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VILLAGE OF MIDDLEBURGH, SCHOHARIE COUNTY, NY Request for Qualifications (RFQ) for Engineering Services RFQ#1 PRELIMINARY ENGINEERING REPORT – SANITARY SEWER EXTENSION AND INFLOW & INFILTRATION (I&I)

BACKGROUND & SCOPE OF WORK

The VILLAGE OF MIDDLEBURGH in SCHOHARIE COUNTY, NY is requesting proposals from engineering firms to prepare a Preliminary Engineering Report to address THE SANITARY SEWER EXTENSION AND INFLOW & INFILTRATION (I&I).

The Village is proposing to extend sanitary sewer service to an area of dense development that relies on individual septic systems – approximately 70 existing homes. The proposed project area on Grove Street, Maple Avenue, Northview Lane, Pine Street, and Union Street has a history of failing individual subsurface disposal systems as well as contamination of the surrounding environment by those improperly functioning systems. Additionally, the existing collection system, that serves the Main Street business district and surrounding areas suffers from infiltration and inflow. This study will result in the preparation of an engineering report which will guide the Village in pursuing funding for a capital improvement project to fix the environmental, health, and safety issues along with infiltration and inflow.

The project has qualified for funding from the NYS Environmental Facilities Corporation (EFC) Engineering Planning Grant program.

The selected firm should be ready to start the work no later than September 30, 2026. All work on the Sewer Extension I&I Study must be completed by September 30, 2027. The PER must be completed by one year from the Grant Agreement Date in order to meet funding requirements. Further planning, design, bidding, and construction timeframes will be evaluated as part of the PER and will be established as the project progresses.

RFQ REQUIRED INFORMATION & FORMAT

Proposals should not exceed twenty (20) pages in length (excluding cover and 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
- 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 VILLAGE BOARD according to the following criteria:

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

The Board reserves the right to accept or reject any and all Statements of Qualifications 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 **3:00:00 PM on December 8, 2025**, to REBECCA KELLEY, VILLAGE CLERK to villageofmiddleburgh@midtel.net. If you prefer to submit paper copies, please submit **two (2) bound paper copies** of your proposal by the time and date indicated, in a sealed envelope marked: RFQ#1- Preliminary Engineering Report for Sanitary Sewer Expansion and Inflow & Infiltration (I&I) to REBECCA KELLEY, VILLAGE CLERK, PO BOX **789**, MIDDLEBURGH NY 12122.

Questions and clarifications on any items related to this RFQ should be directed to Timothy Knight, MAYOR via email at timothyknight93@gmail.com or by phone at 518-231-1465.