

**REQUEST FOR  
QUALIFICATIONS & PROPOSALS**

**TOWN OF KINGSBURY,  
WASHINGTON COUNTY, NEW YORK**

**RFQ # 2026-01**

**Town of Kingsbury  
6 Michigan Street  
Hudson Falls, New York 12839**

**PROJECT NAME: Proposed Extension(s) to Washington County Sewer District No. 2**

**RECEIPT CONFIRMATION FORM**

**Please complete and return this confirmation form as soon as possible:**

**Paige Zahaba, Town Clerk  
Town of Kingsbury  
6 Michigan Street  
Hudson Falls, New York 12839  
518.747.2188**

**IF YOU PLAN TO SUBMIT A PROPOSAL, YOU MUST RETURN  
THIS FORM TO ENSURE THAT YOU WILL RECEIVE ALL  
FURTHER COMMUNICATION REGARDING THIS RFQ.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

The above named Company does hereby designate the following individual(s) to receive notices relative to this RFQ via email at the email addresses noted below:

NAME: \_\_\_\_\_ Email: \_\_\_\_\_

NAME: \_\_\_\_\_ Email: \_\_\_\_\_

## REQUEST FOR QUALIFICATIONS AND PROPOSALS - ENGINEERING SERVICES

### **RFP DISTRIBUTION- *IMPORTANT NOTICE***

**The Town of Kingsbury distributes RFQ documents directly through the Town Clerk's office staff via email or through its website. Only official Town documents are official documents. Documents obtained from any other sources are not considered official documents. Do not rely on documents from any other source other than directly from the Town of Kingsbury.**

### **SECTION 1: PURPOSE**

- 1.1. The Town of Kingsbury (“Town”) is considering the possible extension to the Washington County Sewer District No. 2 (the “District”) for properties located in the Town. The Town currently has a multiple town wastewater districts, together with significant number of properties that are connected to either Town wastewater districts or the District, and are therefore out of district/contract users, as well as related infrastructure, all of whom are considered out of district users to the District. As this infrastructure continues to age, upgrades and replacement will be necessary. In addition, as development and aging septic systems in these areas continue, the need for a coherent plan of wastewater disposal is needed. As such, the Town has roughly sketched out areas where it believes where consideration should be given to the potential extension to the District boundaries. A copy of that sketch is attached as “Exhibit A”. No formal commitments have been made at this time for any such extension(s). The Town proposes that the selected engineer will review the sketch, undertake a review of the relevant infrastructure; coordinate with the District, and ultimately provide a draft map, plan and report documents for the extension of the District, with all drafts coordinating information relative to the District.
- 1.2. Though identified in this document as “RFQ” it is anticipated that responses to this request shall be considered both in terms of professional qualifications and experience, as well as cost, such that cost will not be the sole determining factor in the selection of any Respondent.
- 1.3. The purpose of this RFQ is to solicit qualifications and proposals from qualified engineering firms to assist the Town in the drafting of map, plan and report documents for the extensions as noted above, which satisfy all legal requirements of the Town, County and General Municipal Laws of the State of New York.
- 1.4. Area: The rough area in the Town is generally as set forth on the attached Exhibit A. The area depicted is for discussion purposes only. The Town will consider comments from the public and recommendations of the selected engineering firms as to the selected areas when selecting the precise boundaries.
- 1.5. Upon receipt of quotes, the Town will be required to undertake initial procedural legal steps for the hiring of a selected engineer. There is no guarantee that either Town will proceed with extension map, plan and report documents at this time, depending on the outcome of the initial procedural requirements and hearings.

## **SECTION 2: RECEIPT OF RESPONSES**

2.2 Ten (10) copies of the Statement of Qualifications and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Respondent. Collaborative responses from separate engineering and grant administration firms must be included in one envelope. Responses must be received no later than **1:00 P.M. on \_\_\_\_\_**, at the following address:

Paige Zahaba, Town Clerk  
Town of Kingsbury  
6 Michigan Street  
Hudson Falls, New York 12839  
518.747.2188

2.3 The Response submitted by the individual Respondent(s) is the document upon which the Town will make their initial judgment regarding the Respondent's qualifications, understanding of the scope and objectives, methodology, and ability to complete services under the contract.

2.4 Those submitting responses do so entirely at their expense. There is no express or implied obligation by the Town to reimburse any firm or individual for any costs incurred in preparing or submitting Responses, preparing or submitting additional information requested by the Town, or for participating in any selection interviews.

