

REQUEST FOR QUALIFICATIONS

**PROFESSIONAL ENGINEERING SERVICES
WASTEWATER SERVICES**

**VILLAGE OF BLOOMINGBURG
NEW YORK**

EZIEL FLEISCHMAN
VILLAGE MAYOR

January 16, 2026
RFQ DEADLINE – February 15, 2026
12:00 PM

Village of Bloomingburg
Request for Professional Engineering Services Qualifications

The Village of Bloomingburg (Village) is requesting qualifications from firms to provide wastewater engineering services including evaluation, design and construction phase services related to wastewater treatment and collection in Bloomingburg, New York. The firm selected for this role will support the Village in various tasks and projects related to municipal wastewater and will have a demonstrated ability to execute these types of projects and provide the Village with the technical assistance required to make informed choices in developing and implementing wastewater projects.

INSTRUCTIONS TO APPLICANTS

The Village of Bloomingburg will accept qualifications for Professional Engineering Services relating to advisement, evaluation, design and construction of wastewater treatment and collection systems. All qualifications packages shall be received at Village Hall, Attn: Debra Beuerman, 13 North Road, Bloomingburg, New York, 12721 until 12:00 PM local time on Monday, February 15, 2026. Please direct questions to Russ Wood, Special Assistant to the Mayor, at 845-283-2827 or rwoodinc@yahoo.com.

All qualifications shall be presented upon the letterhead of the firm or individual. All materials presented shall become the property of the Village. The final decision with respect to the award of a professional service contract pursuant to this request for qualifications rests with the Village Mayor.

GENERAL DESCRIPTION OF SERVICES

The Village of Bloomingburg is soliciting qualifications for professional services relating to evaluation, design and construction of its wastewater treatment plant and collection systems. Anticipated services for the project include:

- Grant Procurement and Administration.
- Engineering Studies and Evaluations.
- Permitting.
- Engineering Design.
- Bidding Administration.
- Construction Administration.
- Construction Observation.

QUALIFICATIONS SUBMISSION REQUIREMENTS

Responses to this RFQ must include the following key qualifications:

- Demonstration of previous experience with municipal wastewater consulting services in the NYSDEC Region 3 area, including a list of references.
- Demonstration of the firm's knowledge of the Village of Bloomingburg.
- Identification of key personnel assigned to this engagement.
- Demonstration of familiarity with assessment of wastewater treatment plants, including system capacity, expansion, treatment process evaluation, instrumentation and controls.
- Demonstration of familiarity with assessment of wastewater pump stations including capacity evaluation, screening and pre-treatment, instrumentation and controls.

- Demonstration of design and construction of wastewater collection systems and pump stations.
- Experience with successful grant procurement and administration.

The following information must be submitted as part of the qualifications package:

1. Cover Letter

Qualifications shall include a cover letter, not to exceed one page, to summarize the firm's experience with wastewater projects and any information particular to the firm that would benefit the Village in review of their qualifications.

2. Qualifications & Relevant Experience

Qualifications shall include a list and description of projects that demonstrate key qualifications noted previously in this document by the Engineer within the last ten years. Each project should be briefly described and shall note the client (with contact information), the year constructed, and project cost. Projects included in the project list should not be more than 10 years old. Projects should demonstrate the Engineer's experience with the following:

- Preparation of Preliminary Engineering Reports in compliance with New York State Environmental Facilities Corporation and New York State Department of Environmental Conservation Engineering Report Outline for New York State Wastewater Infrastructure Projects. Provide a sample of actual completed report excerpts presenting at minimum Table of Contents and Executive Summary as submitted to NYSDEC/NYSEFC.
- Procurement and administration of grant funding and compliance with grant requirements.
- Ability to meet project schedules and prepare construction documents in conformance with 10 State Standards and approved by New York State Department of Environmental Conservation.
- Demonstration of familiarity with assessment of wastewater treatment plants, including system capacity and expansion, treatment process evaluation, instrumentation and controls.
- Demonstration of familiarity with assessment of wastewater pump stations including capacity evaluation, screening, instrumentation and controls.
- Demonstration of familiarity of design and construction of wastewater collection systems and pump stations.

3. Engineering Team

Proposals shall include the names and resumes of all key individuals and organizations that will be assigned to this engagement. Specific, current, and detailed information should be provided concerning the qualifications and relevant work experience of all key persons. A single Project Manager/Point of Contact must be identified.

4. Engagement Approach & Acknowledgements

The selected engineer shall work with the Village to develop a scope and fee for requested tasks. Describe the approach, structure, and basis by which you would propose to develop a scope, and fee estimate for each project requested by the Village. Within the

response to the RFQ consultant will also acknowledge:

- The selected proposer will be required to procure and maintain at its own expense the following insurance coverage:
- Professional services agreement will include any requirements from local, state or federal funding agencies including WMBE utilization requirements. This includes compliance with NYS CWSRF, NYSEFC, the Infrastructure Investment and Jobs Act (IIJA), or other funding sources.
- Compliance with:
 - Iran Divestment Act
 - Non-Discrimination and Diversity Requirements pursuant to Federal Laws and NYS Executive Law Article 15-A
 - NYS Sexual Harassment Laws

SELECTION PROCESS

The selection of the engineering firm for this project shall be in accordance with Federal procurement requirements. The Village plans to negotiate a professional services agreement with the Engineer whose submittal is determined most advantageous to the Village.

In selecting an engineer for this project, the Village will evaluate each qualifications package based upon the following criteria with the associated weighting:

Criteria	Weight (1-5)
Demonstration of wastewater work in NYSDEC Region 3	15
Firm knowledge of the Village of Bloomingburg	20
Qualification and required experience of firm and the project team	40
References	10
Grant Experience	15
Total	100

A selection committee will review the submittals. The committee will rate the submittals as to advantageousness and the Village will negotiate a service contract with the top-rated engineer. Upon successful completion, the negotiated contract will then be subject to the approval of the Village Mayor. Should negotiations with the higher rated engineer fail; the Village will then negotiate with the next lower rated engineer.

CONTRACT

Any award of the work contemplated by this RFQ shall be conditioned on the later execution of a formal contract. The Village reserves the right to revoke or rescind any award at any time prior to the full execution of a formal written contract.

The Village is proposing a contract term of three (3) years from the effective date of the Agreement between the Engineer and the Village. The Village shall have the choice of two (2) additional 1-year extensions (five years total). The contract can include a reasonable escalation clause as negotiated by the parties. The Village shall have the option of issuing a new Request for Qualifications for additional or replacement firms at any time the Village deems it necessary.

