

REQUEST FOR PROPOSALS

**PROFESSIONAL ENGINEERING SERVICES
SIDEWALK REPLACEMENT PROJECT**

RFP #2025-01

**VILLAGE OF MILLERTON
NEW YORK**

JENNIFER NAJDEK
MAYOR

OCTOBER 23, 2025

Village of Millerton
Request for Proposals for
Professional Engineering Services

I. PURPOSE

The Village of Millerton (Village) is requesting proposals from qualified professional engineering firms to provide engineering services related to sidewalk replacement in Millerton, New York. The firm selected for this role will support the Village in various tasks and projects related to sidewalk replacement project. The Village anticipates funding all or a portion of the costs of the services from the proceeds of a Community Development Block Grant (“CDBG”), from Dutchess County (“Grantor”). The Village reserves the right to require compliance with conditions of the CDBG as advised by Grantor.

II. SUBMISSION OF PROPOSALS

The Village of Millerton will accept proposals for Professional Engineering Services relating to sidewalk replacement project for the Scope of Services described at APPENDIX I.

All proposals shall be received at
Village of Millerton,
Attn: Lisa Cope,
Village Hall,
5933 N Elm Avenue,
Millerton, New York, 12546

The deadline for submission of a response to the RFP is **Thursday, October 23, 2025, at 3:30PM**, at which time bids will be opened.

A site visit will take place on October 9, 2025, at 10:00 a.m. Meeting place will be Village Hall, 5933 N. Elm Ave, Millerton, NY 12546.

PROPOSALS MUST BE SUBMITTED IN HARD COPY FORM NOT VIA EMAIL, TOGETHER WITH A PDF COPY ON THUMB DRIVE (note pricing is to be in a separate envelope, not on thumb drive). Village Hall is open Monday through Thursday 9:00 AM to 4:00 PM (except holidays). Proposals received after this time and date may be rejected as non-responsive.

III. PROPOSAL REQUIREMENTS

The following information must be submitted as part of the proposal and provided in the following order.

- 1. Cover Letter (not to exceed 2 pages).** Proposals shall include a cover letter on letterhead including the following:

Firm name, location, form of business, firm ownership and owners/principals and officers
Confirm business ability and professional licensing of the identified firm to legally provide professional engineering services being requested by the Village in New York State and the County of Dutchess, New York

Proposed Project Manager and primary Village Liaison

Identification of proposed Sub Consultants

Acknowledgement that Proposer will comply with contract terms including CDBG conditions.
State and itemize any exceptions taken to contract terms and conditions.

2. Statement of Qualifications & Relevant Experience (not to exceed 20 pages).

a. Experience and Qualifications

A brief description of the firm's professional qualifications.

Include five examples of the publicly owned projects relevant to the scope of services completed by the proposed project staff within the last 5 years that demonstrate ability to provide services for this assignment.

- b. A brief history of the firm's experience in connection with similar work. Include a brief description of projects and services provided, and the duration of the appointment. For each project identify the year constructed, engineer's estimate, and actual final cost, and funding sources.

Include a contact person for each project identified.

- c. A clear, comprehensive description of the services the proposer believes will be required to meet the needs of the Village and a description of the proposer's plan for providing them.
- d. References. A reference list with at least two representative clients, with a description of the type of work performed for such client, and the name, address, telephone number, and e-mail of a contact person at such client who can evaluate the proposer's work.
- e. Subcontractors: Names and resumes of all persons, including sub-consultants, the proposer expects to work on the project, clearly stating the person who will be principally responsible for this project.
- f. The location of the office(s) from which the firm expects to offer services
- g. The name, address, e-mail and telephone number of the person responsible for the proposal.
- h. Any additional information the Proposer believes the Village should be familiar with prior to making a decision.

3. Engagement Approach (not to exceed 2 pages)

A clear, comprehensive description of how the Proposer would go about meeting the needs of the Village including management, quality control, communication, cost containment, a description of any other services the Proposer believes will be required to meet the needs of the Village, and a description of the Proposer's plan for providing them.

