

TOWN OF KIRKWOOD

Town Board

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Town of Kirkwood, Broome County, NY Request for Qualifications (RFQ) for Engineering Services WATER TREATMENT FACILITY UPGRADES

BACKGROUND & SCOPE OF WORK

The TOWN OF KIRKWOOD in BROOME COUNTY, NY is seeking a qualified engineering firm to provide services for the upgrade of the Town's Water Treatment Facility. These upgrades include filtration processes to remove iron and manganese from the source water. The Town has applied for funding for this project through the Environmental Facilities Corporation (EFC).

The Engineering Services contract will encompass all project-related engineering & subcontractor services required for the planning, environmental review, 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.

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

RFQ REQUIRED INFORMATION & FORMAT

Proposals should not exceed twenty (25) pages in length (not included in page count: cover, table of contents, cover letter, or section dividers), 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, specifically EFC
- 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 governing board according to the following criteria:

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

This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law.

Complaints of discrimination may be filed with:

USDA, Director, Office of Civil Rights, Washington, D.C. 20250-9410

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

Interested firms should provide two (2) printed and bound copies and one (1) PDF on a USB Flash Drive of their Statement of Qualifications by 3:00 PM EST on Monday, November 10, 2025, mailed or hand-delivered to Kelley Diffendorf, Town Clerk, Town of Kirkwood 70 Crescent Drive, Kirkwood, NY 13795.

Questions and clarifications on any items related to this RFQ should be directed to Kelley Diffendorf, Town Clerk, Town of Kirkwood kelley@townofkirkwood.org or by phone at (607) 775-1966.