



**REQUEST FOR PROPOSALS**

FOR Community Development Block Grant Engineering Services

CDBG Improvements to Town Park Building for Senior Citizen & Handicapped Resident Accessibility

DUE DATE: June 6, 2023, 12 Noon

MANDATORY SITE VISIT: Tuesday, May 31, 2023

Mary Alex, Town Clerk  
Town of Washington  
PO Box 667  
Millbrook, NY 12545  
Phone: 845-677-3419  
Email: [townclerk@washingtontny.org](mailto:townclerk@washingtontny.org)

TOWN OF WASHINGTON  
Request for Services  
CDBG Engineering Services

**Please be advised** that the Town of Washington has been approved for a CDBG grant not to exceed \$100,000.00 and is requesting proposals from qualified individuals or firms to provide engineering services to include preliminary engineering, design, coordination of technical services, project inspection, construction contract supervision and related activities.

**Please be further advised** that specific information regarding the project may be downloaded from the Town website at: <https://www.washingtonny.org/document-center/request-for-proposals/2023-cdbg-block-grant-park-improvements-for-senior-citizen-activities.html>

**Please be further advised that** sealed proposals must be received by 12:00 Noon on June 6, 2023. Sealed proposals shall be mailed or hand delivered to the Town Clerk, at P.O. Box 667, (10 Reservoir Dr.) Millbrook, NY 12545. Proposals will be opened and evaluated at a time convenient to the Town. An original and one (1) copy of the proposal and an electronic copy of the plan must be included on a clean thumb drive shall be placed in a sealed envelope, marked "RFP: #CDBG-Engineering Services", and delivered to the Town by the time, date listed above.

By the Order of the Town Board  
May 5, 2023  
Mary Alex, Town Clerk

Request for Proposals  
Detailed Information

The Town of Washington has been approved for a CDBG grant not to exceed \$100,000.00 and is requesting proposals from qualified individuals or firms to provide grant funded engineering services to include design, engineering and bid specifications, coordination of technical services, project inspection, construction contract supervision, and related activities.

The Town of Washington is centrally located in Dutchess County, NY. The Town provides street maintenance, parks, planning & zoning services, transfer station facilities and a local court system to its residents. The Town and coordinates with the Village of Millbrook, a separate government entity within the town, for fire protection services. A five (5) member Town Council, including the Town Supervisor, govern the Town.

The project site is the Town of Washington Town Park, 3744 Route 44, Millbrook, NY 12545.

The overall budget for the project, including engineering fees is \$130,000.00.

The project will entail the following proposed work. The final work components will be dependent upon bids from contractors. All work must be ADA compliant.

1. Installation of HVAC System – Ductless Mini-Split Heat Source and Electric Heating Source in the bathroom.
2. Installation of two (2) twin automatic doors including electric for doors and remote push button.
3. Removal of current lights and replacement of six (6) – LED ceiling fixtures.
4. Installation of a portable partition.
5. Install two handicapped accessible parking spots with signage and walkway to the building.
6. The contractor will provide specifications for upgrades to existing bathroom – ADA sink, toilet, additional bars if needed, automatic soap, faucets and towel dispenser, which will be installed by town employees.

A mandatory pre-bid meeting will be held on Wednesday, May 31, 2023 at 12 noon for all potential bidders to see and understand the scope of the work. The location of the meeting is Town of Washington Town Park, 3744 Route 44, Millbrook, NY 12545.

Please register for the pre-bid meeting by 4:00 pm on May 31, 2023 by sending an email to [recdirector@washingtorny.org](mailto:recdirector@washingtorny.org) with your name, company name and a phone number.

- The Town expects to award the bid by June 8, 2023 with contracts executed and a notification to proceed by June 22, 2023.
- The contracted engineer will be expected to provide a design plan, and specifications to the Town Council by August 9, 2023.
- The plan will have to be approved by the Dutchess County Department of Planning, prior to going to bid.
- Bid specifications shall be completed concurrently with the design plan and specifications.
- The project will go to bid on September 1, 2023.
- Bids will be due back to the Town by October 3, 2023.
- The engineer will review the bids for completion.
- The Town Board will award the bids by October 10, 2023
- The engineer will work with the town to determine the order in which the work is completed.
- The engineer will ensure the work has been completed to their specifications.
- The engineer will review and approve the requests for payments submitted by the contractor.
- The project should be finished by January 31, 2024.

Submittal package should include the following:

1. Complete application package.
2. Letter of introduction including information on your firm and a statement that you have the available staff to complete the work in the designated time period.
3. Name of the that will be assigned as project manager, as well as their professional credentials and hourly rate.
4. Names of any employees that will be assigned to the project, their professional credentials and hourly rate.
5. Non-disclosure form.