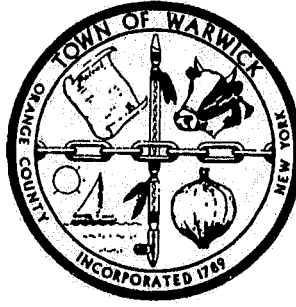


# TOWN OF WARWICK



Eileen M. Astorino  
Town Clerk/Registrar  
132 Kings Highway  
Warwick, New York 10990-3152  
Tel: (845) 986-1124, ext. 246  
Fax: (845) 987-1499  
clerk@townofwarwick.org

Carolyn Purta, Deputy Town Clerk/Deputy Registrar  
Melissa Stevens, Deputy Town Clerk  
Tel: (845) 986-1124, ext. 244 or 245  
Fax: (845) 987-1499

## Request for Qualifications (RFQ) for Engineering Services RFQ# 1 of 2024-Wickham Sewer District 1 Upgrade Project

### BACKGROUND & SCOPE OF WORK

The Town of Warwick located in Orange County, NY, is seeking professional engineering services pertaining to the Wickham Sewer District 1 Upgrade Project and Grant Submittal. The Sewer District upgrade project will include professional services for design and planning for necessary improvements to the Wickham Sewer District #1. The project has qualified for funding through the NYS Environmental Facilities Corporation Clean Water State Revolving Loan Fund (CWSRF) and/or the Bipartisan Infrastructure Legislation (BIL).

The Engineering Services contract will encompass all project-related engineering & subcontractor services required for the design and construction of the project, including but not limited to final design plans and specifications, grant administration and permitting assistance, preparation of bid documents, construction management and inspection services, and project close-out.

### RFQ REQUIRED INFORMATION & FORMAT

Proposals should not exceed twenty (20) pages in length, and should include the following information:

Firm Summary/Profile

Summaries of at least three (3) similar projects previously completed, including project budget

Summaries of State/Federal Grant and Loan experience

Resumes of key staff that will be assigned to work on the project

Three (3) client references

### EVALUATION CRITERIA

All proposals received will be evaluated and ranked by the Town Board of the Town of Hancock according to the following criteria:

Evaluation Criteria	Points
Past Work Performance	30
Staff Experience/Qualifications	30
SRF Grant Experience	20
Ability to work with municipal staff	20
<b>Total</b>	<b>100</b>

**\*\* Certified Minority and Women-Business Enterprises (M/WBE) are strongly encouraged to apply\*\***

The Board reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities, require supplemental statements or information from any responsible party, have discussions with any respondent to this RFQ to correct and/or clarify responses, and negotiate potential contract terms with the most highly qualified firm.

### **RFQ SUBMISSION REQUIREMENTS**

Electronic submissions via e-mail are highly encouraged. Interested firms should submit an electronic copy of their proposals by 9:00am on March 1, 2024 to the Town Clerk at [clerk@townofwarwick.org](mailto:clerk@townofwarwick.org). If you prefer to submit paper copies, please submit two (2) bound paper copies of your proposal by the time and date indicated to Warwick Town Hall attn.: Town Clerk, 132 Kings Hwy, Warwick, NY 10990

Questions and clarifications on any items related to this RFQ should be directed to Matthew McPherson via email at [matthew.mcpherson@h2oinnovation.com](mailto:matthew.mcpherson@h2oinnovation.com).

***\*\* Certified Minority and Women-Business Enterprises (M/WBE) are strongly encouraged to apply\*\****