

Village of Greenwood Lake, Orange County, NY
Request for Qualifications (RFQ) for Engineering Services
RFQ # 2026-PFAS01 WATER TREATMENT PLANT UPGRADES, PHASE 2

BACKGROUND & SCOPE OF WORK

The VILLAGE OF GREENWOOD LAKE located in the Town of Warwick in ORANGE COUNTY; NY is seeking a qualified engineering firm to provide professional engineering services for treatment upgrades at the Water Treatment Plant to address PFAS removal. Work to include design, regulatory approval, the bid/award coordination, construction administration and onsite construction inspection. The Village has received funding from the Environmental Facilities Corporation (EFC) Infrastructure Investment and Jobs Act Emerging Contaminants (IIJA-EC) program to support the advancement of this project.

RFQ REQUIRED INFORMATION & FORMAT

Proposals should not exceed twenty (25) pages in length (not included in page count: cover, table of contents, transmittal letter, or section dividers), and should include the following information:

- Transmittal Letter indicating interest and commitment to perform engineering services for Village of Greenwood Lake, include contact information for primary person who will be point of contact for all correspondence.
- 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/OCR Grant Experience 20
- Ability to work with municipal staff 20

Total 100

The Village of Greenwood Lake 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 INSTRUCTIONS

Sealed qualification statements containing **THREE COPIES** and PDF on Flash USB, shall be plainly marked “RFQ NUMBER Village of Greenwood Lake Water Treatment Plant Upgrades, Phase 2” on the front of the mailing envelope and addressed to:

Katheleen Holder, Village Clerk
Village of Greenwood Lake
PO Box 7
18 Church Street
Greenwood Lake, NY 10925

Qualification statements will be accepted until March 23, 2025 at 9:45 AM, at which time all responses shall be publicly opened and the names of each respondent will be read aloud. Qualifications received after the noted time and date will not be accepted and will be returned to the respondent unopened. It is the responsibility of the respondent to see that any qualifications statement submitted shall have sufficient time to be received by the Town prior to the opening date and time noted above. The receiving time at the Village Clerk’s Office will be governing time for acceptability of statements. Sealed qualification packages may be received by Hand Delivery, US Postal Service or Overnight Carrier Service. Qualifications will not be accepted by facsimile (fax) or email.

Minority and women-owned businesses are encouraged to submit responses to the RFQ.
The Village of Greenwood Lake is an Equal Opportunity / Affirmative Action Employer.

Questions and clarifications on any items related to this RFQ should be directed to Kathleen Holder, Village Clerk, Ph. 845-477-9125, email: vcmgwl@yahoo.com . Deadline for submitting questions is March 19, 2025 at 3:00 PM.