

REQUEST FOR PROPOSALS  
ADMINISTRATIVE CONSULTANT SERVICES  
NY FORWARD SMALL PROJECT FUND  
VILLAGE OF LANCASTER

The Village of Lancaster is requesting proposals from administrative consultant / engineering firms to provide professional services. The proposed project is the management and administration of a Small Project Fund under the Village of Lancaster New York Forward Initiative. This project includes administrative assistance to support critical building and business enhancements in the Village of Lancaster. Respondents will be reviewed and selected according to the competitive proposal process based upon cost, technical skills, and relevant experience of the individual project staff.

A complete copy of the RFP can be obtained by writing to the Village of Lancaster, Attn: Clerk-Treasurer, 5423 Broadway, Lancaster, NY 14086 or by calling 716-683-2105, or by email at [mstegmeier@lancastervillageny.gov](mailto:mstegmeier@lancastervillageny.gov). Proposals will be accepted until 2:00 PM, Tuesday, October 1, 2024. Women-owned and minority-owned businesses and service-disabled veteran owned businesses are encouraged to submit responses to the RFP. Proposals are to be mailed / delivered to:

Village of Lancaster  
Attention: Clerk-Treasurer  
5423 Broadway  
Lancaster, NY 14086