- 4. Non-Collusive Bidding Certification Form.** Submit the signed and notarized form attached to this RFP.
- 5. Contract pricing proposal.** A price proposal shall be submitted in a **separate sealed envelope** that includes the following:
 - a. Schedule 1 – Lump Sum price or estimated not to exceed price for each task identified in the Scope of Services as shown at Appendix I.
 - b. Schedule 2 -- Hourly Rate Schedule – Includes the inclusive hourly rates by staff/position level. The Village reserves the right to negotiate “lump sum” pricing, based on the hourly rates in the proposal, for particular grant funded projects, as may be required by the funding source. Projects with lump-sum pricing will be paid by milestones rather than at the hourly rate.
 - c. Schedule 3 - Identification of Activities that will be excluded from billing, such as:
 - a. Reviews of Invoices
 - b. Relationship Reviews
 - c. High level planning sessions
 - d. Reporting to the Board
 - d. Schedule 4 – Estimated Disbursements and Unit Costs

IV. QUESTIONS AND CLARIFICATIONS

Any questions or requests for clarifications with regard to this Request for Proposal and any proposed exceptions to terms and conditions should be submitted in writing to:

Village Clerk
Village Hall
5933 N Elm Avenue
Millerton, New York, 12546
clerk@villageofmillerton-ny.gov

Questions or requests for clarifications may be transmitted to the Village by US Mail, courier, e-mail or electronic facsimile, provided that email or facsimile must be confirmed as to receipt by the Village. All questions or requests for clarification must be received no later than the date specified in the Schedule.

Any changes to this RFP will be made by written addendum provided via email. No oral modification will be binding.

V. SELECTION PROCESS

The selection of the engineering firm for this project shall be in accordance with Dutchess County CDBG Grant procurement requirements. The Village plans to select a firm whose proposal is determined most advantageous to the Village.

The evaluation of proposals will include qualifications, satisfactory experience in connection with similar services rendered on behalf of public entities of similar size and character to the Village, cost, and a description of how the Proposer will meet the Village's needs.

By submission of its proposal, the Proposer authorizes the Village to investigate the qualifications of the Proposer under consideration, require confirmation of information furnished by a Proposer, and require additional evidence of qualifications to perform the work described in this RFP or information clarifying their submissions.

VI. ETHICS, DISCLOSURE OF INTERESTS AND REPRESENTATIONS

Code of Ethics: The Village's Ethics Code is posted on the Town's website at <https://www.villageofmillerton-ny.gov/government.html>.

Prohibited interests: Officers and employees are prohibited from entering into certain contracts with the Village pursuant to Article 18 of the General Municipal Law. Except as expressly provided in § 802 of Article 18 of the New York State General Municipal Law, no Village officer or employee shall have an interest in a contract that is prohibited by § 801 of the General Municipal Law. Any contract willfully entered into by or with the Village in which there is an interest prohibited by that section shall be null, void, and wholly unenforceable to the extent provided by § 804 of the General Municipal Law.

Disclosure of interests: Except as expressly provided in § 802 of Article 18 of the General Municipal Law, any Village officer or employee who has, will have, or later acquires an interest in any actual or proposed contract with the Village, shall publicly disclose the nature and extent of that interest in accordance with § 803 of the General Municipal Law.

Representations: By submission of its Proposal, each Proposer represents and warrants:

- (a) That they are financially solvent and that they are experienced in and competent to perform the type of work to be furnished by them and meet all requirements set forth in the contract;
- (b) That they are familiar with all federal, state, municipal and department laws, ordinances and regulations which may in any way affect the work or those employed therein;
- (c) That they and their subcontractors have no interest and will not acquire an interest, direct or indirect, that would conflict with the performance of the work under this Contract;
- (d) That neither they nor any of their owners, officers, partners, directors or shareholders have been the subject of a criminal investigation; and
- (e) That the firm has not been terminated by a municipality or public entity for cause in the last five years relating to a failure to comply with Ethics laws or policies, Conflicts of Interest laws or policies, or violation of laws and regulations.

VII. CONTRACT

The Village reserves the right to award the contract to other than the Proposer presenting the lowest price. The Village may negotiate with one or more Proposers. No Proposer shall have any rights against the Village arising from such invitation or negotiations.

