

Request for Proposals

The Town of Windsor is seeking proposals from engineering/consulting firms qualified to provide professional grant writing and engineering services for a municipal water project in West Windsor, NY. The Town's expectation is the procurement of grants to fund 85% to 90% of an estimated project cost of \$5 million. Interested parties can contact the Elizabeth Pfister, Town Clerk for a copy of RFP via phone 607-655-2023, via email at windsortc1@echoes.net or on The Town of Windsor's Website www.windsorny.org

To submit a proposal, please submit five (5) copies of all information to the Town no later than 3:00 pm on October 1, 2020, for opening at the October 7, 2020 Board Meeting.

The address is as follows:

Town of Windsor Town Hall
124 Main Street
Windsor, NY 13865

Attention: RFP for Grant Writing and Engineering Services

If you have any questions, please contact the Town Clerk at (607)655-2023.

REQUEST FOR PROPOSALS (RFP)

Town of Windsor, New York

Grant Writing and Engineering Services

Program Years 2020 and 2021

I. Introduction

The Town of Windsor is seeking proposals from engineering/consulting firms qualified to provide professional grant writing and engineering services for a municipal water project in West Windsor, NY. The Town's expectation is the procurement of grants to fund 85% to 90% of an estimated project cost of \$5 million.

II. Time of Performance

The Town of Windsor anticipates awarding one contract for grant writing, engineering, and/or infrastructure services.

III. Scope of Services

- A. Identify potential sources of grant monies for the project, including but not limited to Federal and State sources.
- B. Development of Federal grant applications through the US Department of Agriculture (USDA), US Army Corps of Engineers, Environmental Protection Agency (EPA), US Department of Commerce, Appalachian Regional Commission, Community Development Block Grant Program, and other applicable Federal sources.
- C. Development of State grant applications through the New York State Water Grant Program, County-Wide Shared Services Initiative (CWSSI), Environmental Facilities Corporation, and other applicable State sources.
- D. Development of other grant applications through identified sources.
- E. Professional engineering, architecture, surveying, and planning services required for the design and implementation of the infrastructure improvement project, including but not limited to:
 - Feasibility studies;
 - Engineering reports;
 - Plans, specifications, cost estimates;
 - Maps;
 - Preparation of bids, bid material and contracts;
 - Assisting in the bid process;
 - Construction observation;
 - Technical guidelines, and
 - Planning/design and project structuring activities.

IV. Budgeted Amounts

Budgeted amounts will be determined and agreed to prior to contracting. Preference will be given to firms willing to not charge for grant writing should the Town not be successful through the firm's

grant writing in obtaining 85% to 90% of an estimated project cost of \$5 million and not able to proceed with the project.

V. Payments

Payments shall be made in increments equal to the project progress as agreed to by the parties.

VI. Work Time Frames

Project completion shall be achieved within the specific program's allowable time frame.

VII. Statements of Qualification

- A. Background information describing the nature and history of the firm, including client listings and references.
- B. Specific information regarding the firm's experience and technical expertise with securing and implementing Public Infrastructure programs and similar project work as described in the Scope of Services.
- C. Resumes of the individuals who will provide the services and their respective roles.

VIII. Selection

The Town of Windsor will select a firm based on qualifications such as technical skills, experience, reference information. Preference will be given to a firm that will not charge for grant writing should the Town not be able to proceed with the project.

IX. Submission Procedures

If you wish to submit a proposal, please submit five (5) copies of all information to the Town no later than 3:00 pm on October 1, 2020.

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X. Miscellaneous

- A. The Town reserves the right to reject any or all proposals and to conduct interviews at its sole discretion.
- B. The Town assumes no responsibility or liability for costs incurred by respondents to the Request for Proposals including information, interviews, or negotiations.