will be accepted until Monday, July 27th at 4PM.

The Village of Hamburg reserves the right to waive irregularities and to reject any and/or all submissions.

Date: July 1, 2020

PART I - SCOPE OF SERVICES

The Village of Hamburg is issuing a Request for Qualifications from qualified individuals and/or firms for a Special Projects Coordinator. The Special Projects Coordinator is a unique and distinct position within the Village of Hamburg organization. The main objectives of the Coordinator position are as follows:

- 1) Serve as a project manager for priority projects and other projects identified in the Village Comprehensive Plan;
- 2) Seek grant funding, future opportunities, and collaborations for the Village Board consideration and possible pursuit; and
- 3) Represent the Village and attend seminars, trainings, and local, state, and federal meetings and liaison with community members, businesses, and local officials.

The Coordinator is expected to attend all Village Board of Trustees meetings, Village Economic Development Committee meetings and other community meetings as necessary to provide timely, focused and accurate information and project updates. The ideal individual and/or firm will have project management experience and strong communication, interpersonal, and organizational skills.

The Special Projects Coordinator reports directly to the Mayor and the Village Administrator, with ultimate direction and authority from the Village Board.

PART II – OTHER INFORMATION

- 1) The Coordinator shall be an independent contractor and not an employee of the Village of Hamburg. It is expected that in order to fulfill the responsibilities of the position the individual and/or firm will work an estimated 15 to 25 hours per week.
- 2) The Village of Hamburg intends to offer an agreement to the selected firm and/or individual with a term of one (1) year which may be extend upon mutual agreement of both parties.
- 3) The Village reserves the right to exercise the following options with regard to this Request for Qualifications in order to obtain the most advantageous offer to the Village:
 1. To waive irregularities, minor non-compliance and/or technical non-conformance by a respondent with the requirements of this RFQ;
 2. To request clarification and/or further information from one or more respondents after the submitted deadline for responses without being obligated to offer the same opportunity to all respondents;
 3. To enter into negotiations with one or more respondents without being obligated to negotiate with, or offer the same opportunity to all respondents;
 4. To determine that any proposal received in response to this RFQ complies or fails to comply with the terms set forth herein;

5. To conduct investigations of any or all of the consultants, as the Village deems necessary or convenient, to clarify the information provided as part of the proposal and to request additional information to support the information included in any proposal;
6. To reject any or all responses; and
7. The Village shall be under no obligation to complete all or any portion of the procurement process described in this RFQ.

PART III – SUBMISSION REQUIREMENTS

The Village of Hamburg will be accepting proposals in response to this Request for Qualifications until Monday, July 27th at 4PM. The format of such proposals shall consist of a cover letter addressed to the Mayor and Board of Trustees and a resume. Submissions may be mailed or emailed by the deadline to: Village of Hamburg, Attn: Jason Cozza, 100 Main Street, Hamburg, New York 14075, jcozza@villagehamburg.com. Proposals submitted after the deadline will not be accepted. For questions regarding the Request for Qualifications, contact Jason Cozza, Village Administrator at (716) 649-0200 x3015 or via email at jcozza@villagehamburg.com.