



PECK MEMORIAL LIBRARY

REQUEST FOR PROPOSALS

October 5, 2016

ORGANIZATION

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

TITLE

Request for Proposals: Grant Administrator Peck Memorial Library Revitalization 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

October 18, 2026 by Midnight (inquiries/responses will be posted to the PML website, <http://peckmemoriallibrary/welcome/revitalization/vendors>, within 5 days).

SUBMISSION DEADLINE

November 2, 2026 by 4:00 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 325
Marathon, NY 13803
jimkruser+PML@gmail.com

PROJECT DESCRIPTION

The Peck Memorial Library 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 their historic building and return the second floor to active public use. 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.

PROJECT SCOPE

ACCESSIBILITY & SITE IMPROVEMENTS

Exterior Site Access

Upgrade sidewalks and improve the front entrance ramp to ensure a functional and welcoming arrival environment.

Entry Enhancements

Add electronic door openers with wireless push pads to the front outer door and two inner doors.

Vertical Accommodation

Construct a new structural shaft and install a Limited-Use/Limited-Application (LULA) elevator to physically connect the first-floor library to the second-floor Opera House.

Interior Amenities

Install new first-floor accessible drinking fountains/water fountains and construct two additional code-compliant toilet rooms to ensure full ADA access.

BUILDING PRESERVATION & ENVELOPE STABILIZATION

Roofing System

Resolve active leaks by completely removing the existing asphalt roof and replacing the 6,700 SF roof assembly. This includes replacing rotted decking wood, installing continuous ice and water shield, new flashing, and 30-year architectural shingles. Reinstall historic metal cresting at upper flat roof.

Masonry & Brickwork

Reconstruct approximately 600 SF of deteriorated bricks (focusing on matching units for the west elevation) and perform 100% repointing across the remaining 6,200 SF of brickwork using soft, lime-rich mortar matching the original composition. Severely damaged bricks will be replaced with new (or matching salvaged units from elsewhere if available)

to match the originals accurately in size and appearance. Clean and remove all efflorescence using poulticing methods and conservation products developed specifically for this purpose.

Windows & Doors

Perform detailed renovation of historic windows and doors. This includes a specialized renovation of two stained glass transoms, the historic stained-glass Peck Window and the corresponding lower round window, fitted with a vented protective glazing system. Abate all asbestos window glazing. Roughly half of the 15 basement windows will be repaired to match their original configurations with safety glass. The others, especially those where the grade is too high and they are prone to leak, will be infilled with recessed panels. All other windows will be restored and equipped with low-profile aluminum storm windows to conserve energy.

Exterior Wood & Porches

Inspect, repair in-kind, and repaint all exterior wood trim using preservation-appropriate methods. Replace non-historic, incompatible secondary porches with two new exterior porches designed to facilitate safe, code-compliant emergency exiting. Rebuild the west exit door from the main stairwell to support future second-floor occupant loads.

Basement & Foundation Substructure

Complete approximately 3,600 SF of foundation improvements to permanently halt moisture migration. Remove deteriorated insulation, asbestos, obsolete wiring, and debris; repair wood framing, steel posts, and the stone foundation; and install a graded floor system consisting of crushed stone, a moisture membrane, a concrete slab, and commercial dehumidifiers.

Attic Insulation

Execute attic-level remediation to air-seal the building interior and install additional insulation layer protections.

BUILDING REDEVELOPMENT & INTERIOR MODERNIZATION

First-Floor Upgrades

Install an independent air conditioning system to serve the library spaces. Abate asbestos tile floor and modify rear wing for new staff toilet and kitchenette facilities.

Second-Floor Opera House Partial Renovation

Revitalize the 3,600 SF upper hall to return it to public service. Renovate with close attention to historical accuracy: walls, ceilings, floors, stage, and backstage areas to support a safe assembly capacity of 100–150 occupants. Remove non-historic doorways and return the openings to their original historic window designs. Restore and secure acoustic fiber board wall and ceiling coverings. Abate disturbed asbestos mastic.

Mechanical, Electrical, Plumbing, & Fire Protection (MEP/FP)

Install a completely new, dedicated HVAC system for the second floor. Install a new fire suppression system across both floors. Install solar panels on the roof. Install new electrical including power, generator, detection, alarm, and lighting. Modify, replace, or extend all electrical, lighting, and plumbing systems to fully support the library modernization and achieve compliance with all local life-safety and building codes.

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 are met.
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 the NY Statewide Financial System (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 Minority and Women-Owned Business Enterprises (MWBE) / Service-Disabled Veteran-Owned Businesses (SDVOB) 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

Consultant is expected to conduct an on-site visit to view the library to provide an accurate proposal and budget.

Proposals must include the following information:

1. An overview of the firm.
2. 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. 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. 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. A detailed breakdown of all services to be provided along with cost estimates.

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 State Historic Preservation Office (SHPO) design approval, and the cultural resources clearance for the NYS Environmental Protection Fund (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 required).
7. Understanding of the project based on site visit.
8. Ability to start the project within timeframe provided in the schedule below.
9. Proposed costs/fees for the project.

The consultant is expected to address all the above in their submitted proposal.

SCHEDULE

October 5, 2026	Proposal Posting and consultant outreach
October 18, 2026	Inquiries Deadline
November 2, 2026 (4:00 PM)	Proposals Due
November 16, 2026	Board of Trustees select consultant
November 30, 2026	Consultant returns signed contract
December 1, 2026	Consultant project work begins