**Village of South Glens Falls, N.Y.**

**Request for Proposals for Engineering and Consulting Services**

1. **PURPOSE**

The Village of South Glens Falls invites Engineers licensed to practice in the State of New York to submit a proposal to provide engineering and consulting services to the Village Mayor and Board of Trustees and others when requested and approved by the Board.

1. **OBJECTIVE**

To provide the Village with technical engineering and consulting services which may include surveys, studies, reports, design, specifications and bid documents, construction inspection, grant applications and project administration on street projects, public water operations including but not limited to hydraulic modeling, supply, plant, distribution, storage and transmission and for sewer, including but not limited, to collection, pumping and storm water. When asked, the proposer would be expected review developers projects, site plans and design to assist our building department and the zoning and planning boards. The proposer would be expected to offer advice to the Village so it will be compliant with regulations and use proper maintenance practices.

1. **COMPENSATION**

The Village desires to enter into professional service agreement(s) in which compensation may be in the form of a lump sum, or time and materials, subject to conditions and exceptions agreed to by the parties.

1. **PROFESSIONAL LIABILITY INSURANCE**

The proposer shall list all of the coverage carried and any contract agreed to will have to meet the types of coverage and limits that the Village may require.

1. **EXPERIENCE AND QUALIFICATIONS**

Proposer should include: a brief history of their firm, a list of municipal clients that it does or has done work for with contact names and phone numbers, a list of projects completed that might be similar to the needs of a Village like ours, along with a brief description of the project including costs, dates and references and any other information that might be helpful to us in evaluating the services that you have provided other municipalities.

1. **CONFLICT OF INTEREST**

As part of your submission, please list any potential conflicts your firm might have, due to work being done for outside parties. This should include but not be limited to private developers working in the Village or other work being done by your firm with others doing business with the Village.

1. **TERMS AND CONDITIONS**

The proposer should submit an original and (5) five copies of their proposal.

The Village reserves the right to accept or reject any or all proposals and the cost of any proposals submitted shall be the responsibility of the proposer.

The proposal must be received by 3:00 P.M. on Thursday, April 28 2022. Envelope should clearly state on the outside “Engineering and Consulting Services Proposal” and be in a sealed envelope addressed to:

Village of South Glens Falls

Clerk Treasurer

46 Saratoga Ave.

South Glens Falls, New York 12803