The Village reserves the right to reject any and all proposals. The contract resulting from this solicitation will be awarded to the qualified Proposer whose proposal the Village believes will be most advantageous to the Village. Discretion to award a contract rests with the Board of Trustees of the Village.

The Village is an equal opportunity employer. The successful Proposer must be in compliance with the provisions of Section 312 of the New York Executive Law which requires New York State Contractors to ensure equal employment opportunity to all persons without regard to race, color, religion, sex, national origin, age, disability or marital status, and to promote full realization of equal opportunity through a positive and continuing program.

The successful Proposer will be required to execute an agreement with the Village for professional services. Appendix “III”, attached herein, contains the Village’s proposed contract. Proposers are required to review the contract before submitting their proposal. Unless the submitted proposer specifically takes exception to clauses in the contract within the time provided in the Schedule for questions and clarifications, the successful Proposer will be expected to execute the contract with the Village as is. The Village reserves the right to reject exceptions.

The contract will include Phase I of the Scope of Services included with this Request for Proposal as an attachment. Additionally, a pricing schedule and hourly rate schedule based upon quoted and agreed upon costs will become part of the contract. Pricing and hourly rates are also requested for Phase II and Phase III, to be awarded in the discretion of the Village.

The contract term will be three (3) years from the effective date of the contract between the Engineer and the Village. The Village will have the option of two (2) additional 1-year extensions (five years total).

As a condition to execution of a contract, the successful Proposer shall provide evidence satisfactory to the Village of insurance in the form and amounts and from providers as required in the form of contract.

VIII. MISCELLANEOUS

FOIL. All proposals submitted in response to this RFP may be disclosed in accordance with the standards specified in the Freedom of Information Law, Article 6 of the Public Officers Law of the State of New York (“FOIL”). A Proposer may provide in writing, at the time of its submission, a detailed description of the specific information contained in its submission, which it has determined is a trade secret and which, if disclosed, would cause substantial injury to such organization’s competitive position. This characterization shall not be determinative, and the Village assumes no responsibility for any disclosure or use of data submitted.

Property of Village. All materials submitted in response to this RFP will become the property of the Village. The Village shall not be liable for any pre-contractual expenses incurred by the Proposers in the preparation of their proposals.

APPENDIX I

SCOPE OF SERVICES

Project Description:

The Village of Millerton is a local municipality located in Dutchess County. It is seeking proposals from a qualified local engineering company to administer and monitor its sidewalk replacement project. The project consist of sidewalk replacement within the Village of Millerton, predominantly along North Center Street. It is partially funded via a Community Development Block Grant (CDBG) through Dutchess County.

Services Required

1. Preparation of design plans for the project described above.
2. Preparation of bid specifications, analysis of bids submitted and coordination of bidding services.
3. Construction administration including inspection, contractor coordination and processing of payment applications.
4. Coordination with Village officials and the Dutchess County Department of Planning and Development.

Other Requirements

Insurance: Prior to contract execution, the engineering firm proposer must provide the Village with insurance certificates that meet its requirements.

Affirmative Action/EEO: The proposer will be required to comply with all standards and will also be required to comply with all applicable provisions of the New York State Labor Law.

Selection Criteria

In evaluating quotes, the Village will consider the following criteria, not necessarily in order of importance:

- Professional qualifications;
- Satisfactory experience in connection with similar work related to:
 - Design
 - Bidding
 - Construction Management
 - Project Management
 - On time schedules and budget;
- Commitment to the project budget and schedule;
- Responsiveness to clients;
- Avoidance of any conflict of interest; and
- Proposed cost.

The Village will review all quotes to select the most qualified firm based upon the selection criteria. The contracts will be prepared by the Village Attorney and executed by the Village with the selected engineering firm. The payment schedule will be based on achieved milestones.

APPENDIX II

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

State of _____)
):ss
County of _____)

Company Name of Bidder: _____

Officer/partner/individual bidder's signature: _____

Print name: _____ Title: _____

Sworn to before me this ____ day
of _____, 20__.

Notary Public

APPENDIX III

FORM OF CONTRACT TERMS AND CONDITIONS