2.5 Submission of any Response indicates acceptance of the conditions contained in the RFQ, unless clearly and specifically noted otherwise in the Response.

2.6 The Town reserves the right to reject any and all Responses, in whole or in part, submitted in response to its RFQ.

2.7 The Town reserves the right to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional Response.

2.8 The Town may, at any time by written notification to all Respondents, change any portion of the RFQ described and detailed herein.

2.9 Responses will be examined and evaluated by the Town.

2.10 During the evaluation of Responses, the Town may require clarification of information or may invite respondents to an oral presentation to amplify and or validate Response contents.

## **SECTION 3: QUALIFICATION OF RESPONDENT**

3. Provide a statement of Respondent qualifications including:
  - 3.1. The name, a brief history and description of your firm.
  - 3.2. Identify your firm's professional staff members who will be involved in the engagement and the experience each possesses and the location of the office from which each work.
  - 3.3. Name and title of person(s) authorized to bind the Respondent, together with the main office address, and telephone number (including area code).
  - 3.4. Detail your firm's experience with projects included in the description in Section 1 above, as

well as with the grant programs described in this RFQ.

- 3.5. Provide at least two (2) references from similar projects including name, addresses and telephone numbers.
- 3.6. Provide any additional information that would distinguish your firm in its service to the Town.
- 3.7. Respondent shall provide an estimated time frame suggested for completion of the scope of work.
- 3.8. In addition, the Town may make such investigations they deem necessary to determine the ability of the Respondent to perform the work. The Respondent shall furnish to the Town, within five (5) days of a request or such time as the Town may grant, all such information and data for this purpose as may be requested. The Town reserves the right to reject any Response if the information submitted by, or investigation of, such Respondent fails to satisfy the Town that such Respondent is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional responses will not be accepted.
- 3.9. The Town may reject any response for any reason or no reason at all.

#### **SECTION 4: SCOPE OF SERVICES**

- 4.1. The successful Respondent(s) will provide a scope of services and cost estimate for the map, plan and report documents for the area of the Town, with adequate breakdown of the costs. In addition, the Respondent will include in its cost estimate a minimum of at least six (6) meetings with Town, District and Washington County representatives.
- 4.2. The successful Respondent will familiarize itself with the District and areas of the Town involved in the potential extensions to the District.
- 4.3. The successful Respondent shall demonstrate a working knowledge of grant programs, NYS EFC financing, district formation, SPDES permit rules and regulations, and evaluations sewage disposal systems.
- 4.4. The successful Respondent shall manage the professional services, consult with the Town, District, and Washington County representatives, and research options available to the Town for the proposed extension.
- 4.5. The project deliverable documents, Map Plan and Reports, shall be in form and substance approval for District extensions under applicable laws, rules and regulations.
- 4.6. The Respondent will be expected to assist the Town through the extension review process with the District and Washington County.

#### **SECTION 5: TERM OF CONTRACT:**

- 5.1. The selected Respondent should expect to be under contract with the Town within 30 days of the Town's approvals of such contracts.
- 5.2. The Respondent's responsibility to provide services within the accepted scope shall commence upon award of contract, and continued through the date of final payment.
- 5.3. The successful Respondent, in the event of selection of an engineer, shall execute a contract acceptable to the Town, and counsel. A contract in the form of an EJCDC or equivalent

contract drafted at Respondent's own expense shall be provided by such Respondent. Any contract must incorporate consideration for potential MWBE requirements from funding agencies so that compliance with future funding, if any, can be maintained. Compliance with usual NYS EFC Program Requirements and Bid Packet for Non-Construction Contracts for funding agency compliance requirements is expected.

5.4. The Town will expect Map, Plan and Report documents identifying the potential district area, and identifying, evaluating and quantifying alternatives with cost estimates within a time frame to be negotiation at the recommendation of the successful Respondent.

## **SECTION 6: CONDITIONS:**

- 6.1 Use of subcontractors is acceptable upon authorization by the Town provided that appropriate and detailed certifications of completed work items performed by subcontractors is provided in a form and substance acceptable to the Town.
- 6.2 The successful Respondent must submit clearly delineated Invoices for any approved professional services, including subcontractors, to the Town for the work contemplated.
- 6.3 The Town will not accept or approve of any contracts which by their terms limit legal liability of consultants only to fees paid to consultants. Any contracts will be subject to legal review and approval at the Town's discretion.

