

Request for Proposals/Qualifications  
for  
Engineering Consultant Services  
for the  
Village of Medina New York Forward Projects

## **LEGAL NOTICE**

The Village of Medina was awarded a Downtown Small Project Grant Fund in the amount of \$300,000, through New York Forward. This project is designed to create a pool of funding to support small business and property owners with small-scale projects like façade improvements, window replacement, and other repairs. In addition, a second grant in the amount of \$370,000.00 (in matching funds) was given to the property owner of 409-413 Main Street, where upper floor apartments will be rehabilitated.

Assistance is needed to administer and oversee the procedure for developing an application for potential recipients, guiding in the selection of projects, and providing administrative, architectural, and environmental services.

All required documentation must be submitted on or before March 7, 2025, at 3:00 p.m. to be considered. Hard Copies must be delivered to Mayor Marguerite Sherman, Village of Medina, 119 Park Avenue, Medina, New York 14103. Questions regarding the RFP should be submitted in writing via email to [msherman@villagemedina.org](mailto:msherman@villagemedina.org).

The full Request for Proposals/Qualifications documents can be obtained by emailing the Clerk-Treasurer at [jburgess@villagemedina.org](mailto:jburgess@villagemedina.org). Minority and Women Business Enterprise firms are encouraged to respond.

Jada A. Burgess  
Village Clerk  
Village of Medina, New York