

**Request for Qualifications
for
Engineering Consultant Services
for the
Town of Martinsburg: Improvements to Glenfield Sewer District**

LEGAL NOTICE

The Town of Martinsburg is requesting qualifications for Engineering and Grant Administrative Services for a Sewer District Improvements Project in Glenfield, NY. The project may be funded by any or a combination of the following: the NYS Office of Community Renewal CDBG-Public Infrastructure, NYS Environmental Facilities Corporation, USDA Rural Development, the State of New York and any of its Agencies, Authorities, and/or Departments.

This project, undertaken by the Town of Martinsburg, will seek support from NYS OCR CDBG grant program to help fund the project, including Engineering and Grant Administrative costs. The preliminary cost estimate for the total project is \$1,217,900.

The Town is seeking Engineering Services to include any required surveying, design, permitting, preparation of bid specifications, assistance with public bidding, and construction administration and observation services. The Town is also seeking Grant Application Preparation Services and Grant Administrative Services to include grant application assistance, grant project reporting, grant program requirement monitoring, and reimbursement requests for any or all of the above mentioned funding agencies. Firms should have significant experience with municipal sewer collection and treatment system engineering and implementing such projects funded by the agencies mentioned above.

Responses to this Request will be accepted until local time, 5pm, Wednesday, January 20, 2021 at the Town Office, 5405 Cemetery Road, P.O. Box 8, Martinsburg, NY 13404 or electronically submitted to mburg@ridgeviewtel.us. Please mark on the outside of the envelope, "Response to Engineering RFQ – Town of Martinsburg – Improvements to Glenfield Sewer District". Respondents are required to submit one (1) original and two (2) copies of their Proposal if submitting hard copies. Information received after that date and time will not be considered.

A copy of the Preliminary Engineering Report and Preliminary Cost Estimates are available for review at the: Town of Martinsburg Office, 5405 Cemetery Road, Martinsburg, NY 13404 Tuesday and Thursday between the hours of 9:00 a.m. – 5:00 p.m. and Wednesdays between 2:00 p.m. – 6:00pm.

Minority and Women Business Enterprise firms & Section 3 Businesses are encouraged to submit. The Town of Martinsburg reserves the right to reject any or all Proposals, the right to waive any informalities, the right to permit exceptions deemed not to be of substance, and the right to accept any Proposals which the Town deems to represent the prudent and economical expenditure of the public monies for the benefit of the Town's inhabitants by securing the maximum quality.

Mary Kelley, Town Clerk
Town of Martinsburg, Lewis County, New York