



December 23, 2025

Kyle Lovell, City Manager
City of Oneida
109 N. Main Street
Oneida, NY 13421

Re: Contract Amendment #1 – MRB Project Number 1581.23001.000
Administrative Services for DRI Small Project Fund

Dear Mr. Lovell,

MRB is requesting the following amendment to the original agreement dated September 8, 2023 (herein 'Agreement').

I. Background/Understanding

The City of Oneida had previously engaged MRB Group to provide administrative services associated with the Downtown Revitalization Initiative (DRI) for a Small Project Fund, including support related to the execution of the grant agreement with the State, marketing/program overview materials, coordination of the project application and selection process, and facilitation of awarded projects. The full scope of services is further outlined in the Agreement dated September 8, 2023.

To date, the following efforts have been completed:

- Grant agreement execution with NYS Homes and Community Renewal (NYS HCR).
- Development of program guidelines and application, as well as facilitation of open call for applications.
- Review, scoring, and award of all grant funds to seven projects.
- Project specific facilitation (environmental review, project setup, bidding, preconstruction meetings, reimbursement, closeout, etc.):

- 114 Vanderbilt – Environmental review and project setup complete. Project went out to bid three times before ultimately being cancelled due to lack of bids.
- 117 Madison – Environmental review, project setup, bidding, and preconstruction meetings completed. Construction underway.
- 130 Broad – Environmental review, project setup, bidding, and preconstruction meetings completed. Construction underway.
- 134 Vanderbilt – Environmental review, project setup, bidding, and preconstruction meetings completed. Construction underway.
- 145 Madison – Environmental review and project setup complete. Machinery and equipment project components complete, disbursement request was submitted to and accepted by NYS HCR. Awaiting disbursement. Remaining portions of project cancelled due to due to lack of qualified bids.
- 146 Madison – Environmental review and project setup complete. Bidding resulted in higher than expected costs, scope is being revised accordingly.
- 169 Main – Environmental review, project setup, bidding, and preconstruction meetings completed. Construction underway.
- City-Project Owner contract template has been finalized.
- Project management meetings and communication with City have been ongoing.
- The City's first disbursement request to NYS HCR for administration costs is underway.

At this time, the budget allocated for this work is nearly fully expended. Additional funding is required for MRB Group to continue efforts on this engagement. The following administrative and program delivery tasks are still forthcoming:

1. Scoping and project bidding for 146 Madison
2. Solicitation of additional project(s) to reallocate funding from cancelled projects
3. Administrative and program delivery costs related to newly awarded project(s)
4. Disbursement request facilitation and submission for all projects except 145 Madison (which is already complete)
5. Facilitate City reimbursement requests
6. Project closeouts for all projects and program closeout

NYS HCR has confirmed that project-specific support, such as project scoping, environmental review, bidding, pre-construction meetings, etc. are eligible to be claimed as “program delivery” costs and

included in project soft costs, rather than being charged as administrative costs. Program delivery and soft costs can constitute up to 18% of the total project budget for each project. To the greatest extent possible, program delivery tasks completed to date and in the future will be allocated as program delivery costs, freeing up additional funding for administrative costs. These program delivery costs will be reimbursed from the grant funds that have become available due to project cancellations. To cover these program delivery costs for existing and future new projects, we recommend increasing the Agreement budget by \$37,500. Again, this amount will be reimbursed by grant funds, so we do not expect that this change would have any net cost impact to the City.

II. Amendment to Contract Fee

In the Agreement dated September 8, 2023 on page 4, the budget for “Program Administration Scope of Services and Compensation” is listed as \$60,000. This proposed amendment would increase that value by \$37,500 so that the total value of services would now be \$97,500.

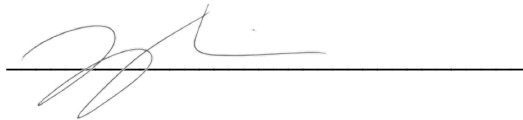
Amendment #1 Compensation\$37,500

III. Standard Terms and Conditions

MRB Group's *Standard Terms and Conditions* as agreed to under the Agreement will continue to apply under this Amendment.

If this amendment is acceptable to you, please sign where indicated below and return to use via email.

Sincerely,



Tracy Verrier

Deputy Director of Economic Development



Michael N'dolo

Economic Development Services National
Director

Amendment #1 Accepted By: City of Oneida, NY

Signature	Title	Date
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