## **SECTION 7: SUBMISSIONS**

7.1 In order for the Town to conduct a uniform review process of all responses, responses must be submitted in the format set forth below. Failure to follow this format may be cause for rejection of a proposal because adherence to this format is critical for the Town's evaluation process:

### **SECTION I:**

Title Page - The title page should reflect the RFQ subject, name of the Respondent, address, telephone number and contact person.

Table of Contents - The Table of Contents must indicate the material included in the proposal by section and page number.

### **SECTION II:**

Qualification / Experience - The Qualification / Experience section must address Respondent's qualifications and experience to carry out the requested service, inclusive of, but not limited to: qualification to do business in NYS, number of years in business and length of experience.

Resumes - Resumes of professional staff members who will be involved in the Town's engagement must be included in this section.

### **SECTION III:**

References - The References section must include references from similar type projects.

### **SECTION IV:**

Plan Implementation - The Plan Implementation Section must address the Scope of Services in terms of the Respondent's plan to carry out the requested services, including suggested time frame for completion of the requested services.

**SECTION V:**

Cost estimate. The estimate of proposed fees to be charged.

**SECTION VI:**

Mandatory Documentation - The Mandatory Documentation Section must include the Non-Collusive Bidding Certificate. Please note that any contract may also include anticipated compliance with requirements of any funding agencies, including but not limited MWBE/DBE requirements.

**SECTION 8: EVALUATION**

- 8.1 Responses will remain valid until the execution of a contract by the Town unless otherwise rejected consistent with this RFQ.
- 8.2 Responses received will be evaluated by the Town. Responses shall be evaluated based upon the following:

<b>CRITERIA</b>	<b>WEIGHT</b>
Comprehension of the Required Work (Approach and Methodology to Plan Implementation)	25%
Prior Experience on Similar Projects (Including Essential Facilities)	20%
Professional Qualifications (Evaluation of Employee's Resumes and Staffing Plan)	20%
Ability to Meet the Desired Schedule (Including Addressing Unexpected Delays/Change Orders)	15%
Client References for Similar Type Projects	10%
Cost (cost not anticipated to be the sole determining factor)	10%

- 8.3 After evaluation of selected Submittals, the Town reserves the right to award without delay. The selected firm will be responsible for executing a draft contract that includes a scope of services or scope of work and cost proposal within thirty (30) days of the notice of contract award. Failure to meet this deadline may result in the Town electing to terminate negotiations with the selected firm.
- 8.4 A notice of contract award shall not be binding upon the Town until the contract has been fully executed by both parties.

## NON-COLLUSIVE BIDDING CERTIFICATE

State of        }  
County of      }

\_\_\_\_\_, being duly sworn, deposes and says: (a) 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 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 been knowingly 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.

(b) If the bidder is an individual, the bid must be signed by that individual; if the bidder is a corporation, it must be impressed with the corporate seal, signed by an officer of that corporation, or other person authorized by resolution of the Board of Directors, and in such case, a copy of the resolution must be attached; if a partnership, it must be signed by one of the partners or other person authorized by a writing signed by at least one general partner and submitted with the bid.

I, hereby affirm under the penalties of perjury that the foregoing statement is true.

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Individual Bidder

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Co-Partnership

By: \_\_\_\_\_  
[Partner]

(Corporate Seal) Corporation

By: \_\_\_\_\_  
Corporate Officer - Title

Sworn to before me this \_\_ day of \_\_, 2026

NOTARIZATION OF SIGNATORY FOR SOLE PROPRIETORSHIP OR PARTNERSHIP:

STATE OF NEW YORK      }  
                            } SS:  
COUNTY OF                }

On this \_\_\_\_\_ day of \_\_\_\_\_ 2026, before me personally came \_\_\_\_\_, to me known and known to me to be the person who executed the foregoing instrument, and he/she duly acknowledges to me that he/she executed the same.

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Notary Public

FOR CORPORATIONS:

STATE OF NEW YORK      }  
                            } SS:  
COUNTY OF                }

On this \_\_\_\_\_ day of \_\_\_\_\_ 2026, before me personally came \_\_\_\_\_, to me known who, being by me duly sworn, did depose and say that he/she is the \_\_\_\_\_ of \_\_\_\_\_, the corporation described in, and which executed the within Instrument; that he knows the seal of such corporation; that the seal affixed to said Instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and he signed his name hereto by like order.

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Notary Public

# Proposed Sewer Extension

## Parcels in Sewer Expansion

## Proposed Extension

# Sewer District

