



PLANNING DEPARTMENT
VILLAGE OF JOHNSON CITY
Municipal Building
60 Lester Avenue • Johnson City 13790
Phone (607) 798-7861 • Fax (607) 798-7865

VILLAGE OF JOHNSON CITY

LEGAL NOTICE: RFP for Professional Program Administration Services

LEGAL NOTICE

REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the Village of Johnson City, NY hereby issues a Request for Proposals from consultants for professional program administration services to assist the Village in implementing the Small Projects Fund as part of the Downtown Revitalization Initiative. Proposals will be received at the address listed below until 12 p.m. local time on Friday, March 7, 2025 at which time they will be read and reviewed administratively. Proposals not physically received by the deadline will not be considered.

All proposals must be submitted in a sealed package to:

Village of Johnson City Planning Department
Attn: Allison Button, Community Development Administrator
60 Lester Avenue
Johnson City, New York 13790

The Request for Proposals may be examined online at www.villageofjc.com. Questions regarding this RFP should be directed to cdevadmin@villageofjc.com via email or in writing to Village Hall, 60 Lester Avenue, Johnson City, by 12:00 p.m. local time, Tuesday, February 25, 2025. The Village reserves the right to accept or reject any and/or all submission(s), and/or waive technical defects, irregularities, and omissions, and to award the contract to the consultant deemed, in the Village's sole discretion to be able to perform in the Village's best interests.
