

**VILLAGE OF WALDEN**  
**REQUEST FOR PROPOSAL**  
**FOR ENGINEERING SERVICES**

The Village of Walden, Orange County, New York, is requesting proposals from qualified Professional Engineering firms, licensed in New York State, who will act as the Village's representative on engineering-related matters. The Consulting Engineer shall provide general engineering advice to the Village and its Departments and Boards.

The Consulting Engineer will be required to meet with the Village Manager, Mayor, Board of Trustees, Planning Board, Zoning Board and Department Heads. The Consulting Engineer will also be required to provide engineering consultation and services as may be directed by the Village. Compensation will be defined in a contract which will be entered into between the Village and the Consulting Engineer.

The Consulting Engineering firm should demonstrate in its proposal, its experience and qualifications in all aspects of municipal engineering including, but not limited to, drainage facilities, MS4 compliance, road construction and maintenance, building construction, code enforcement, structural inspections, wetlands and flood plains, etc.

The Consulting Engineering firm should list in its proposal the staff of the firm that would represent the Village as well as their individual qualifications relative to municipal engineering. In addition, the proposal submitted should include a description of the size and organization of the firm and the location of the office from which personnel will be assigned to the Village of Walden.

The Village Board of Trustees, in its consideration of the consulting firm to be retained, shall consider the qualifications of the firm, the cost of services as well as the availability of personnel on an "on-call" basis.

A fee schedule describing compensation rates of the various engineers and various support staff and their organizational position should be attached to the proposal for consideration by the Village.

The consultant selection criteria to be considered by the Village Board will include the following:

- 1) Qualifications of the Consulting Engineer in the municipal engineering fields as well as water and sewer.
- 2) Experience providing engineering services to municipalities.
- 3) Knowledge and familiarity with the local community.
- 4) Ability to respond on an "on-call" basis in a timely manner to the needs of the Village of Walden.
- 5) Schedule of fees for services to be rendered on an hourly basis.
- 6) Professional Liability Insurance.

Proposals must be submitted on or before March 24, 2025 at 2:00pm, addressed to Marisa Kraus, Village Clerk, One Municipal Square, Walden, New York 12586. Contact Number: 845-778-2177.

The Board of Trustees reserves the right to reject any and all proposals or any portion thereof that it feel are not in the best interest of the Village and to negotiate with any one or more of the responding firms.