



VILLAGE OF MILLBROOK

35 MERRITT AVENUE PO BOX 349 MILLBROOK NY 12545 TEL: 845-677-3939 FAX: 845-677-3972

TIM COLLOPY
MAYOR

SARAH WITT
CLERK/TREASURER

NICOLE ZEKO
DEPUTY CLERK

Request for Qualifications (RFQ) for Engineering Services RFQ# WWTP Upgrade

BACKGROUND & SCOPE OF WORK

The Village of Millbrook located in Dutchess County, NY, is seeking professional engineering services pertaining to the WWTP Upgrade. Project needs:

- The WWTP was built 53 years ago and many of its core components are in need of replacement
- The WWTP can not fully treat all the wastewater that reaches the plant
 - Wet weather flows exceed current capacity of the headworks and other components
 - Partial treatment of bypassed flow is “grandfathered” by the DEC
 - DEC conditions for renewal of SPEDES permit may require upgrades – chkpt: Jan 2024
- The steel overflow tank has various leaks and valves that no longer work
- The generator is failing – must be activated manually

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



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EVALUATION CRITERIA

All proposals received will be evaluated and ranked by the Village of Millbrook Board of Trustees 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
Total	100

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 2:00 PM on February 13, 2024, to Sarah Witt at clerk@villageofmillbrookny.com. If you prefer to submit paper copies, please submit **two (2) bound paper copies** of your proposal by the time and date indicated mailed to: Sarah Witt, Village of Millbrook, P.O. Box 349 Millbrook, NY 12545 or submit in person to 35 Merritt Ave Millbrook, NY 12545.

Questions and clarifications on any items related to this RFQ should be directed to Mayor Tim Collopy via email at villageofmillbrookmayor@gmail.com or by phone at 845-677-3939 option 5.

Regards,

Tim Collopy
Mayor, Village of Millbrook