

# **REQUEST FOR QUALIFICATIONS (RFQ)**

**Town of Greenwich, New York**

Washington County

**Issued: March 10, 2026**

## **PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES**

### **Water District No. 1 – Drinking Water Infrastructure Improvements**

Planning, Funding Support, Design, Permitting, Bidding, Construction Administration & Grant Compliance

#### **I. INTRODUCTION**

The Town of Greenwich, New York (“Town”) is issuing this Request for Qualifications (RFQ) from qualified professional engineering firms pursuant to the procurement requirements set forth in 40 U.S.C. 1101 et seq., and consistent with the New York State Environmental Facilities Corporation (EFC) Architectural/Engineering Services Procurement Guidance (effective October 1, 2024).

This procurement is qualifications-based. Price shall not be used as a selection factor.

The Town intends to select the most qualified firm to assist with pre-award funding coordination and full implementation of the Town of Greenwich Water District No. 1 project.

#### **II. PROJECT DESCRIPTION**

The Town of Greenwich has established Water District No. 1 to construct its first municipal public water system. The project will address long-standing water quality and reliability concerns associated with private wells and will improve fire protection capacity, system redundancy, and support planned residential and commercial growth.

The project, as currently defined in the Preliminary Engineering Report (PER), includes:

- Approximately 12,800 linear feet of 8-inch ductile iron water main
- A 183,000-gallon water storage tank

- A 125 gpm booster pump station
- Hydrant assemblies, mainline valves, and service laterals
- Interconnection with the Village of Greenwich water system

The Town is actively pursuing funding through the Drinking Water State Revolving Fund (DWSRF), Water Infrastructure Improvement Act (WIIA), Intermunicipal Grant (IMG), and related programs.

### **III. SCOPE OF SERVICES**

The selected firm will provide professional architectural/engineering services, including but not limited to the following:

#### **A. Pre-Award & Funding Support Services**

1. Review of existing Preliminary Engineering Report (PER), including identification of opportunities to optimize scoring for:
  - DWSRF Intended Use Plan (IUP)
  - WIIA
  - IMG and other applicable funding programs
2. Preparation and/or support of:
  - Updated IUP listing materials
  - WIIA and/or IMG resubmission applications
  - SRF financing application updates
  - Supplemental technical documentation (e.g., water quality data summaries, system reliability narratives, affordability documentation, regional coordination narratives)
3. Coordination with:
  - NYSEFC
  - NYS Department of Health
  - Funding program representatives

- Village of Greenwich (regarding intermunicipal coordination)
4. Assistance with:
- Preparation of updated exhibits and mapping
  - Letters of support coordination
  - Documentation of public health need and system reliability concerns

## **B. Engineering Design & Permitting Services (Post-Award)**

1. Final design of water transmission and distribution improvements
2. Tank siting confirmation and detailed design
3. Pump station design and controls
4. Hydraulic modeling and system analysis
5. Preparation of:
  - Final engineering report updates (if required)
  - Plans and specifications
  - Engineer's Opinion of Probable Cost
  - Technical specifications and contract documents
6. Coordination and permitting with:
  - NYS Department of Health
  - NYS Department of Environmental Conservation
  - NYS Department of Transportation (if applicable)
  - SHPO/OPRHP
  - Other applicable agencies

## **C. Bidding & Award Phase Services**

1. Assistance with advertisement and bid solicitation
2. Preparation of bid documents

3. Attendance at pre-bid meeting
4. Bid review and tabulation
5. Recommendation of award
6. Assistance with contract execution

#### **D. Construction Administration & Observation**

1. Construction administration
2. Shop drawing and submittal review
3. Response to RFIs
4. Change order review
5. Site visits and construction observation
6. Coordination meetings
7. Record drawings
8. Project closeout documentation

#### **E. Funding & Grant Compliance Services**

1. Preparation of funding compliance documentation
2. Coordination with EFC for reimbursement requests
3. Davis-Bacon compliance support (if applicable)
4. American Iron and Steel (AIS) documentation
5. MWBE/DBE compliance coordination
6. Assistance with EFC A/E Procurement Certification documentation
7. Project closeout and final reporting

### **IV. PROCUREMENT PROCESS**

This RFQ is being issued in accordance with qualifications-based selection requirements for architectural and engineering services.

The Town will:

1. Publicly announce this solicitation;
2. Evaluate and rank firms based on established and publicly available criteria;
3. Conduct discussions/interviews with at least three firms (if three or more qualified responses are received);
4. Select the most highly qualified firm;
5. Negotiate fair and reasonable compensation with the selected firm.

If negotiations fail, the Town will proceed to negotiate with the next most qualified firm.

Price shall not be submitted with the qualifications package.

## V. SELECTION CRITERIA

Qualifications will be evaluated based on the following weighted criteria:

<b>Evaluation Criteria</b>	<b>Weight</b>
Experience with comparable drinking water infrastructure projects (design, construction, and funding compliance)	30%
Experience with NYSEFC DWSRF, WIIA, and IMG funding programs	25%
Qualifications and experience of proposed project manager and key staff	20%
Demonstrated understanding of project scope and funding strategy	15%
References and past performance	10%
<b>Total</b>	<b>100%</b>

## VI. SUBMISSION REQUIREMENTS

Interested firms shall submit:

1. Firm overview and qualifications

2. Resumes of key personnel assigned to the project
3. List of similar projects (municipality, scope, cost, funding programs used)
4. Description of experience with:
  - o SRF, WIIA, IMG
  - o Intermunicipal coordination
  - o Grant compliance and reimbursement processes
5. Three (3) client references
6. Statement acknowledging compliance with 40 U.S.C. 1101 et seq. procurement requirements
7. Proposed project team structure

Do not include fee information.

## **VII. SUBMISSION DEADLINE**

Qualifications must be submitted electronically to:

Clerk to the Supervisor  
Town of Greenwich  
joanna.messina@greenwichny.org

No later than April 9, 2026 at 4 PM.

## **VIII. EEO, MWBE & DBE**

The Town strongly encourages responses from NYS Certified Minority and Women-Owned Business Enterprises and Disadvantaged Business Enterprises.

## **IX. GENERAL CONDITIONS**

The Town reserves the right to:

- Reject any or all submissions
- Waive informalities

- Re-issue this RFQ if necessary
- Select or not select any firm